



**Australian
Endurance**
Riders Association Inc

AERA Tom Quilty Gold Cup Manual

Versions

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Contents

1.	Introduction.....	7
	Manual Purpose	7
	Tom Quilty Gold Cup Event	7
	Tom Quilty Gold Cup Standard.....	7
	Selection of the TQ Committee to conduct the Tom Quilty Gold Cup Event.....	7
	Relationship between the AERA, the Division Association and the TQ Committee	7
	Key Ride Officials & Veterinarians.....	8
2.	Organising Committee.....	9
	Introduction.....	9
	Composition of an TQ Committee.....	9
	Keeping the TQ Committee Together	10
	Role Descriptions.....	10
3.	Reporting to AERA.....	14
4.	Event Standard	15
	Introduction.....	15
	Principles	15
	TQ Committee	16
	Affiliation and Riding Rules	17
	Chief Steward Team	18
	Quilty Advisor	18
	Vetting.....	18
	Veterinary Team.....	20
	Veterinary Research Projects	21
	Schedule Of Veterinary Fees	21
	Veterinarian Experience	21
	Veterinarian’s Agreement	22
	Dress Code for Veterinarians and Chief Stewards	22
	Quilty Course.....	22
	Facilities.....	23
	Start, Finish and Check Points	23
	Safety and Communications.....	23
	Competitors.....	24
	International Competitors.....	24
	Horses.....	25

Test Event	25
Disputes.....	25
Functions and Events	25
Trophies and Awards.....	26
Photographer	27
Sponsorship	27
Information	28
Entry Fees	28
Miscellaneous.....	29
Annexure 1 – Trophies & Awards.....	30
Annexure 2 – Pat Slater Competition.....	32
Annexure 3 – The AERA Teams Event	33
Annexure 4a – Head Veterinarian’s Agreement	34
Annexure 4b – Treatment Veterinarian’s Agreement.....	35
Annexure 4c – Line Veterinarian’s Agreement	36
Annexure 4d – On Course Veterinarian’s Agreement.....	37
Annexure 5 – Veterinary Research Conditions	38
Annexure 6 – Quilty Photographer	39
Annexure 7a – Interim Event Agreement.....	40
Annexure 7b – Final Event Agreement.....	42
Annexure 8 – Test Event Report.....	44
Annexure 9 – Sunday Morning Events Program	47
5. Risk Management and Biosecurity Policy	51
Risk Management.....	51
Biosecurity.....	51
6. Tom Quilty Course Marking Standard	53
Introduction.....	53
Arrow Standards.....	53
Placement of Arrows	54
Straight Ahead.....	54
Change of Direction.....	54
Do Not Proceed Indication	54
Safety Hazards.....	54
Fences.....	55
Gateways and Grids.....	55
Road Crossings	55
Vehicular Traffic	55
Travelling along a Public Road.....	55
Bitumen Roads	56
Gravel Roads.....	56

Creek Crossings	56
Common Course with more than One Leg in the Same Direction	56
Distance Markers.....	56
Water Points.....	56
Check Points	56
Course Scout.....	57
Training Courses	57
Legend Board.....	57
7. Budget	58
8. Ride Base Standard.....	59
Introduction.....	59
Toilets and Showers	59
General Ride Base Design.....	60
Communications.....	62
9. Head Veterinarian	63
Introduction.....	63
Role of the Head Veterinarian.....	63
Essential Selection Criteria	63
Responsibilities.....	64
10. On Course Veterinarian	67
Introduction.....	67
Responsibilities.....	67
11. Veterinary Team Cost Schedule	69
12. Vet Levy Guidelines	70
13. Vet Hospital	71
General Function	71
Location	71
Operational Times	71
Emergency Phone Number	71
Personnel Requirements.....	71
Role of the Treatment Veterinarian	71
Hardware Requirements	71
Vet Hospital Process.....	72
Off-Site Treatment Hospital	73
Annexure 10 – Treatment Hospital Equipment/Drug Guide.....	74
Annexure 11 – Diagnostic Aids/Equipment.....	77
Annexure 12 – Locally Acquired Equipment for use in Treatment Hospital	78
14. Chief Steward Team Cost Schedule.....	79
15. Volunteer Roster	80
16. Volunteer Confirmation	82

17. Trophy Agreements.....	83
Annexure 13 – Quilty Cup Agreement	83
Annexure 14 – Pat Slater Trophy Agreement	86
Annexure 15 – Stirling Shield Trophy Agreement	89
18. Quilty Checklist.....	92
Introduction.....	92
Tom Quilty Event.....	92
Year.....	92
Quilty Advisor	92
Legend – Responsible Column	92
Section.....	93
Task.....	93
Due Date.....	93
Responsible	93
Complete	93
19. Associated Documentation	97

1. Introduction

Manual Purpose

This Manual is designed to be a reference document for matters relating to the conduct of the Tom Quilty Gold Cup event.

It is intended to provide an Organising Committee (TQ Committee) with a broad overview of what is required when they agree to host the Quilty event.

Tom Quilty Gold Cup Event

The Tom Quilty Gold Cup event (The Quilty) is the premier Endurance event on the Australian Endurance calendar and attracts entrants from across Australia and around the world. The Quilty ranks as one of the great Endurance rides of the world alongside the Tevis Cup held in the USA.

The Quilty is also the Australian Endurance Riders Association Inc (AERA) National Championship event and rotates annually from State to State. The Quilty attracts between 200-300 entrants when held on the East Coast with fewer numbers when held in SA, WA and Tasmania.

The Quilty is the registered trademark of the AERA and therefore is legally owned by the AERA. The awarding of the Tom Quilty Gold Cup event to an OC is, in effect, licensing that OC to conduct the event for that year on behalf of and in conjunction with the AERA.

Tom Quilty Gold Cup Standard

The AERA requires that the event is conducted to the highest possible standards in all regards including (but not limited to) the course, ride base facilities, ride officials and volunteers. The AERA is continually seeking improvement in all aspects of the event to ensure the ongoing success of the Quilty event for decades to come. This manual is the guide to the accepted standards under which the event will be conducted.

Selection of the TQ Committee to conduct the Tom Quilty Gold Cup Event

The nomination and selection process for the awarding of the Quilty event is state based with the relevant Division Association formally appointing a sub-committee of the DA to be the OC for the next Quilty to be held in their State. The relevant Division Association nominates their selected OC to the AERA, which in turn ratifies the selection unless obvious and extenuating circumstances dictate otherwise.

The Division Association will organise its selection process to enable the nomination of their candidate TQ Committee for the event, 2 years prior to the date of the Quilty event.

If a DA cannot identify an Organising Committee to hold their Quilty event, then AERA must be informed immediately.

Where a TQ Committee determines that it cannot proceed and deliver the Quilty event the TQ Committee shall inform both their DA and AERA as soon as possible. Following notification, AERA will call for Expressions of Interest (via the DAs) from all Ride Organising Committees who are interested in organising and holding the Quilty event. Depending on that DA's place in the event cycle, AERA will discuss the potential changes to the TQ scheduling with the OC and all DAs that may be affected.

Relationship between the AERA, the Division Association and the TQ Committee

The AERA, the Division Association and the TQ Committee must strive for a harmonious beneficial working relationship to deliver the best possible event. This is best achieved by an ongoing communication between all

organisations and a clear understanding between all parties from the outset as to what is expected from each other. This document is the beginning of that communication process.

There should be no doubt that the Tom Quilty is a huge event in all aspects and far surpasses the requirements for a standard 80km event and indeed even State Championship events. The Tom Quilty Gold Cup event is a business proposition for the AERA, the Division Association and the OC. The Tom Quilty Gold Cup event is a major source of revenue for the AERA.

In short, a Tom Quilty Gold Cup event requires collaboration principally between the AERA and the OC but also the relevant Division Association. The OC provides the ride base and associated infrastructure, the course, volunteers and the administration for the event, whilst the AERA provides the trademark name, several key ride officials and the principle members of the veterinary team. In addition, the AERA provides other personnel at the event to provide assistance in administration and the presentation ceremonies. In addition, the AERA has a Tom Quilty Advisory Panel which the OC can consult and engage for input and advice.

Section 3 of the TQ manual discusses certain reporting requirements that the OC must undertake to provide to the AERA on a regular basis. This is to provide a level of comfort to the AERA that the OC have the planning fully in hand and that financially the OC have identified all the sources of revenue and expenditure pertinent to the event. It also provides the opportunity for AERA to assist the OC with any queries that arise during the organisation of the event.

Key Ride Officials & Veterinarians

As the Tom Quilty Gold Cup event is our premier national event, it should utilise our most experienced ride officials and veterinarians. Entrants invest huge dollars to travel to and participate in this event and rightly expect the officials and veterinarians to be the best and most experienced available. Riders expect to be vetted by an experienced endurance veterinarian and to have any rule related concerns adjudicated by an experienced Chief Steward.

OCs should understand and acknowledge that a veterinarian who officiates at 1 endurance ride per year should not be a member of the Tom Quilty Veterinary Team. The AERA has specified the qualification requirements that must be met by a veterinarian acting as a member of the veterinary team within this manual.

2. Organising Committee

Introduction

The Organising Committee (TQ Committee) is the key to success for any Tom Quilty Gold Cup event. It is the OC that has the local knowledge and contacts to ensure that the event is a success. The Division Association (DA) and AERA can provide guidance and support at different levels but these organisations do not possess that level of local knowledge and district background which is intrinsic to the success of any endurance ride, let alone the National Championship.

Composition of an TQ Committee

A TQ Committee needs several people to ensure its success. There is no magic number of people defined to assure the success of the event; the critical factor is the level of commitment from the committee members, the skills they possess and what time they have available to assist. Each individual brings different skills and experience to the table and it is critical that the skill sets are identified and people hold appropriate committee portfolios commensurate with their skill set.

A successful OC will have an effective Event Director who has the ability to identify required tasks and then delegate fully the tasks to appropriate Committee members or external support. The Event Director must then ensure that progress is reviewed to ensure people are performing the duties assigned to them. Past Quilty events are littered with Presidents and other senior committee people who have tried to do it all themselves and struggled causing grief to themselves and the event. If your committee gets behind in its preparations do not hesitate to acknowledge it at your OC meetings, and if needed, ask for help from either the AERA or your DA or both.

Section 2 of the Event Standard details additional requirements for the composition of the TQ Committee.

The Incorporated Sub-committee conducting the Tom Quilty Gold Cup event requires the following key positions:

- President
- Vice President
- Secretary
- Treasurer

The Tom Quilty Gold Cup event requires the following key portfolios:

- Event Director
- Course Director
- Ride Base Director
- Administration & Volunteers Director
- Risk Management Director
- Sponsorship Director
- Catering, Trade Stalls & Merchandise Director
- Media & Publicity Director
- Functions & Activities Director

All key positions and portfolios should have a deputy, where possible.

The above portfolios may be mixed and matched, and the same person may hold more than one portfolio but be careful not to overload people with too many tasks as often it is not realised that they are not coping until it is too late.

Keeping the TQ Committee Together

Unfortunately, some OCs have imploded over the years, some prior to the event and a few shortly afterwards. Your committee needs to identify the early signs of discontent and disagreement within the OC and nip the issues in the bud. The best method to achieve this is for your OC to have structure with formal regular meetings.

It is suggested that in Year 1 the OC will only meet every second month, in the year of the event meet every month and in the last couple of months every week or fortnight. The OC meetings should have a formal agenda and the meeting should provide an opportunity for everyone to be heard. Proper minutes should be recorded and distributed to OC members, which should reflect the issues discussed and the actions, outcomes and direction to be taken on the respective issues.

Other important issues to discuss early in the life of the OC include:

a) Riding in the Tom Quilty Gold Cup event:

Are any OC members intending to ride the actual Tom Quilty event? It is not recommended that an OC member intending to ride would hold any key OC position. People holding key OC positions are required on ground during the actual conduct of the event.

b) Expense Reimbursements:

The OC should determine if OC members will be entitled to claim out of pocket expenses in the preparations for the event. This may include fuel to attend meetings, fuel to research a course, telephone costs, etc.

c) Member Benefits:

The OC should determine if being a member of the OC entitles them to any discounts. For example, reduced ride entry fee or the ability to purchase Quilty merchandise at a discount.

These are a few of the many issues that should be discussed and agreed upon as early as possible so as not to lead to discontent within the OC further down the track. There are no right or wrong answers. It is up to the OC to decide how to handle these issues.

Role Descriptions

Following is a brief precis of each role and their key responsibilities:

Event Director

This is the overall team leader who ensures all tasks are identified, delegated and actioned. The Event Director ensures that the meetings occur regularly, that minutes are recorded and distributed and follows up with all committee members between meetings to ensure delegated tasks are being progressed.

The Event Director may possess particular skills that suggest he/she should undertake one or more of the OC portfolios, which is fine provided everyone is mindful not to overload any one person.

Course Director

The Course Director is responsible for all matters relating to the course and will usually have a support team of 2 or 3 others to assist.

The Course Director is responsible for:

- Course selection
- Course marking
- Course water and horse & human treats
- Course checkpoints
- Course communications
- Course scout (prior to lead horses leaving on each leg)
- Course escorts (farrier & approved strappers)
- Course rescue floats
- Course contingency plan (natural disaster or similar event)

Ride Base Director

The Ride Base Director is responsible for all matters relating to the ride base with the exception of the arrival gate, strapping, vet ring, vet hospital, departure gate and weigh station(s) which are the direct responsibility of the Chief Steward. In the case of the vet ring and the vet hospital, the Chief Steward and the Head Veterinarian are jointly responsible. The Treatment Veterinarian will also have input to the location, design and provisioning of the Vet Hospital through the Head Veterinarian.

The Ride Base Director is directly responsible for the following:

- Location, sizing and allocation of campsites
- Clear identification and numbering of each campsite
- Quantity and location of toilets and showers and their daily cleaning
- Quantity and location of horse poo and rubbish collection points and the daily clearing of such
- Provision of water to all areas of the ride base including campsites
- Provision of hot and cold water to the common strapping area
- Location and allocation of the trade stall area and daily rubbish collection
- Location and allocation of the food area and daily rubbish collection

Administration & Volunteers Director

This portfolio is responsible for managing the general administrative aspects of the event and for the recruitment and management of the volunteers.

Administratively, this would include:

- Ensuring the TQ website and social media platforms are up to date
- Design and implement the pre-nomination process
- Ensure the welcome pack is handed to all participants as they enter the grounds
- Design and implement the final entry process at the TQ
- Ensure all volunteers sign in and receive a Volunteer's pack
- Have sufficient trained volunteers for data entry throughout the event
- Have sufficient trained volunteers to disseminate timely information and updates to the social media platforms before, during and immediately after the event.
- Identify the participants for BC, Pat Slater and Top 10 and advise the Chief Steward and the relevant participants

For the purposes of this portfolio, volunteers include all members of the Veterinary and Chief Steward teams and any other personnel assisting in any capacity (other than on a commercial basis) at the event.

This portfolio is responsible for the arrangement of transport (to/from airport) and accommodation (Thursday to Sunday inclusive) of the members of the Veterinary and Chief Steward teams.

This portfolio must liaise with the Chief Steward to identify the quantity and expertise of volunteers required for administrative aspects of the event. That is, vet pencilers, arrival gate, weighing station, electronic timing personnel, the ride base departure gate, rescue float drivers, etc. Once this number of volunteers is identified, this portfolio must recruit those volunteers. A formal volunteer roster is to be in place and available prior to the event and also handed to each volunteer as they sign in.

Be aware that the Veterinary team and Chief Steward teams will activate their own internal rosters.

This portfolio is also responsible to provide catering for all volunteers engaged at the event from the Veterinary team to the rescue float drivers. This is not saying this portfolio must cook the food, but that this portfolio must liaise with the Catering & Trade Stalls portfolio to ensure processes are in place to provide the volunteers with a private "volunteer's refuge" where they can eat and rest. In addition, volunteers must be feed and watered at their workstations on a regular basis.

Risk Management Director

This portfolio is responsible for ensuring all aspects of the AERA Risk Management Plan and the Biosecurity Plan are undertaken and adhered to on a continuing basis from the planning phase 12 month hence until the ride base closes post event.

Sponsorship Director

Some OC have stated that the quantity of sponsorship they received roughly equated to their final net profit. The greater the amount of sponsorship, the greater the likelihood that the OC's efforts will deliver a sound net profit.

The Sponsorship Director not only needs to identify, approach and secure potential sponsors but they also need to manage sponsors expectations. For example, written acknowledgement in the Tom Quilty booklet and verbal acknowledgement during the BC, Rug and Buckle presentation ceremonies. Other considerations include whether the sponsor has provided a banner and where it will be located and has the sponsor provided in kind product and how it will it be distributed.

Catering, Trade Stalls & Merchandise Director

Food and trade stalls can be a source of revenue for the OC, albeit a relatively minor source. This portfolio should look to encourage a variety of food vendors to attend the event. All food vendors must have relevant State and Local Council permits. This portfolio also must ensure that sufficient electricity is available to power the vendors and that all electrical work is undertaken by a licensed electrician.

Riders and support crew have been known to purchase thousands of dollars of merchandise at the Tom Quilty which has the potential to contribute significantly to the net profit. However, a word of warning that over ordering merchandise has also given some committees a huge headache post event.

Before ordering the Quilty merchandise the following should be considered carefully:

- (a) The range of merchandise to stock
- (b) The quantity of sizes for each stock line selected
- (c) Pre-event sales of merchandise to provide a revenue stream
- (d) A formal ordering process should a stock run out occur so that people who miss out can order and pay before leaving the event

Media & Publicity Director

This is an extremely important role and requires the position holder to have a good understanding of the impact of positive media exposure for the event.

Maximising media exposure for the event is critical and works closely in hand with the Sponsorship portfolio to provide a return to those major sponsors that have come on board. This role is one that has significant pre and post event activity and includes liaison with print, television and on-line media outlets.

One of the primary responsibilities of this portfolio is keeping the AERA Facebook page updated during the event and organising live streaming throughout the ride to showcase the event.

Functions & Activities Director

The Functions & Activities Director is charged with the responsibility of ensuring sufficient planning and preparation has been made in relation to the physical aspects of any Quilty Week activities, as per Section 4 Event Standard.

The physical aspects of these functions include an appropriate venue, tables, seating, PA system, lighting, stage and photography.

There is also contact required with the AERA to ensure that all needs for the AERA Q & A session (Thursday morning) and the Annual Awards (Thursday night) are in place. This requires a room to seat at least 50 persons, 3-4 tables and a PA system.

3. Reporting to AERA

As previously stated, the Tom Quilty Gold Cup event is a joint effort between the OC, the AERA and the DA. As the owner of the Tom Quilty Trademark, the AERA is duty bound to ensure that the event is conducted to the highest possible standard.

The requirements for reporting and frequency are defined within this Quilty Manual in terms of Budgeting, Risk Management Plan, Biosecurity Plan and provision of Minutes.

The purpose of the report, budget update and OC meeting minutes is to provide comfort to the AERA that planning and preparation for the event is progressing at an adequate pace. The budget information provides assurance that all financial aspects of the event have been considered and accounted for and that the Tom Quilty entry fee will be fair and reasonable whilst the OC will generate a fair and reasonable profit at the conclusion of the event.

The written reports to be lodged to the AERA should be authored by the Event Director and include a written commentary on key issues since the previous AERA meeting. The report will be submitted to the AERA Secretary.

Following the conclusion of the Tom Quilty Gold Cup event, the AERA requires that the financial affairs of the Tom Quilty event are audited by a qualified external auditor. A final audited Profit and Loss is to be presented to the AERA within six months of the finalisation of the event.

4. Event Standard

Introduction

The Tom Quilty Gold Cup event is also the Australian National Endurance Championship and is the premier ride on the Australian endurance calendar. The prestige associated with winning this event is immense and it is the goal of all endurance riders to attempt and be successful in this ride. The conduct of the ride must reflect the prestige of the event.

The Tom Quilty Gold Cup event is an AERA event. The AERA holds all copyright in relation to the event.

Of utmost importance in the running of this event is the welfare of the horse and safety of all participants, as such all TQ Committees shall ensure that the track is safe, adequately marked and offers an equal opportunity to all competitors.

Definitions for the purpose of this Event Standard, are:

AERA	shall mean the Australian Endurance Riders Association Inc. (AERA)
Division Association	shall mean the Division Association (DA) Management Committee (MC) hosting the event and which is affiliated with the AERA Inc.
TQ Committee/OC	shall mean the sub-committee of the hosting Division Association created for the express purpose of conducting the specific Tom Quilty Gold Cup event.

Any exemptions to the requirements of this manual must be approved by the AERA in consultation with the relevant DA and TQ Committee.

Principles

The Tom Quilty Gold Cup event shall be maintained as the premier endurance ride in Australia. Certain principles and ideals shall be inherent in the conduct of the Quilty. They are as follows:

- a) At all times, the welfare of the horse shall be paramount.
- b) The spirit of challenge for rider and horse in the Australian bush, as stated by the donor of the original Tom Quilty Gold Cup must be maintained.
- c) The motto "To Complete is to Win" must be recognised by awarding all successful competitors a Quilty buckle.
- d) The highest degree of excellence in endurance riding shall be maintained.
- e) Persons from across Australia who have demonstrated a high standard, as determined by the AERA Inc. from time to time, shall be encouraged to compete.
- f) Provision shall be made for riders from overseas to compete and these riders are subject to the standards as determined by the AERA Inc.
- g) The AERA may refuse to accept an entry to the event at its discretion.

TQ Committee

- a) For every Tom Quilty Gold Cup event, the relevant DA shall formally appoint a Sub-committee of the DA Management Committee for the express purpose of organising, promoting and conducting the Tom Quilty Gold Cup event.
- b) Due to the TQ Committee being a Sub-committee of the DA, the DA will ultimately be responsible for any debts incurred and contracts entered into by the Sub-committee.
- c) The DA Sub-committee shall be known as the Tom TQ Committee (TQ Committee).
- d) The DA Sub-committee shall consist of;
 - i. A person who is a member of the AERA Management Committee or its nominee.
 - ii. A minimum of 2 persons being current members of the DA MC or its nominees.
 - iii. A minimum of 3 other natural persons as elected/appointed to the Sub-committee in a manner as determined by the DA Management Committee, or
 - iv. May include 1 or more Incorporated Associations.
- e) Prior to the AERA ratifying the appointment of the Sub-committee to conduct the event, the DA shall provide to the AERA:
 - i. A list of the proposed members of the Sub-committee.
 - ii. A copy of the Terms of Reference (TOR) for the Sub-committee. The TOR shall contain:
 - 1. A definitive start date for the commencement of the Sub-committee
 - 2. A definitive end date for the termination of the Sub-committee
 - 3. A clause specifying how the profits from the event will be allocated between any Incorporated Associations involved with the event
- f) Once ratified by the AERA;
 - i. The TQ Committee is authorised to conduct the event in conjunction with the AERA Inc. and will adhere to the standards and principles stated in this document and as directed by the AERA.
 - ii. The AERA shall appoint a Quilty Advisor who will be available to the TQ Committee as a reference point.
- g) Each DA and TQ Committee will enter into an interim Event Agreement (Annexure 7a) with the AERA Inc., which will be specific to that event and should be signed a minimum of two years prior to the event. The Interim Event Agreement shall be signed by two TQ Committee members, two members of the host DA and two members of the AERA Inc. Management Committee. An individual may only sign on behalf of one party to the Agreement.
- h) Each DA and TQ Committee will enter into a Final Event Agreement (Annexure 7b) with the AERA inc., which will be specific to that event and should be signed six months prior to the event. The Final Event Agreement shall be signed by two TQ Committee members, two members of the host DA and two members of the AERA Inc. Management Committee. An individual may only sign on behalf of one party to the Agreement.
- i) The conditions contained within the Event Agreement may be varied from time to time if agreed to by all parties to the Event Agreement.
- j) The TQ Committee shall nominate an Event Director who shall be responsible for the overall management of the event. The appointment of the Event Director must be approved by the AERA. The Event Director must have an intimate knowledge of the course, radio points, and ride base facilities and must be

conversant with Riding Rules, Procedures for Rides, Veterinary Procedures, the Quilty Event Standards and the Event Agreement.

- k) Members of the TQ Committee may be reimbursed for expenses incurred on behalf of the Committee but shall not be paid for the contribution of time they make. Expenses should be within those established in the budget and the TQ Committee shall ensure that all expenses have supporting documentation for the purpose of audit.
- l) The AERA Secretary and the Secretary of the host DA shall be provided with copies of all meeting minutes of the TQ Committee meetings within 28 days of each meeting.
- m) The TQ Committee shall submit to the AERA Management Committee a detailed report on their preparations and provide a current budget (including assumptions) on each of the following dates.
 - i. 18 months prior to the event
 - ii. 12 months prior to the event
 - iii. 6 months prior to the event
 - iv. 3 months prior to the event
- n) The AERA will invoice the TQ Committee an "Entry Levy" which is due and payable within 14 days of receipt of the invoice unless otherwise agreed by all parties to the Agreement. The Entry Levy is 20% of the ride entry fees (excluding camping fees, compulsory vet levies and GST). The 20% Entry Levy will be subject to GST.
- o) The AERA may also request a personal presentation at nominated AERA meetings.
- p) Due to the TQ Committee being a Sub-committee of the DA, the DA will be responsible to ensure that the financial transactions of the Sub-committee are externally audited. This may be done individually but more likely would be done as part of the annual audit of the DAs Financial Accounts. The DA is required to provide a copy of the portion of the Audited Accounts relevant to the Sub-Committee to the AERA within 28 days of the Audited Accounts becoming available and no later than six months after the event.
- q) The TQ Committee is responsible for the development and implementation of a Risk Management Plan. This plan should be formatted in accordance with AERA Risk Management policies. A draft Risk Management plan shall be presented to the AERA 12 months prior to the running of the event and finalised 6 months prior to the running of the event. Any review or update of the Risk Management document should also be supplied.
- r) The TQ Committee in conjunction with the AERA shall be responsible for the development and implementation of a Biosecurity Plan that is based on the AERA Biosecurity document. A draft Biosecurity plan shall be presented to the AERA 12 months prior to the running of the event and must be finalised and ratified by the AERA at least six months prior to the event.
- s) AERA highly recommends that the DA and the TQ Committee considers taking out appropriate insurance coverage such as, but not limited to, event insurance and event cancellation insurance, for the event as AERA does not provide this.

Affiliation and Riding Rules

- a) The ride shall be affiliated with the host DA and any ride affiliation fees shall be determined by the host DA.
- b) The AERA Inc. General Rules (S1) and Complimentary Competition Rules (S2), Veterinary Rules (S3), Social Media Engagement Rules (S4) and EADCM Rules (S5) and any other rules that the AERA imposes current at the time of the Quilty event shall apply.

- c) Any additional rules proposed by the TQ Committee must be approved by the AERA Inc. before they can be applied.
- d) All horses entering the Quilty ride base venue must, prior to being granted access to the ride venue, be accompanied by an appropriately completed AERA Horse Health Declaration and/or any other bio-security requirements as implemented from time to time, by the AERA Inc. or the host DA.

Chief Steward Team

- a) The AERA shall appoint the Chief Steward and the Assistant Chief Steward (in consultation with the TQ Committee). Each DA shall be invited to send one Chief Steward of their choice from their DA. For the Chief Stewards referred to in this clause, the following shall apply.
 - i. Airport to airport travel expenses and airport parking expenses are the responsibility of the individual but payable by the AERA upon presentation of an invoice. The AERA shall then recover these expenses proportionally from the DAs, irrespective of attendance of a DA Representative Chief Steward.
 - ii. Transport from the airport to ride base and return to the airport is the responsibility of the TQ Committee and payable by the TQ Committee.
 - iii. Accommodation (Thursday to Sunday inclusive) is the responsibility of the TQ Committee but payable by the AERA upon presentation of an invoice. The AERA shall then recover these expenses proportionally from the DAs, irrespective of attendance of a DA Representative Chief Steward.
 - iv. All meals are the responsibility of the individual except during the actual event (pre-ride vetting until the end of the Best Conditioned horse examinations) when all volunteers shall be fed and watered at the expense of the TQ Committee.
- b) Should the potential entries for the event dictate that more than 8 Chief Stewards are required, then the TQ Committee (in consultation with the Chief Steward) shall invite such additional Chief Stewards as required, which will be at the cost of the TQ Committee.
- c) The Assistant Chief Steward shall be the Chief Steward proposed for the following year's Tom Quilty.

Quilty Advisor

The responsibilities of the AERA appointed Quilty Advisor are:

- a) Act as a point of contact for the TQ Committee and provide advice on Quilty related matters.
- b) Report to the AERA Management Committee on progress being made in the Quilty preparations and raising any issues that are encountered
- c) Maintain the Quilty Checklist ensuring that task deadlines are met and reporting to AERA Management Committee meetings

Vetting

- a) The AERA General Rules (S1) and Veterinary Rules (S3), applying at the time of the Quilty event shall apply.
- b) The ride shall be run under AERA Vet Gate into Hold procedures.

- c) The Head Veterinarian together with the Chief Steward will approve all vetting areas.
- d) The vetting areas shall be sufficient in size to facilitate the vetting of horses, be well lit at night, have smooth, level and firm surfaces, and be free from influences that could unsettle horses.
- e) A clearly identified Chief Steward or Assistant Chief Steward shall be present in the vetting areas at all times whilst vetting is in progress.
- f) A suitably equipped veterinary hospital shall be provided for the treatment of horses. The hospital should be established in a discreet location to enable private treatment of horses. Security measures shall be put in place to ensure that only authorised personnel, riders and crew have access to the hospital. A Chief Steward must be in attendance in the veterinary hospital at all times.
- g) The drug testing of horses shall be undertaken at each Quilty at the expense of the host DA.
- h) The number of samples to be taken at each Quilty will be in accordance with Section 5 Rule 6.3.2 c) (ii) of the AERA rule book. Depending on the number of entries, additional samples may be taken at the direction of the host DA and in consultation with the Head Vet and Chief Steward.
- i) Should additional drug testing be undertaken, the selection of horses for the additional swabbing shall be determined by the Head Veterinarian in consultation with the Chief Steward and relayed to the relevant person on the DA responsible for Medication Control.
- j) The Veterinary team shall utilise the panel voting system to eliminate any horse from the ride for any reason except a high heart rate which will be confirmed by a second veterinarian before elimination. The panel voting system shall involve a silent independent vote by 3 veterinarians with the majority deciding the outcome. Where possible, the panel shall include the Head Veterinarian, the assistant Head Veterinarian plus the examining veterinarian.
- k) The right of appeal regarding any veterinary decision shall be made to the Chief Steward in accordance with the prevailing AERA rules.

Veterinary Team

a) Senior Veterinary Team

The AERA shall appoint the Senior Veterinary Team, comprising of the Head Veterinarian, the Assistant Head Veterinarian, the Senior Treatment Veterinarian and the On-course Veterinarian (in consultation with the TQ Committee).

- i. The Veterinary fees for the Senior Veterinary Team (above) are payable by the AERA.
- ii. The Head Veterinarian and the Assistant Head Veterinarian must attend the event from Thursday to Sunday, inclusive.
- iii. Airport to airport travel expenses are the responsibility of the individual but payable by the AERA upon presentation of an invoice.
- iv. Airport parking will be paid by the AERA upon presentation of a receipt.
- v. Transport from the airport to ride base and return to the airport is the responsibility of the TQ Committee and payable by the TQ Committee.
- vi. Accommodation (Thursday to Sunday inclusive) is to be organised by the TQ Committee but payable by the AERA upon presentation of an invoice.
- vii. All meals (Thursday to Sunday, inclusive) are the responsibility of and at the expense of the TQ Committee.

b) Line Veterinarians

Each DA shall be invited to send 1 Veterinarian of their choice from their DA:

- i. The Veterinary fees for the DA Veterinarians are payable by the TQ Committee.
- ii. Airport to Airport travel expenses and airport parking expenses of the DA Veterinarians are the responsibility of the individual but payable by the AERA upon presentation of an invoice. The AERA shall then recover these expenses proportionally from the DAs, irrespective of attendance of a DA Representative veterinarian.
- iii. Transport from the airport to ride base and return to the airport is the responsibility of the TQ Committee and payable by the TQ Committee.
- iv. Accommodation (Thursday to Sunday inclusive) is the responsibility of the TQ Committee but payable by the AERA upon presentation of an invoice. The AERA shall then recover these expenses proportionally from the DAs, irrespective of attendance of a DA Representative veterinarian.
- v. All meals are the responsibility of the individual except during the actual event (pre-ride vetting until the end of the Best Conditioned horse examinations) when all volunteers shall be fed and watered at the expense of the TQ Committee.

c) International Veterinarians:

- i. The TQ Committee may, in consultation with the AERA, invite suitably qualified international endurance veterinarians.
- ii. Airport to airport travel will be at the veterinarian's expense.
- iii. Transport from the airport to ride base and return to the airport is the responsibility of the TQ Committee and payable by the TQ Committee.
- iv. Accommodation (Thursday to Sunday inclusive) is the responsibility of the TQ Committee and payable by the TQ Committee.
- v. All meals are the responsibility of the individual except during the actual event (pre-ride vetting until the end of the Best Conditioned horse examinations) when all volunteers shall be fed and watered at the expense of the TQ Committee.
- vi. International Veterinarians must be registered in the state in which the Quilty event is to be run. Veterinary Registration fees (if applicable) are the responsibility of the individual.

d) Additional Veterinarians

Should the potential entries for the event dictate that additional Veterinarians are required to facilitate the timely processing of horses through the vet ring, then the TQ Committee (in consultation with the Head Veterinarian) shall invite such additional AERA or accredited Endurance veterinarians.

- i. The Veterinary fees for the above Veterinarians are payable by the TQ Committee.
 - ii. Airport to airport travel expenses and airport parking expenses are the responsibility of the individual and subject to individual negotiation with the TQ Committee as to whether the TQ Committee shall contribute towards the expense.
 - iii. Transport from the airport to ride base and return to the airport is the responsibility of the TQ Committee and payable by the TQ Committee.
 - iv. Accommodation (Thursday to Sunday inclusive) is the responsibility of the TQ Committee and payable by the TQ Committee.
 - v. All meals are the responsibility of the individual except during the actual event (pre-ride vetting until the end of the Best Conditioned horse examinations) when all volunteers shall be fed and watered at the expense of the TQ Committee.
- e) Ideally, the Assistant Head Veterinarian shall be the Head Veterinarian appointed for the following year's Tom Quilty.
- f) The Head Veterinarian and the Chief Steward will be responsible for welcoming the veterinarians and familiarising them with the course, the check points and the ride base.

Veterinary Research Projects

The conduct of research projects at the Tom Quilty Gold Cup event is encouraged and supported by the AERA as per the General Rules (S1), 51 Invasive Treatment, 51.7. The University or similar public institution must meet the criteria specified [in Annexure 5](#).

Schedule Of Veterinary Fees

- a) All veterinary fees quoted in this document exclude GST and a veterinarian shall be required to submit a formal Tax Invoice should they wish to charge GST in addition to the fee quoted.
- b) The schedule of Veterinary Fees for a Tom Quilty [insert year] is as follows;

Head Veterinarian	\$2,000
Assistant Head Veterinarian	\$1,500
Senior Treatment Veterinarian	\$2,000
On-Course Veterinarian	\$1,500
All other Veterinarians	The recommended fee for a 160km event for that year as published by the AERA.

These fees are subject to review by AERA annually.

- c) All veterinarians must submit their invoices or request for payment within 14 days of the event. Invoices are to be submitted to the appropriate Association in accordance with the instructions included in the letter of appointment.

Veterinarian Experience

- a) The vets working at the Tom Quilty Gold Cup event should be well experienced Endurance veterinarians.

- b) All attending veterinarians shall have vetted at a minimum of 4 Endurance events including at least 2 VGIH events in the preceding 24 months prior to the Tom Quilty Gold Cup event.

Veterinarian's Agreement

Each veterinarian attending the Tom Quilty event must agree to the conditions defined within the Veterinarian's Agreement document (Annexure 4). This document must be signed and returned to AERA before the Tom Quilty Gold Cup event commences. Where a signed agreement has not been received one month before the event the veterinarian may not be permitted to participate in the event.

A copy of the signed agreement will be provided to the TQ Committee.

Dress Code for Veterinarians and Chief Stewards

- a) Veterinarians and Chief Stewards are required to dress to a standard that befits the professionalism, importance and prestige of the Tom Quilty Gold Cup event.
- b) All Chief Stewards and Veterinarians must adhere to the dress code as follows:
- Identifying vests (supplied by the AERA) at all times during the competition
 - Clean, appropriate footwear
 - Collared shirts and jackets with short or long sleeves
 - Trousers or jeans
 - A hat should be worn to guard against sunburn
 - Clothing or hats that are free of any commercial logos or advertising displayed other than as supplied by the TQ Committee to promote sponsors of that event

Quilty Course

- a) The Tom Quilty Gold Cup event shall be held on a course that permits the requirements and standards for conducting the event to be met.
- b) The course shall be 160 kms or as close to that distance as is practical. In any case, the published distance shall be at least 160 kms. The course is to be measured by at least 2 different methods/vehicles to accurately establish the exact distance.
- c) The course must consist of at least five leg sections with veterinary checks at the end of each leg.
- d) Where the course permits, the length of any leg should not exceed 40km with the last 2 legs being shorter in length and of lesser intensity.
- e) The course shall be free of dangerous hazards, able to produce an average riding time of sixteen hours. It is recommended that no more than 10% of the course be bitumen or paved roads.
- f) Consideration should be given to making sure that access to all sections of the track is available in the case of an emergency.
- g) The marking of the course shall be in accordance with the Tom Quilty Course Marking Standard.
- h) Water must be easily accessible for horses on course, on average, at least every 10 kms, and if this water is in drums, these drums must be re-filled as necessary. For the second and subsequent legs, the first water point must be available between 3 kms and 5 kms from the ride base.

- i) It is mandatory to conduct a 160km endurance ride test event over the proposed, or as close as possible to the proposed Quilty course, within the preceding two years of the Tom Quilty Gold Cup event.
- j) The TQ Committee shall provide:
 - i. An appropriate training course, clearly marked and available to competitors for use during Quilty week
 - ii. An altitude profile of the course to competitors

Facilities

- a) The event base shall be of sufficient size to allow competitors and their horses to camp in comfort and safety. The event base should be fully enclosed with gates that can be securely shut.
- b) Facilities at the ride base must include an adequate public address system, e.g., FM radio transmission, hot showers, and adequate number of toilets. Water, preferably mains pressure, must be widely distributed to all parts of the grounds.
- c) Facilities on or close to the event base shall include a public hall or marquee, shops, a post office, ATM, hotel, medical facilities, service station, laundry facilities, and adequate mobile phone coverage
- d) There shall be veterinarians, farriers, a doctor and/or ambulance services available and on call during the conduct of the event.
- e) Local emergency services should be provided with an event safety plan at least 3 weeks prior to the event.

Start, Finish and Check Points

- a) It is preferable that the start and finish are at the event base.
- b) The start of the course shall be in a large open area with no hazards. The majority of the first leg of the course must be such that horses can pass each other in safety.
- c) The finish of the ride shall be so located that horses and spectators are in no danger should there be a competitive finish. It is recommended that there be no hazards or sharp turns in the final kilometre.
- d) Overall maximum elapsed time for competitors to complete the ride shall be twenty-four hours.
- e) Veterinary checkpoints shall be easily accessible by road with ample parking space for strappers and spectators. There shall be ample water, toilets and other facilities at all veterinary checkpoints.
- f) The vetting areas shall be sufficient in size to facilitate the vetting of horses, be well lit at night, have smooth, level and firm surfaces, and free from influences that could unsettle horses.
- g) A suitable strapping area must be available.

Safety and Communications

- a) There shall be stewards at key locations along the course who are in contact by radio with each other, veterinary checkpoints and the event ride base. The stewards shall record the ride number of each passing competitor and relay this information to the veterinary checkpoints to inform strappers and the ride organisers of the progress of competitors, and any on-course requirements. On-course stewards shall have local knowledge of the course and of distances from their location to check points in both directions.

- b) The progress of competitors through radio locations shall be displayed in a way which is readily accessible to strappers and spectators.
- c) An effective communications system should be capable of reaching all points of the course at all times while the event is in progress. To meet veterinary requirements, there should be two dedicated radio channels available. On-course Veterinarians must have appropriate communication.
- d) A system to allow a means of notifying spectators the names/status of horses as they pass through the vet checks is recommended, e.g., mobile microphone.
- e) Adequate vehicles with horse floats shall be available during the time competitors are on the course to aid in the retrieval of any horses from the course. Drivers need to have track knowledge and communications with the ride base. The rescue float should have a rug and halter for the horse and a blanket for the rider. When a junior ride is to be picked up, where practicable, the rescue float should have two adults and/or the responsible person for the junior rider present.
- f) First aid and medical attention shall be readily available if required on the event base and be capable of being dispatched on course if required.
- g) It is the responsibility of the TQ Committee to ensure that on-course officials have a thorough knowledge of the course.

Competitors

- a) All non-international competitors must meet the following requirements:
 - i. Must be a current financial riding member of a DA of the AERA.
 - ii. Must meet the requirements of AERA General Rule (S1), 29.3 – rider status, and must have, additionally, successfully completed at least one 160km/24-hour endurance event.
- b) A rider that has been returned to Novice Status in accordance with the AERA General Rules (S1), 40, Rider Early Warning System, 40.5, is ineligible to compete.
- c) Any rider that is under suspension or disciplinary action by a DA, National or International Federation is ineligible to compete.
- d) Qualifications for entry shall be determined by the AERA Inc and are to be included on the entry form.
- e) Competition for the Tom Quilty Gold Cup Award shall be restricted to those competitors in the Middleweight and Heavyweight riding divisions.
- f) Competitors in the Junior riding division shall be a minimum of twelve years of age on the day of the event.

International Competitors

- a) The qualifications of all International riders are to be verified prior to the entry being accepted by the TQ Committee.
- b) International riders must meet the requirements of AERA General Rules (S1), Section 32, International Rider and the appropriate clauses within the Competitors section of this Event Standard.

- c) International riders that are not a member of a DA must become a “day member” for the event, pay the appropriate day membership fee and sign the appropriate paperwork for public liability insurance requirements.

Horses

- a) All horses must meet the requirements of AERA General Rules (S1), 45 Horse Eligibility and 48 Endurance Horse Restrictions.
- b) Overseas horses must meet the requirements of AERA General Rules (S1), 45.5 Horses from Overseas and (a), above.
- c) A horse that has been returned to Novice Status in accordance with the AERA General Rules (S1), 60, Horse Early Warning System, 60.5 (b), is ineligible to compete.

Test Event

- a) The Quilty Advisor will attend the test event and assess the track, facilities and organisation of the event, to ensure that the event meets the standards as contained in this document.
- b) The AERA will agree to and meet the costs of the Quilty Advisor in relation to the test event process, with costs to be determined prior to attendance at the test event
- c) The Quilty Advisor shall produce a report on the test event to identify any areas of the event which may require further attention. This report will be delivered to both AERA and to the TQ Committee for review and discussion within one month of the completion of the event. Refer to Annexure 8 for the Test Event Report.
- d) The TQ Committee shall report on the actions taken to address any issues identified in the test event report

Disputes

- a) There shall be an Event Disputes Committee formed, consisting of at least five people who must have thorough knowledge of all aspects relating to the conduct of the event.
- b) It is mandatory that the Event Disputes Committee will include:
 - i. One member of the AERA Management Committee who is not a competitor in the event and who is present at the event
 - ii. The Event Director (or their nominee)
 - iii. The Chief Steward
 - iv. The Head Veterinarian

Functions and Events

The Quilty Week encompasses a number of functions and events that the TQ Committee is responsible for the preparation of the appropriate venue. The functions include:

- Welcome to Event
- AERA Q & A session
- AERA Annual Awards
- Pre-ride Talk
- Ride Start
- Best Conditioned, Pat Slater and Rug Presentations

- Buckle Presentation Ceremony
- TQ Banner Handover to the next TQ Committee
- Quilty Dinner Dance

AERA Q & A Session – This event is held on Thursday morning and provides an opportunity for riders, members and the public to propose questions to members of the AERA Management Committee and have answers provided on the spot. It is an informal event and requires a dry location with seating only.

Welcome to Event/Sponsors Welcome – This function is usually held on Thursday evening prior to the AERA Annual Awards. This function provides an opportunity to explicitly thank the sponsors for their support of the event. Light refreshments and drinks can be provided.

AERA Annual Awards – This function is also held on the Thursday evening and recognises the achievements of riders and horses in the national awards. AERA provides the trophies and will have support personnel available to assist with the setup of this event. The trophies are usually presented by the AERA President or a representative from the AERA Management Committee. This will also include acknowledgement of Riders and Horses who have been inducted to the AERA Hall of Fame during the previous year.

The Pre-ride talk – This is held Friday afternoon and encompasses information presentations from the Head Chief Steward, the Event Director, the Head Veterinarian and other Quilty personnel on the event. This should be held in a dry location with seating due to the length of the event. It also includes a final walk through of the vetting and strapping areas.

Ride Start – The ride commences at midnight with riders and horses warming up prior to the start. During this warm-up period the commentator will provide information on horses and riders, The Ballad of Tom Quilty (sung by Trevor Knight) is often played and the national anthem is also played prior to the riders exiting the grounds.

Buckle Presentation Ceremony – This event is held on Sunday. It can be undertaken with riders mounted, with their horses or without. This ceremony will also include an official presentation of the Tom Quilty Gold Cup banner to a representative of the Committee who will be conducting the following year's Tom Quilty event.

Best Conditioned, Pat Slater and Rug Presentations – These events are conducted on Sunday. See Annexure 9 for details on the requirements for these activities.

Quilty Dinner Dance – This event is held on Sunday evening and is a celebration and windup of the Quilty event. It includes a meal with a band for dancing.

Trophies and Awards

- All successful competitors shall receive a Quilty Buckle. The supply of buckles shall be arranged by the AERA Inc. The TQ Committee shall pay the AERA for the purchase of the buckles and other AERA fees within 14 days of receiving the invoice.
- The TQ Committee shall conduct a presentation ceremony at which all successful competitors are presented their completion buckles.
- The AERA Inc. shall supply the perpetual Gold Cup Trophy and one additional trophy to be retained by the winner of the Tom Quilty Gold Cup Award.
- The perpetual Gold Cup Trophy will not be released to the winner until the Quilty Cup Agreement has been completed.
- Other trophies shall be awarded as set out in Annexure 1 to this Agreement.

- f) A Best Conditioned Horse Award shall be made for each riding division and shall be judged from the Top 5 completions by the Head Veterinarian plus two other veterinarians the morning following the completion of the ride. These rugs shall be of a good quality and shall state "Best Conditioned Horse (riding division) Tom Quilty Gold Cup National Championship" as well as the year, location and state. Rugs are to be in the colours of green and gold.
- g) The Pat Slater Award will be selected from the first ten horses to successfully complete the event irrespective of the riding division.
- h) Rugs shall be awarded to the first ten horses to successfully complete from the combined Middleweight and Heavyweight riding divisions. These rugs shall be of a good quality and shall state "Top Ten Tom Quilty Gold Cup National Championship" as well as the year, location and state.
- i) Rugs shall be awarded to the first five horses to complete from each of the four riding divisions. These rugs shall be of a good quality and shall state "Top Five (riding division) Tom Quilty Gold Cup National Championship" as well as the year, location and state.
- j) A commemorative buckle shall be awarded for attaining 1,000 miles in Quilty events. If the recipient of a 1,000 mile Quilty buckle is also a placegetter (i.e., 1st, 2nd or 3rd) they will receive the 1,000 mile commemorative buckle plus their placing buckle. If the rider is entitled to a completion buckle, they will receive the 1,000 mile commemorative buckle as their completion buckle.
- k) A commemorative buckle shall be awarded for attaining 2,000 miles in Quilty events. If the recipient of a 2,000 mile Quilty buckle is also a placegetter, i.e., 1st, 2nd or 3rd, they will receive the 2,000 mile commemorative buckle plus their placing buckle. If the rider is entitled to a completion buckle, they will receive the 2,000 mile commemorative buckle as their completion buckle.
- l) All trophies and awards shall be of a quality befitting the importance of this event but shall not detract from the Tom Quilty Gold Cup.
- m) There shall be no frivolous or inappropriate awards or prizes.
- n) The annual AERA Inc. National Point Score and Distance Awards shall be made during the Quilty program. The Award Ceremony shall be held on Thursday evening and will be held in a venue reflecting the importance of these Awards.
- o) The AERA shall conduct a Teams competition in conjunction with the event. See Annexure 3 to this Agreement.

Photographer

- a) The TQ Committee shall appoint an experienced equine Photographer to capture the following critical aspects of the event:
 - i. the AERA Awards Presentation Ceremony (Thursday evening),
 - ii. the Sunday morning program (BC, Pat Slater, Rug Presentations),
 - iii. the Buckle Presentation Ceremony (Sunday afternoon).
- b) Refer to Annexure 6 for considerations to be noted by the TQ Committee when appointing an official Quilty Photographer.

Sponsorship

- a) The TQ Committee may seek sponsorship and other financial support with the aim of keeping entry fees at an acceptable level.

- b) The TQ Committee shall not enter into an agreement with a sponsor or any other body that compromises in any way the standards and principles stated in this document.
- c) Full details of all sponsorship packages that require any undertaking by the AERA shall be submitted to the AERA Inc. Management Committee prior to the package being finalised.
- d) All advertising and promotional material (i.e., social media platforms, DVDs, labels, stickers, banners, etc.), with the exception of sponsors materials must carry the AERA Inc. logo and include the wording 'Tom Quilty Gold Cup'.
- e) Naming rights for major sponsors of the Quilty will be permitted subject to approval by the AERA. The words "Tom Quilty Gold Cup" must remain a prominent part of the name of the event at all times.

Information

- a) The Quilty Yearbook shall be published by the TQ Committee. This shall include relevant historical information supplied by the AERA and that portion of the Yearbook containing this historical information will be paid by the AERA on a pro rata basis. Payment of the entry fee entitles the rider to a free copy of the Yearbook.
- b) The TQ Committee shall maintain a website from a minimum of 12 months prior to the event to disseminate information to DA members and the general public prior to the event. The AERA shall make available a portion of the official Tom Quilty website for such purposes at no cost to the TQ Committee. However, web design and updating of their portion of the website is at the TQ Committee's cost.
- c) Each DA and the next TQ Committee is invited to submit an article for the Quilty Yearbook.
- d) The AERA may provide a Media Person for the event to ensure continual updates to the AERA Facebook page. The TQ Committee will acknowledge and provide sufficient accreditation for the nominated person to have adequate access for the duration of the event.

Entry Fees

- a) The TQ Committee shall submit to the AERA for approval a minimum of 6 months prior to the event an itemised list of fees to be charged to riders. The list shall include entry fees, camping fees, swabbing levy, vet levy fees and any other fee or charge payable by an entrant.
- b) It is the responsibility of the TQ Committee to provide and publish a refund policy.
- c) When submitting (a) above, the TQ Committee shall also provide a copy of the latest budget (with assumptions).
- d) The Veterinary Levy is:
 - i. Compulsory for all entrants and must be notated accordingly on all entry forms.
 - ii. This levy is charged to cover the set up of facilities for any treatment received by a horse in the ride base Veterinary Hospital. Riders will also be invoiced (at cost price) for fluids, drugs and consumables.
 - iii. Retained by the TQ Committee as an additional revenue source to recover the associated expenses.
- e) The Swabbing Levy is:

- i. Compulsory for all entrants and must be notated accordingly on all entry forms/online nomination system.
- ii. A contribution towards the cost of analysis of samples taken as per the AERA EADCM rules.
- iii. To be retained by the TQ Committee and transferred to the DA.

Miscellaneous

- a) No activities shall be associated with the Quilty which provides any significant financial incentive to competitors e.g., a Calcutta.
- b) It is recommended that the National Anthem be played at the commencement of each Quilty.
- c) The Tom Quilty Kit contains items which move from one Tom Quilty event to the next. The kit consists of the following items:
 - 25 Vet Vests
 - Megaphone
 - Tom Quilty Banner

It is the responsibility of the TQ Committee in possession of the Tom Quilty Kit to ensure:

- i. The security of the contents of the Kit and is responsible to replace missing or damaged items
 - ii. All vests are washed
 - iii. That the equipment is forwarded to the next TQ Committee.
- d) Promotion of the next Quilty event and sale of Quilty merchandise for that event shall not commence until the current Quilty is completed.
 - e) AERA's Electronic Timing System (ETS) must be utilised at the Test and Quilty events and will be made available for use by the TQ Committee through the host DA.
 - f) The AERA Online Nomination system will be utilised for ride nominations. AERA will provide the appropriate training in the set up and use of this system, if required.

Annexure 1 – Trophies & Awards

The following details the trophies and awards associated with the Tom Quilty Event and the rules for each trophy/award.

The winners of all trophies are responsible for updating the engraving. Engraving should be done to match previous plaques with regard to font, style and information.

The Quilty Winner Awards

- Quilty Gold Cup & Cabinet – Winner retains until next Tom Quilty and must ensure the return at the next Quilty event
- Quilty Gold Cup replica – Winner retains permanently, provided by AERA
- Tom Quilty Gold Cup Perpetual Trophy with *The Drover's Cook and other verses* by Tom Quilty – Winner retains until next Tom Quilty
- Winner's Rug – Currently sponsored by Castlebar, winner retains permanently
- Photograph of the Quilty winner will be displayed on the front cover of the Quilty Yearbook at the next Quilty event and on the AERA Website and Facebook page
- The Number 1 ride bib will be reserved for the Quilty Winner at the next Quilty event
- Where two or more riders are eligible to win the cup AERA will only provide one Quilty Gold Cup replica. If further replica cups are required, the riders will bear the cost of manufacture and delivery.

Riding Division Awards

- Place Buckles - 1st, 2nd and 3rd in each riding division
- Place Rugs – 1st - 5th place in each riding division
- Best Conditioned rug in each riding division

Special Distance Awards

- 1,000 Mile buckles awarded when appropriate
- 2,000 Mile buckles awarded when appropriate
- 1,000 Mile buckle plaque to horse when appropriate

Top 10 Rugs

Awarded to the first 10 successful horses from the combined Middleweight and Heavyweight riding divisions – to be included in TQ Committee sponsorship packages

Newbridge Trophy (a photograph of the trophy)

A framed photograph of the trophy is presented to the first successful registered purebred or derivative Arabian horse over the line – Arranged by AERA

Note that this trophy is currently on display at the Australian Stockman's Hall of Fame and Outback Heritage Centre in Longreach. Annually, the AERA Secretary will arrange for plaques to be provided to the Hall of Fame and the recipient of the award, showing Year and Rider; Horse Name; Completion time.

Plaques will be of gold colour, 47 x 16 mm, font – gothic, upper case, single line, lettering 3 mm high and centred.

Shareym Trophy (Perpetual bronze trophy)

Awarded to the highest placed successful horse from the combined middleweight and heavyweight riding divisions which has the most Quilty buckles to its credit including the current event – Arranged by AERA. A replica trophy will be provided and retained permanently by the winner.

The Pat Slater Cup

- Perpetual Cup and custom-made box – Winner retains until next Tom Quilty and must ensure its return at the next Quilty event
- Bronze replacement trophy – Winner retains permanently, provided by AERA
- Green and gold sash – Awarded to every entrant in the competition, provided by AERA

The Pat Slater Cup will not be released to the winner until the appropriate agreement is signed, arranged by AERA

The Stirling Shields Perpetual Trophy

The Stirling Shields Trophy has been donated by Celeste and David Shields in memory of their son, Stirling and is awarded to the Tom Quilty Gold Cup Best Conditioned horse in the Junior Division. A “keepsake” cup is provided by Celeste and David Shields for the winner of this trophy. This trophy was first presented in 2019 at the 2019 Quilty held at Stirling’s Crossing Equestrian Complex, where Stirling had hoped to complete his first Tom Quilty at the property that shared his name.

AERA will write to Celeste and David Shields to advise them of the location and date of the next Quilty and of the best address for delivery of the keepsake cup.

The TQ committee will provide a photo of the recipient with the trophy to Celeste and David.

The Stirling Shields Perpetual Trophy will not be released to the winner until the appropriate agreement is signed, arranged by AERA

First International Rider Trophy

This optional trophy is awarded to the highest placed International Rider. International Riders who take out Division Association membership are ineligible for consideration in this competition. The TQ Committee is to arrange sponsorship if choosing to present this award.

Annexure 2 – Pat Slater Competition

Pat Slater Cup Judges

The Pat Slater Cup shall be judged by a panel of five persons appointed by AERA Inc. A member of the panel may have competed in the Quilty provided their horse is not eligible for consideration for this award. In any case, a judge shall stand down should a conflict of interest exist with an eligible participant. In this instance a reserve judge will fill the vacancy.

The judges will be, or have been, long standing eminent endurance riders who embody the spirit of endurance. The judges should provide a short (half page) resume of their involvement with endurance riding, which will be read out during the Pat Slater Cup workouts. This is to be provided to the TQ Committee and to the AERA representative responsible for organising the Pat Slater Cup.

Pat Slater Cup Eligibility

The first ten horses to successfully complete the course, regardless of their riding division, are eligible for inclusion in this competition. Eligible horses must not receive any invasive treatment from the commencement of the Quilty until the completion of the judging of the Pat Slater Cup and must be considered sound after passing a pre-competition veterinary examination.

Pat Slater Cup Examination

Horses will require a lameness examination in-hand by the Best Conditioned Veterinary panel prior to participation in the Pat Slater Cup Judging. Horses that are judged unsound will be excused.

All eligible horses will be required to individually work out under saddle and where a participant is also in BC, then their BC work out will be judged as their Pat Slater Cup workout. Emphasis will be placed on impulsion and the attitude of the horse. Overall weight carried or time taken in comparison with the winner's time will not be considered as a judging criterion.

The horses are scored on the following criteria:

- (a) Freedom of movement
- (b) Soundness and impulsion
- (c) Presence and appearance
- (d) Overall presentation

A judging score sheet will be provided to each judge (printed from the AERASpace system) to enable scoring on each of the criteria to be completed for each competitor. Only the first placegetter is recognised and placings will not be awarded.

Annexure 3 – The AERA Teams Event

The AERA is responsible for organising this event and for taking entries for the Teams.

Trophies

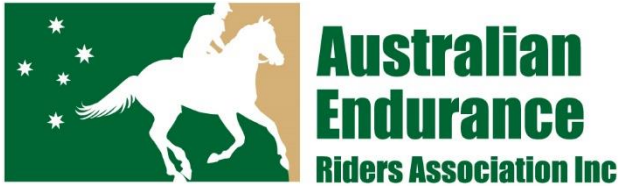
- State Representative Team Perpetual Shield – Winners retain until the next Tom Quilty
- Restricted Team Perpetual Cup – Winners retain until the next Tom Quilty
- Unrestricted Team Trophy – Individual members receive trophies provided by AERA
- Trophies for members of the winning teams – Arranged by the AERA.
- Completion badges – Awarded to all members of successful teams, provided by the AERA.

Note that there are 4 team events at the TQ:

1. **International Team/Trans-Tasman Team** (to be held at the discretion of the AERA): Each Team shall consist of four horse/ international rider combinations and must include at least two riders from either the Heavyweight or Middleweight riding division.
2. **State Representative Team**: Each Team to be nominated by the State Division. The team shall consist of four horse/rider combinations and must include at least two riders from either the Heavyweight or Middleweight riding division.
3. **Restricted Team**: Each Team shall consist of four horse/rider combinations and must include at least two riders from either the Heavyweight or Middleweight riding division.
4. **Unrestricted Team**: Each Team shall consist of four horse/rider combinations — there are no weight or riding division restrictions.

The rules for this competition are:

- Horse/rider combinations can only enter one team
- The winning team is the team that successfully completes the course in the fastest cumulative time(s)
- The total of the three fastest times will be used to determine placings
- To be eligible for placing, three of the four entrants must successfully complete the course
- If only two members of one or more teams successfully complete, then these teams are placed in order of completions, after all teams with three or more members successfully complete



The Tom Quilty Gold Cup Event

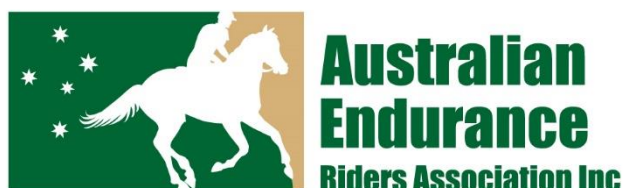
Tom Quilty [Insert Year]

1. I, [insert name], accept the invitation to officiate as the Head Veterinarian at the Tom Quilty Gold Cup event and agree with the following requirements and conditions.
2. I am currently registered in Australia with the Veterinary Surgeons Board in the state of [insert state].
3. I understand and accept the responsibilities of the Head Veterinarian as detailed in the Tom Quilty Gold Cup Manual Section 9 – Head Veterinarian and Section 4 – The Event Standard.
4. I am fully conversant with the AERA General and Veterinary Rules, in particular, the VGIH process and the Code of Conduct.
5. I have read and agree with the Tom Quilty [insert year] and AERA Biosecurity plan.
6. I agree to the travel and accommodation arrangements.
7. I agree that I will be available on Friday to conduct the pre-ride veterinary team meeting and the pre-ride vetting for the event.
8. I acknowledged that I will be issued with a vest, which must be worn whilst officiating, and that this vest will be returned at the end of the event.
9. I acknowledge and agree to adhere to the required dress standard as defined in the Tom Quilty Event Standard.
10. I acknowledge and agree to the Veterinary fee.
11. I agree that I will submit all invoices and requests for reimbursements within 14 days of the event.

Signed

Date

Please forward to the AERA Secretary, (secretary@aera.asn.au) at least one month prior to the event.



The Tom Quilty Gold Cup Event

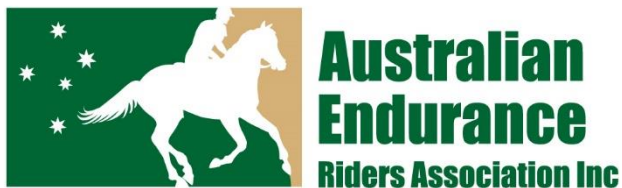
Tom Quilty [Insert Year]

1. I, [insert name], accept the invitation to officiate as the Treatment Veterinarian at the Tom Quilty Gold Cup event and agree with the following requirements and conditions.
2. I am currently registered in Australia with the Veterinary Surgeons Board in the state of [insert state].
3. I understand and accept the responsibilities of the Treatment Veterinarian as detailed in the Tom Quilty Gold Cup Manual Section 12 – Vet Hospital and Section 9 – Head Veterinarian.
4. I am fully conversant with the AERA General and Veterinary Rules, in particular, the VGIH process and the Code of Conduct.
5. I have read and agree with the Tom Quilty [insert year] and AERA Biosecurity plan.
6. I agree to the travel and accommodation arrangements.
7. I agree that I will be available on Friday to attend the pre-ride veterinary team meeting and the pre-ride vetting for the event.
8. I acknowledged that I will be issued with a vest, which must be worn whilst officiating, and that this vest will be returned at the end of the event.
9. I acknowledge and agree to adhere to the required dress standard as defined in the Tom Quilty Event Standard.
10. I acknowledge and agree to the Veterinary fee.
11. I agree that I will submit all invoices and requests for reimbursements within 14 days of the event.

Signed

Date

Please forward to the AERA Secretary, (secretary@aera.asn.au) at least one month prior to the event.



The Tom Quilty Gold Cup Event

Tom Quilty [Insert Year]

1. I, [insert name], accept the invitation to officiate at the Tom Quilty Gold Cup event and agree with the following requirements and conditions.
2. I am currently registered in Australia with the Veterinary Surgeons Board in the state of [insert state].
3. I acknowledged that I am an accredited endurance veterinarian and meet the qualification criteria as a line vet for this ride as per Section 4. These rides are detailed in the table below.

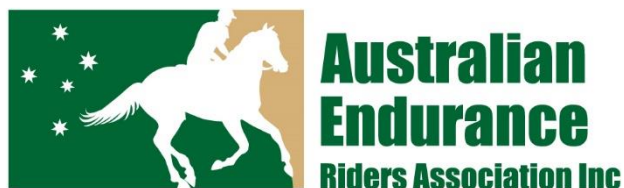
Ride Name	Date	Vetting Protocol

4. I am fully conversant with the AERA General and Veterinary Rules, in particular, the VGIH process and the Code of Conduct.
5. I have read and agree with the Tom Quilty [insert year] and AERA Biosecurity plan.
6. I agree to the travel and accommodation arrangements.
7. I agree that I will be available on Friday to attend the pre-ride veterinary team meeting and the pre-ride vetting for the event.
8. I acknowledged that I will be issued with a vest, which must be worn whilst officiating, and that this vest will be returned at the end of the event.
9. I acknowledge and agree to adhere to the required dress standard as defined in the Tom Quilty Event Standard.
10. I acknowledge and agree to the Veterinary fee.
11. I agree that I will submit all invoices and requests for reimbursements within 14 days of the event.

Signed

Date

Please forward to the AERA Secretary, (secretary@aera.asn.au) at least one month prior to the event.



The Tom Quilty Gold Cup Event

Tom Quilty [Insert Year]

1. I, [insert name], accept the invitation to officiate at the Tom Quilty Gold Cup event and agree with the following requirements and conditions.
2. I am currently registered in Australia with the Veterinary Surgeons Board in the state of [insert state].
3. I understand and accept the responsibilities of the role of On Course Veterinarian as detailed in the Tom Quilty Gold Cup Manual.
4. I am fully conversant with the AERA General and Veterinary Rules, in particular, the VGIH process and the Code of Conduct.
5. I have read and agree with the Tom Quilty [insert year] and AERA Biosecurity plan.
6. I agree to the travel and accommodation arrangements.
7. I agree that I will be available on Friday to attend the pre-ride veterinary team meeting and the pre-ride vetting for the event.
8. I acknowledged that I will be issued with a vest, which must be worn whilst officiating, and that this vest will be returned at the end of the event.
9. I acknowledge and agree to adhere to the required dress standard as defined in the Tom Quilty Event Standard.
10. I acknowledge and agree to the Veterinary fee.
11. I agree that I will submit all invoices and requests for reimbursements within 14 days of the event.
12. I confirm that I am familiar with the area, track and expected climatic conditions likely to be present during the event.
13. I confirm I will be utilising my own/practice 4WD/non-4WD vehicle and will be charging/not charging the TQ Committee at x cents per km for any on course travel.
14. I confirm that I will be supplying my own (practice) drugs and equipment and agree that, in line with the TQ Vet Hospital practice, I will charge these at cost price for consumables and drugs.
15. I confirm that it is acceptable to fit any additional communication devices to the vehicle I will supply to ensure appropriate communications are maintained where mobile coverage is not available.

Signed

Date

Please forward to the AERA Secretary, (secretary@aera.asn.au) at least one month prior to the event.

Annexure 5 – Veterinary Research Conditions

Where agreement is reached for veterinary research to be conducted at the Tom Quilty Gold Cup event the following conditions must be met by the research institution:

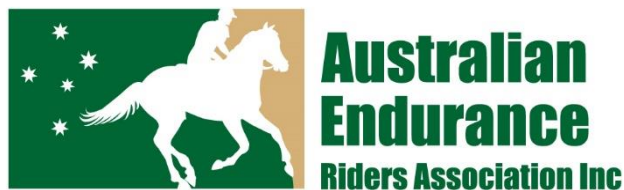
- a) Six months prior to the event, provide a detailed submission to the AERA regarding the aims and type of research that is to be conducted
- b) Submit a participant consent form for AERA approval three months prior to the event
- c) Provide approval from the Ethics Committee of the University/Research Institution
- d) Sign an agreement that will specify the conditions under which the research project will be conducted three months prior to the event
- e) The research team shall be independent of the event
- f) The Tom Quilty Gold Cup event and all participants must be guaranteed anonymity
- g) Any cost and/or provision of equipment, personnel, accommodation expenses, etc. associated with the research project is the responsibility of the University/Research Institution.
- h) There is to be no expense to the participants, the AERA and the TQ Committee
- i) The University/Research Institution is to provide proof that all members of the research project that are attending the event are covered by Personal Accident, Workers' Compensation, Public Liability, Professional Indemnity and any other insurance as requested by the AERA
- j) The AERA will be provided with a copy of any research paper for approval prior to publication
- k) The AERA will be provided with a copy of the final research paper for distribution to the Division Associations to be published in newsletters, social media, etc.
- l) Permission to conduct the research is at the discretion of the AERA

Annexure 6 – Quilty Photographer

When appointing an official Quilty Photographer the TQ Committee should give consideration to the following:

- a) The TQ Committee should be cautious in appointing a Quilty Photographer as such, as this implies exclusivity. In today's world, every phone is a camera and telescopic lenses have an ever-increasing range so it would be near impossible to guarantee exclusivity to an "official" photographer.
- b) A more appropriate approach is to appoint a Quilty Photographer on a commercial basis to capture the 3 critical aspects of the event. The TQ Committee could grant exclusive "commercial" access at the AERA Awards, the Buckle Presentations, and the Sunday morning program. That is, no other commercial photographer would be permitted to take photographs at the venue of the AERA Awards or the Buckle Presentation nor would another commercial photographer be permitted inside the vet ring during the Sunday morning program.
- c) The TQ Committee should be wary of what it can and cannot deliver in regard to photographers. Any photographer engaged for the 3 key critical aspects whether the Quilty Photographer or not, would need to acknowledge that the AERA cannot stop family, friends or spectators from taking happy snaps at the 3 designated activities.

Where possible, on course photographers should be available to capture as many riders as possible. This will provide a memento for riders competing at their national championships.



The Tom Quilty Gold Cup Event

Interim Event Agreement

This document shall be an agreement between:

- The Australian Endurance Riders Association Inc. (AERA Inc.) and
- The [Division Association name entered here] and
- The [specific TQ Committee name entered here]

for the staging of the Tom Quilty Gold Cup event in [insert year].

The [Division Association name entered here] and the [specific TQ Committee name entered here] having read and understood the content of the Tom Quilty Gold Cup Manual and, in particular, Sections 4 & 5, and agree to adhere to the principles and standards as stated in the attached annexures. It is understood that this is an Interim Agreement and that the Final Event Agreement will also need to be signed 6 months prior to the event and will contain further information, specifically around the appointment of key personnel.

It is also agreed that the submission of regular reports, budgetary information and biosecurity plans and updates, by the specific TQ Committee name entered here], will be completed as per the Event Standard or as requested by AERA.

It is agreed that it is the responsibility of the DA to ensure any surplus funds raised from this event will be used to appropriately to support endurance riding.

Quilty Advisor

For the purposes of the Event Standard, it is agreed that the Quilty Advisor shall be [Full name].

Quilty Buckles

The Quilty buckles shall be invoiced to TQXX at a cost yet to be determined. Advice on the cost of the buckles will be provided at least 12 months prior to the Quilty Event. The same price is charged irrespective of Place, Completion or Special (1000 Mile) buckles.

Payment to the AERA

Section 4 Events Standard of the Tom Quilty Gold Cup Manual expressly acknowledges that payment of the AERA invoices for the Entry Levy and the Buckles issued must be paid within 14 days of receipt of the AERA invoices.

This agreement may vary from time to time subject to mutual agreement between all parties specified above.

Any exemptions to the requirements of this manual must be approved by the AERA in consultation with the relevant DA and TQ Sub-committee.

The signatories below confirm that they are authorised to sign on behalf of their respective Associations or Committees.

Division Association President

Date / /

Division Association Committee Member

Date / /

Tom Quilty [insert year] Chair

Date / /

Tom Quilty [insert year] Committee Member

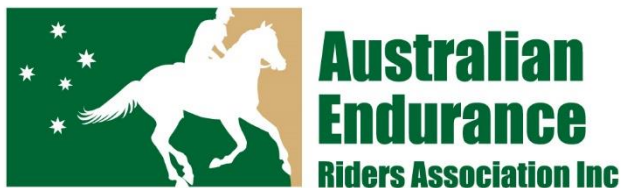
Date / /

AERA Inc President

Date / /

AERA Inc Committee Member

Date / /



The Tom Quilty Gold Cup Event

Final Event Agreement

This document shall be the final agreement between:

- The Australian Endurance Riders Association Inc. (AERA Inc.) and
- The [Division Association name entered here] and
- The [specific TQ Committee name entered here]

for the staging of the Tom Quilty Gold Cup Event in [insert year].

The [Division Association name entered here] and the [specific TQ Committee name entered here] having read and understood the content of the Tom Quilty Manual and, in particular, Sections 4 and 5, and agree to adhere to the principles and standards as stated in the attached annexures and the AERA Rulebook. This Agreement will be signed 6 months prior to the event. This Event Agreement specifies the following key personnel for the Tom Quilty Gold Cup Event in [insert year].

It is agreed that it is the responsibility of the DA to ensure any surplus funds raised from this event will be used to appropriately to support endurance riding.

Key Veterinary Personnel

For the purposes of Section 4 Event Standard, it is agreed the key veterinary personnel appointed for TQXX are:

Head Veterinarian:	Dr. [Full name]
Assistant Head Veterinarian:	Dr. [Full name]
Senior Treatment Veterinarian:	Dr. [Full name]
On-Course Veterinarian:	Dr. [Full name]

Chief Steward

For the purposes of Section 4 Event Standard, it is agreed that the key Chief Steward personnel appointed for TQXX are:

Chief Steward:	[Full name]
Assistant Chief Steward:	[Full name]

Quilty Advisor

For the purposes of Section 4 Event Standard, it is agreed the Quilty Advisor shall be [Full name].

Quilty Buckles

The Quilty buckles shall be invoiced to TQXX at a cost of \$YYY (inclusive of GST) per buckle. The same price is charged irrespective of Place, Completion or Special (1000 Mile) buckles.

Payment to the AERA

Section 4 Events Standard Agreement expressly acknowledges that payment of the AERA invoices for the Entry Levy and the Buckles issued must be paid within 14 days of receipt of the AERA invoices.

It is also agreed that the submission of regular reports, budgetary information and biosecurity plans and updates, by the [specific TQ Committee name entered here], will be completed as per the event standard or as requested by AERA.

This agreement may vary from time to time subject to mutual agreement between all parties specified above.

Any exemptions to the requirements of this manual must be approved by the AERA in consultation with the relevant DA and TQ Sub-committee.

The signatories below confirm that they are authorised to sign on behalf of their respective Associations or Committees.

Division Association President

Date / /

Division Association Committee Member

Date / /

Tom Quilty [insert year] Chair

Date / /

Tom Quilty [insert year] Committee Member

Date / /

AERA Inc President

Date / /

AERA Inc Committee Member

Date / /

Annexure 8 – Test Event Report

Australian Endurance



Riders Association Inc

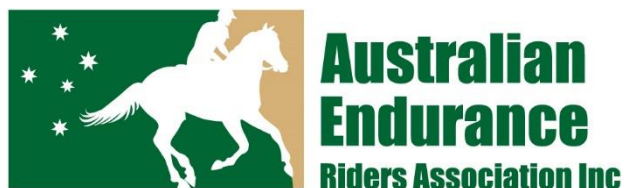
AUSTRALIAN ENDURANCE RIDERS ASSOCIATION INC.

Tom Quilty Test Event Inspection Report

Report by	Name:	Date:
Event	Name:	Year:
Event Aspect	Considerations	Comments
Ride Organising Committee	<ul style="list-style-type: none">• Roles held and capacity (more than one person in each area)• Experience• Capacity to respond to emerging issues• Cohesion	
Venue - General	<ul style="list-style-type: none">• Location, access and any external access for Biosecurity• Camping with regard to numbers anticipated – past usage history• Amenities on site with any recommendations for extras to be brought in	

	<ul style="list-style-type: none"> • Facilities for officials and volunteers • Lighting in general • Safety of horses, participants, volunteers and spectators 	
Vetting Area	<ul style="list-style-type: none"> • Flow of horses – Finish line/strapping area/vetting area/camp/start line • Position in relation to other facilities • Trot out lanes • Surface • Shelter for officials and volunteers • Lighting • Size 	
Strapping Area	<ul style="list-style-type: none"> • Access • Water supply • Lighting • Size 	
Start of Event – Muster Area	<ul style="list-style-type: none"> • Size • Hazards • Lighting • Exit 	
Vet Hospital	<ul style="list-style-type: none"> • Actual structure, or plans for, to meet anticipated numbers • Access for rescue floats • Provision of supplies • Power and water supply • Access to amenities • Recovery area • Observations of officials’ capacity to provide care/treatment and interactions with horses’ connections 	
Buildings/Structures	<ul style="list-style-type: none"> • For pre-ride • For AERA awards • For presentations 	

	<ul style="list-style-type: none"> • For post-event meal • PA System • Internet/Phone Access 	
Course	<ul style="list-style-type: none"> • Designed to meet TQ standard • Description of terrain and underground • Completion time, completion rate, number of invasive treatments, vet-out reasons • Course marking – traffic flow • Access for horse and rider recovery • On-course communication • Information provided to riders and officials • Provision for safe gallop finish • Location of Start/Finish Gates 	
Admin/Data	<ul style="list-style-type: none"> • Use of ETS • Knowledge of data entry personnel • Logbook flow • Data entry office – access, convenience for officials, space 	
Biosecurity	<ul style="list-style-type: none"> • Knowledge of plan • Implementation of plan • Preparation – pre-entry processes, isolation area 	
Workout for BC and other Awards	<ul style="list-style-type: none"> • Planning • Area • Responsible person 	
Summary	<ul style="list-style-type: none"> • Team • Venue • Course • Officials 	



The Tom Quilty Gold Cup Event

Sunday Morning Program

Introduction

The Sunday morning program includes the following elements:

- Top 10 Rug Presentation
- Riding Divisions Top 5 Rug Presentation
- Best Conditioned Assessment
- Pat Slater Cup Assessment

The following program is deemed the most time effective method for organising the Sunday morning program and can be completed in under 90 minutes if the Chief Stewards can marshal the riders effectively and presenters are available in the presentation area at the appropriate time.

Equipment and Personnel Requirements

The following items should be organised prior to the commencement of the program to assist in an efficient delivery of the activities.

Equipment

- 3-4 large tables to display rugs and trophies
- 25 x chairs (have all presenters seated near the presentation area to avoid delays)
- PA system
- 1 x Hands free microphone
- 6 x Pat Slater Cup scoring sheets (printed from AERASpace), biros and clipboards for the judges
- Best conditioned scoring sheets for each division (printed from AERASpace) distributed to the Visual Assessment CS
- 5 copies of each of the following lists distributed to Announcer (1) and Chief Stewards (4):
 - Top 10 horses - bib number, riders name, horses name
 - First 5 horses in each division – bib number, riders name, horses name
 - Eligible Pat Slater Cup horses – bib number, riders name, horses name
 - Eligible Best Conditioned horse and rider combinations – bib number, riders name, horses name

Personnel

- Master of Ceremonies (announcer)
- Chief Stewards x 4:

- 1 x marshalling the competitors in a quiet area outside the ring
 - 1 x leading horses in/out of Ring 1 (presentation CS)
 - 1 x Assisting at the Trot-up assessment (trot-up CS)
 - 1 x Assisting the vets undertaking the visual assessment and scoring (visual assessment CS)
- Appropriate number of Vets (dependent on the process the HV adopts)

Arena Layout

Divide the overall arena into 3 rings (or areas):

- Ring 1 – Public presentation ring
- Ring 2 – BC vet assessment and trot-up ring
- Ring 3 – BC warm up ring

Ring 1 - In front of the public viewing area with initially 10 bays. Also place 3-4 tables in Ring 1 where the Gold Cup, Pat Slater and other awards, along with all the rugs for Division Top 5 and Top 10, are displayed ready for presentation. This is the ring where all the action will happen from the public perspective.

Ring 2 – Beside Ring 1 but not specifically in front of the public. Ring 2 is where the vets will conduct the BC evaluations and the trot-ups with the final ridden workout being conducted in Ring 1.

Ring 3 - Set up away from Rings 1 and 2 where horses can warm up under saddle before they are called into Ring 1 to do their BC work out.

Program of Events

Starting time 9.30 am

All rider participants should be notified the night before of their placing along with the requirement to present their horse at 9.30 am on a lead and unsaddled. The horse may be rugged depending on the prevailing weather.

Just prior to the commencement of proceedings the announcer should request all sponsors for each respective section of the program to come to the seated presentation area so that they can present their trophies/rugs quickly and without delay.

Rug Presentation for the Top 10

Eligibility: The first 10 successful competitors from ONLY the middleweight and heavyweight divisions combined.

The CS marshals the horses at the rear of Ring 1. The Presentation CS leads the Top 10 horses (in completion order with first placed horse leading the procession) into the ring and into the bays. The first horse is presented with its rug and then the presenter moves to the second horse. Whilst the second horse is being presented with its rug, the official photographer is taking photos of the first placed horse and rug in its bay. The process moves down the bays from 1 to 10. When the last horse is presented and photographed the Presentation CS leads the riders and horses out of the ring back to the rear of the area as most will now be in the Top 5 presentations.

Whilst this is happening, the CS has gathered the First 5 Junior and Lightweight place getters.

Rug Presentations for the Top 5 in each Division

Eligibility: The first 5 successful competitors from each division.

Order of presentation is junior, lightweight, middleweight and heavyweight.

The presentation bays are now reduced to 5 and the Junior Division Top 5 are led in by the Presentation CS into the presentation bays. Same process with photographer and rug presenters as for the Top 10.

When the 5th horse is presented and photographed, the Presentation CS leads them to Ring 2 and presents them to the Trot-up CS who takes the group to the Vets for an initial trot-up.

Once Ring 1 is clear, the Presentation CS then leads the Lightweight Top 5 into the presentation bays and the process continues through the Middleweight and Heavyweight Top 5 groups with each Top 5 group going directly from the presentation bays to Ring 2.

BC Assessments

Eligibility: The first 5 successful competitors from each division.

The BC evaluation follows immediately after the division receives its Top 5 rugs and is conducted in Ring 2.

The first BC assessment should be a trot up and if the horse is not judged to be lame, it is then ready for the visual assessment stage, which is conducted by another vet(s). Once the visual assessment is completed successfully the rider is invited to saddle up and begin warming up in Ring 3. The reason to firstly trot-up the horse is that if the horse is judged lame, then it is out of contention and there is no point in doing the visual assessment.

The Head Vet can decide how they wish to assess BC. It may range from the HV solely deciding whether a horse is lame at the trot up or a panel of 3 vets panel voting in relation to gait.

With regard to the visual assessments, it may range from a single vet through to 2 or 3 vets scoring with the average of the 2 or 3 scores taken.

The above process for the juniors is repeated for the lightweight, middleweight and heavyweight divisions. By the time the heavyweights have had their rugs presented, the juniors should be saddled and warmed up and ready to now do their BC workout in Ring 1.

BC Workout

The juniors are called back into Ring 1 where they now perform their individual workouts. The Head Vet will determine the format of the individual workout to showcase the horse. The Visual Assessment CS hands the scoring sheet for the Junior division to the Presentation CS who records the relevant workout scores. At the completion of the Juniors workout, the scoring sheet is sent to the ride office for processing.

This process is repeated for each riding division. Because the scoring is totally computerised it is possible to have the horses remain at the edge of Ring 1 and then present the BC rugs at the completion of the Heavyweight division workout. Some Committees may prefer to wait and present the BC rugs at the Buckle Presentation, however, this may be a bit difficult to muster the winning horses and arrange for photographs to be taken.

Pat Slater Cup

Eligibility: The first 10 successful competitors irrespective of their riding division.

The majority of the competitors in the Pat Slater Cup will already be involved in the Top 10 and/or the Division Top 5 rug presentations. In order to minimise the time taken to judge the Pat Slater Cup, those competitors eligible for the Pat Slater Cup must be clearly identified with either a sash, arm band or other identifying feature so that both the Pat Slater judges and the spectators are aware that the competitor is also competing in the Pat Slater Cup.

The judges for the Pat Slater Cup must be in place from the beginning of the Sunday Program so that they can assess all eligible horses. Should an eligible horse not be present in the Top 10 or Division Top 5 rug presentations, then those horses will be paraded in hand and then vet assessed for lameness after the vets have finished assessing the heavyweight division and will then be required to work out under saddle at the completion of the heavyweight BC workouts.

At the conclusion of the work outs the score sheets are collected and the results calculated whilst the rest of the program continues.

Other Awards

During the Buckle Presentations the following trophies/awards are presented:

- Tom Quilty Gold Cup – Presented by AERA President or AERA Management Committee Representative
- Newbridge Trophy – Presented by AERA President or AERA Management Committee Representative
- Shareym Award – Presented by Val and Ron Males if available or AERA President/Management Committee Representative
- Pat Slater Cup – Presented by a member of the Slater family if available or AERA President/Management Committee Representative
- Stirling Shields Perpetual Trophy – Presented by a member of the Shields family if available or AERA President/Management Committee Representative

5. Risk Management and Biosecurity Policy

Risk Management

A task of paramount importance for the Tom Quilty Gold Cup event is the management of risk associated with the conduct of the event.

The AERA requires the TQ Committee to produce a Risk Management policy, based on state requirements, for the Tom Quilty Gold Cup event. The Risk Management policy will also include the Biosecurity requirements specific to the Tom Quilty Gold Cup event. Refer to Section 4 Event Standard for information on the preparation and distribution of the Risk Management policy.

Once the Risk Management policy has been submitted to and approved by AERA the policy will be provided to all participants.

The TQ Committee shall appoint a Risk Management Officer who has the responsibility to ensure that the event Risk Management policy is understood and implemented by all levels of the TQ Committee, ride officials, ride volunteers and participants.

Biosecurity

Biosecurity measures, as defined by AERA, shall be enforced by the TQ Committee. AERA has developed a Biosecurity Statement, which should be used as the baseline for development of the TQ Committee's Biosecurity policy. The AERA Biosecurity Statement can be found here: [AERA Biosecurity Statement 2022.pdf](#).

Refer to the Event Standard for information on preparation and distribution of the Biosecurity policy.

Use of the AERA's Horse Health Declarations Forms and the Horse Health Declaration Press Release (Section 5) must be adopted by the TQ Committee.

The AERA's Horse Health Declaration Form can be downloaded from here: [Forms \(aera.asn.au\)](#).

The AERA Horse Health Declaration Announcement (see next page) should be publicised a minimum of 3 months prior to the event date to provide this information to entrants.

Horse Health Declaration Announcement

[Insert Year] TOM QUILTY GOLD CUP EVENT

IMPORTANT ANNOUNCEMENT TO ALL RIDERS

The AERA wishes to advise that a Mandatory Horse Health Declaration will be required for each horse entering the [INSERT NAME] ride base for this year's Tom Quilty Gold Cup event.

Any horse that presents to the ride base without the Mandatory Horse Health Declaration duly completed and signed will be refused entry to the ride base and therefore will be ineligible to enter the event.

You can download a copy of the Mandatory Horse Health Declaration from the AERA website (www.aera.asn.au) and the [Insert name] Tom Quilty websites from [Insert date]. Carefully read the document and if you have any questions or require any clarification, please email the Tom Quilty Event Director at [Insert Event Director email address].

Horse Health Declaration FAQs

What is required?

All horses (including companion and alternate horses), which you intend bringing to the Tom Quilty Gold Cup event, must have their rectal temperature taken **daily** and recorded in the temperature log table on the Horse Health Declaration Form.

You must begin taking and recording the temperature from [Insert date from Risk Management Plan] and continue each day until your horse(s) enters the ride base at which time you must provide this document to the [enter name of person responsible for collection of forms], who will retain it.

What should I do if my horse's temperature exceeds 38.5C after the [insert date as above] but before I leave home?

You should immediately contact your local veterinarian and heed your local veterinarian's advice as to whether to travel your horse. If you do travel your horse, a veterinary examination report stating the reason for the increased temperature must accompany the Horse Health Declaration Form and be provided to the [insert name of person responsible for collection of forms] on arrival of the horse at the [insert name] ride base.

What should I do if my horse's temperature exceeds 38.5C after the [insert date as above] and whilst in transit to the Tom Quilty event?

You should immediately contact the nearest veterinarian and heed their advice whether to continue travelling. If you do continue to travel your horse to the event, a veterinary examination report stating the reason for the increased temperature must accompany this document and be provided to the [insert name of person responsible for collection of forms] on arrival of the horse at the [insert name] ride base.

Do I need to continue to take my horses temperature after I arrive at ride base?

Yes, you are required to take your horses temperature **daily** up until and including Thursday evening, [insert date]. This is to be recorded in the Pre-ride vetting day section of the Horse Health Declaration sheet.

What should I do if my horse's temperature exceeds 38.5C during my period at ride base?

If your horse's temperature exceeds 38.5C during your period at ride base the Head Vet and Chief Steward must be advised immediately.

6. Tom Quilty Course Marking Standard

Introduction

This document provides a minimum standard of course marking expected at a Tom Quilty Gold Cup event. The primary focus of a Tom Quilty must be the ride itself, therefore it is imperative that a competitive course is selected which is appropriately marked and safe to traverse.

In summary, course marking materials utilized must conform with the National Ride Standard and there must be a **consistency** in style as to how the course is marked both for navigation and hazard identification. Every arrow, blocker and caution should have a reflective surface for night riding.

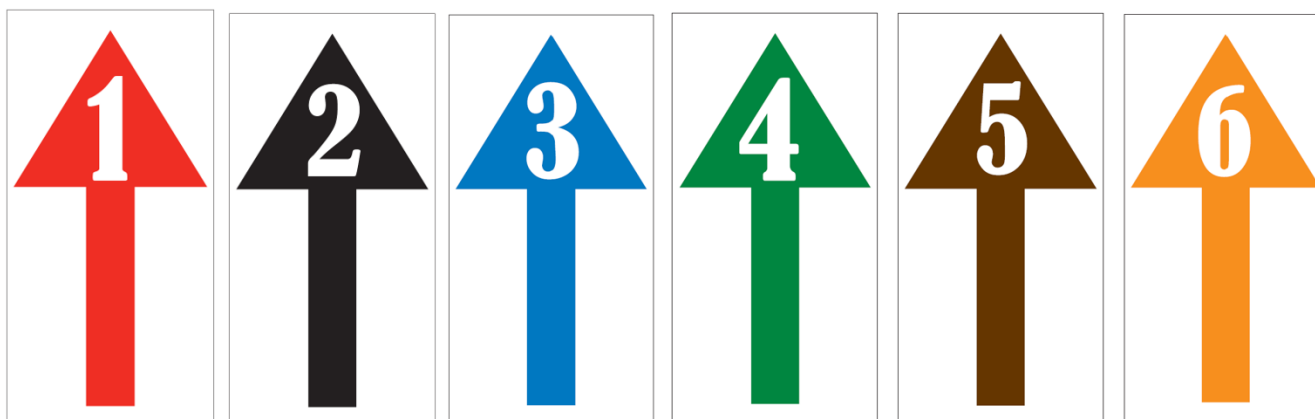
Arrow Standards

All arrows utilised on track must meet AERA standards and be purchased from AERA. Two styles of arrows are available – Classic and Contemporary – as displayed below.

Classic Markers



Contemporary Markers



Placement of Arrows

In all circumstances, at a minimum, arrows are to be placed at intervals of **not more** than ½km (500m). Individual arrows should be placed between 200cm and 250cm above ground level and facing squarely toward the approaching rider and where possible, arrows should be kept to **one** side of the track to ensure continuity.

Arrows and blockers should be attached by the most secure means available, which may be dictated by the owner or statutory authority managing any particular part of the course. In any case, all arrows and blockers shall be fixed in a manner that ensures it will not become loose, bend, dislodge or become a false indication in windy or inclement weather. In instances where the only object available to attach the arrow to is a structure where you cannot use your chosen method of attachment, clear packing tape around the structure is acceptable but only wraps the top and bottom of the arrow or blocker. Clear tape is not acceptable over the arrow or blocker images as it makes the reflective aspect of the indicator ineffective. If there are no existing supports where an arrow or blocker ought to be located, use a wooden stake or steel post.

In areas with low hanging foliage, shrubs or tall grasses it will be necessary to view the arrow from a rider's perspective (height) to ensure that it has not been obscured from sight. This will require the marker to back track a hundred metres or so to check the line of sight after placing the indicator. Often an arrow can be placed in what appears to be a clear conspicuous location only to be obscured by a tree/shrub 20m earlier on the course.

Arrows on any night section which is not a defined and fenced road or track, shall be placed so that the next arrow's **reflection** can be easily seen from the preceding arrow, using a standard handheld torch.

Straight Ahead

When following a fence line or on a **clearly** defined road or track without deviations, the interval of arrows can extend to the maximum of ½ Km. Where the course follows directly along a defined track or fence line the arrow is to be placed vertically. This applies in all circumstances regardless of the shape or bending of the track or fence.

Where a rider's line of sight is obscured, or when crossing open ground, or emerging from trees and scrub the **next** arrow must always be **visible** from horseback.

Change of Direction

Changes of direction are where the course leaves a road, track, fence line, or there is an intersection of tracks. An arrow pointing in the direction that the course is heading will indicate changes of direction. Where a change of direction is 90° or greater the arrow axis will be horizontal, the arrows must not point downwards. A **single** arrow, indicating the change of direction is to be 10-20 metres **before** the change of direction. At the actual change of direction, a arrow are required to indicate the direction change.

At all changes of direction, the rider must be able to see a confirmation arrow immediately upon turning the corner confirming the direction the rider is to proceed. This confirmation arrow will be vertical unless there is another change of direction immediately afterwards.

Do Not Proceed Indication

Where there is a change of direction on the course and it is possible for competitors to continue along an incorrect track, a blocker (**X**) must be placed on either side of the incorrect track(s) at the point where the change in direction occurs. A further blocker must be placed on the incorrect track(s) approximately 20-30 metres along the incorrect track(s).

Safety Hazards

Marking the course for hazards is of the utmost importance and consistency in marking hazards on the course is critical. A caution sign should be placed at an appropriate distance prior to an actual hazard to warn a rider

approaching at pace of the hazard ahead. Another Caution sign must be placed on the hazard itself. Additional tools to mark hazards include the use of plastic hazard tape or bunting. This tape/bunting should be used to rope off and indicate any areas on or adjacent to the course that are dangerous, in particular, grids, rabbit warrens, large rocks, creek banks or wire obstructions to mention a few. In some instances, flashing lights or red glow sticks are used to indicate hazards. In any case, the use of such aids must be consistent throughout the course.

In some instances, parts of the course may need a “haircut” or trim. In particular, low hanging limbs protruding over the course and logs lying across the track should be removed where possible. This is critical where such areas may be ridden at night.

Fences

Whenever a horse and rider approaches a fence line, the fence must be highlighted to make it clearly visible. At night and at places where visibility is restricted, wire is almost impossible to see. Methods of highlighting a fence include bunting and/or white chaff bags tied to the fence with or without reflectors.

Gateways and Grids

Grids should be taped off with hazard tape to prevent a rider proceeding into a grid. All gateways including an opening in a fence, which will be used as a gateway, are to be marked with an arrow on each post to clearly indicate the extremities of the safe passage. Where the rider is required to change direction immediately after negotiating the gate there will be an additional arrow on each side of the gate, below the vertical through gate arrow, which is tilted to the change of direction. As stated earlier in the Change of Direction notes, a confirmation arrow and appropriate blockers are required.

Road Crossings

“Road Crossing Ahead” signage must be placed on the course 30-40 metres before actual road crossings to warn riders.

When the course crosses a public road, the use of artificial gates on each side of the road is recommended. An artificial gate is created by the installation of 2 wooden or steel posts with the appropriate arrow indicators attached. The posts can be covered by a length of white poly pipe to increase visibility and minimize injury if struck by a horse. The designated gates will ensure competitors cross the road at 90 degrees and do not “jaywalk”. All artificial gates must be a minimum of 7m wide to allow several horses to proceed abreast.

If the road crossing occurs at an actual intersection, the crossing point should be relocated 20–30 metres either side of the intersection proper.

Vehicular Traffic

Where the course crosses a public road, appropriate authorisation must be obtained from local Police, Local Government Council and in some instances the State RTA or similar organisation. These authorities may place their own requirements on the road crossings that obviously must be adhered to. In any case, as a minimum, large signs a minimum 1.5m x 1.5m advising that horses are crossing must be placed 200m and 50m from the crossing area warning traffic in both directions. If the crossing is to be traversed at night, flashing lights must also accompany the signs.

Depending on the volume of traffic that uses the road, it may be prudent to man the crossing with a Steward(s) who shall control the movement of horses across the roadway.

Travelling along a Public Road

Unfortunately, at some stage, portions of the course may travel along a public road due to necessity. Appropriate signage warning motorists as discussed in Road Crossings above must be in place. In addition, where the course

travels **along** a public road, further signage warning motorists must be at no more than 500m intervals in both directions.

Hazard marking is no more critical than on public roads where culverts, drains, guide posts, a steep camber and simply holes (to name a few) could cause an accident and result in injury to the horse, the rider or both. It is recommended the course be designed (where possible) to minimise night riding on public roads.

Bitumen Roads

Where the road to be traversed is bitumen, it is preferable the course should follow a track or path several metres off the roadside. It must be only as a last resort that the course travels along the immediate edge of a bitumen road.

Gravel Roads

It is rare that a course will not include some work on gravel roads. Motorist warning signage mentioned earlier must be adhered to.

Creek Crossings

Creek crossings should (where practical) utilise artificial gates on each side of the creek to indicate the safest passage through the creek proper. Where appropriate the approach down the creek bank and climb up the other side may require hazard signage. Prior to each creek crossing there must be a sign indicating maximum depth of water. The access and egress to each creek must be such that a “bog” does not develop and if necessary, gravel or other material may need to be placed at the crossing.

Common Course with more than One Leg in the Same Direction

Where there are indicator arrows for different legs on the same track they should be grouped at the same post or mounting and be placed with the earliest leg at the top and subsequent legs consecutively descending down the post. Do not scatter different indicators randomly along the course.

Distance Markers

Distances markers shall be placed every 10kms as near as possible to the accurate distance. They are to be placed at the same height as arrows and with the same care and an appropriate course arrow is to accompany the distance marker. The distance markers are not cumulative and must be placed at the 10km 20km 30km etc point on each individual leg.

Water Points

Water points are required a **minimum** of every 10kms. Drums placed on the side of the track will usually provide the majority of water. Where drums are used, the drums should be spread approximately 5m apart to avoid crowding. In instances where the water point is a dam, trough or creek and it is not located on the designated course proper, then arrows marked with a “W” are to direct riders **to and from** this water point. If the water point is a dam or creek, the safest access is to be clearly marked and buckets are to be provided.

If the ride committee provides hay on course, it is recommended to locate the hay in the vicinity of (yet separate) from the water drums and is dampened down to avoid the possibility of a horse choking.

Check Points

A minimum of 2 checkpoints are required on any leg longer than 20kms. Each checkpoint must be clearly numbered and have communication capability to the central communications office at ride base.

Course Scout

On ride day, a person(s) on a motorbike or similar vehicle are required to traverse each leg approximately 30-45 minutes before the lead riders are due on that particular leg. The Course Scout must have an intimate knowledge of the course, have communication capability to the central communications office and be manned with spare arrows, blockers and water markers.

The role of the Course Scout is to ensure that:

- Vandals or bad weather have not affected the course marking or a safety issue has arisen
- Checkpoint staff are in place and
- Water has been delivered to the appropriate watering points

Training Courses

A large number of competitors can arrive up to a week prior to the event. These people require a course to exercise their horses prior to the ride. TQ Committees are required to provide a training course(s) for such purposes offering a course(s) to be ridden from approximately 8-12kms and up to 20kms. This course should be appropriately marked in accordance with the Standard utilizing Leg 6 arrows. This will assist all riders to familiarise themselves with the marking *style* being applied on the main course.

Legend Board

A board is to be constructed with an example of each colour indicator arrow with the appropriate leg number and leg length. The water (W) and blocker (X) indicators with clear descriptions are to also be displayed. This legend board is to be on display.

- In the Ride Secretaries office whilst ride entries are being taken
- At the pre ride talk
- At the departure gate for the duration of the actual ride

7. Budget

Included as part of the Tom Quilty Gold Cup Manual associated documents is a copy of the Tom Quilty Budget Template spreadsheet.

The AERA requires that an updated budget is presented in this budget template format as per Section 4 Event Agreement . A notation should also be provided on the budget spreadsheet indicating if the listed price is a formal quote from a supplier or an estimate/best guess.

The reason the AERA require the use of this template is to standardise the presentation from one Quilty to the next and also to ensure that the TQ Committee consider all expenses and revenues that they may encounter.

Should you incur revenue or expense items, that may be applicable to future Quilties, and which is not listed in the template please inform the AERA Secretary and the template will be updated.

8. Ride Base Standard

Introduction

This section of the Tom Quilty Gold Cup Manual provides guidelines for the TQ Committee in relation to the Ride Base design and operation.

The majority of participants will live on the ride base for a period of 4 to 7 days and pay a significant entry fee as well as a specific camping fee and, understandably, expect a reasonable level of amenities and services.

Toilets and Showers

Below is a formula for estimating the number of toilets and showers required at the ride base venue. The basis of the calculation is the expected population at ride base assuming 65% of all persons attending the event will be female. The OC will need to make calculations specific to their event, but this information is provided as an example.

a) Expected population

The expected population comprises:

- Total committee and volunteers including veterinarians and ride officials plus
 - Entries < 150 = 100
 - Entries > 150 < 250 = 130
 - Entries > 250 = 160
- Riders and their support crews = 2.5 per entry
- Trade stall and food vendors and their staff = 15
- Spectators = 100

Total expected population (assuming 150 entries)

$$\begin{aligned} &= 100 + (150 \times 2.5) + 15 + 100 \\ &= 100 + 375 + 15 + 100 \\ &= 590 \text{ total comprising 384 females and 206 males} \end{aligned}$$

b) Toilets

- Must be sufficient in quantity
- Must be cleaned daily and stocked daily with toilet paper, hand wash and hand paper
- Must be functional at all times without blockages and/or overflows

Style	Ratio	Number
Female Pedestal	1 per 30 females	13 (384/30)
Male Pedestal	1 per 30 males	7 (206/30)
Male Single Urinal	1 per 40 males	5 (206/40)

c) Showers

- Must be sufficient in quantity
- Must be cleaned daily
- Must function at all times, without blockages and/or overflows

Ratio	No.
1 per 30 females	13 (384/30)
1 per 30 males	7 (206/30)

d) Other

- Access to toilet and shower facilities must be provided for a disabled person
- Recreational Vehicle dump stations should be provided, if possible.

General Ride Base Design

Generally, the ride base should be divided into distinct precincts.

- Ride Day Operations – Access and egress to/from the course, the strapping area and vet ring
- Administration – Entries, Weighing, Ride Secretaries, etc.
- Volunteer Marquee – Providing tea and coffee and a rest area for the volunteers
- Food Vendors & Trade Stalls
- Sponsors/VIP Marquee
- Vet Hospital & Quarantine Area
- Swabbing Area
- Function Marquee/Hall
- Campsites

The implementation of these precincts reflects Risk Management in action by separating horses from spectators, trade stalls and food vendors.

Ride Day Operations

Course access and egress for participants should be through a designated laneway(s) that are not accessible by either vehicles or pedestrians.

The strapping area and vet ring must be sufficient in size to permit the free flow of horses through the process. A priority is a one way flow of horses throughout the process. Permitting two-way horse traffic inevitably leads to a person and/or horse being kicked and injured.

Access and egress for emergency services (including helicopter access) and rescue floats is required in case of emergencies.

Administration

The TQ Committee should consider operating an Information and Merchandise office/booth throughout Quilty Week. The idea is to have a central point where people can go for information and to purchase merchandise. This location can also be where people can lodge their horse feed orders, purchase firewood, purchase dinner dance tickets, etc.

Food Vendors & Trade stalls

A well-designed food and trade stall area can become a hive of activity and a communal meeting place for a feed, coffee and sit down. The TQ Committee should endeavour to attract a wide range of both food vendors and trade stalls. This can be located close to the event activities to provide ease of access for riders and strappers during the event as well as providing a good viewing area.

Vet Hospital & Quarantine Area

The Vet Hospital and Quarantine area must be located in a discreet yet accessible position to receive horses from both the vet ring and off course in a recovery vehicle which must be able to deliver horses directly to the Vet Hospital entrance. The Vet Hospital and the quarantine area need appropriate signage to prevent unauthorized access and appropriate screening to stop inquisitive eyes.

The Quarantine area should be separate from the Vet Hospital but still be located in reasonable proximity to the Vet Hospital.

Refer to Section 12 Vet Hospital which lists the key items and infrastructure required for the Vet Hospital.

Swabbing Area/Box/Stall

A quiet location is required for conducting swabbing activities, preferably close to the vet ring for ease of access for the vet involved in the swabbing. The swabbing area should not be in close proximity to the Vet Hospital to avoid cross contaminations.

The area should be adequately lit, include a table, 2 chairs, a set of yards and a supply of shavings/sawdust is to be provided. Adequate parking is required for a car, or a secure lockable facility provided for the swabbing kits. A large esky is also required for housing the swabbing kits.

Function Marquee/Hall

The Quilty week includes events such as the AERA Annual Awards, Presentations and Quilty Dinner. A suitable, weatherproof venue for these activities is required

Spectator Viewing Area

A safe area for spectators to view the event, clear of horse traffic, should be provided. Vehicle parking areas should also be clearly identified for the spectators to ensure that interactions with horses do not occur.

Campsites

The campsite area should have an external fence and gates should be closed at dusk to prevent any horses escaping the grounds.

No campsite should be more than 100m from a water tap or 150m from a rubbish collection point.

The campsite area must be carefully designed and incorporate distinct laneways of 8-10m width for ease of access both by vehicles and horses moving to/from their respective campsites. Some TQ Committees even erect street signs and have named streets as an aid for people to find campsites.

Campsites must be numbered in a logical fashion and as a minimum the 4 corners of each campsite must be marked on the ground for a minimum length of 2m in each direction.

A campsite master map showing site location, site number and the tenant's names must be maintained and accessible by the Ride Base Director and the Chief Steward for reference purposes for a number of reasons including:

- Accessing a riders support crew during the event
- Directing emergency services to a specific campsite
- Locating a rider
- Directing friends and family to already established camps

Communications

Ride Base

For large events a PA system, which is audible across the whole base, is invaluable.

Similarly, a volunteer with a quad bike who can deliver individual messages to campsites should be a consideration to aid in communication at the ride base.

On Track

On course tracking of rider progress is important with the ability to have this information transmitted back to ride base. This assists strappers prepare for the arrival of their riders and also can assist in identifying riders who may have wandered off track.

A public display of rider positioning on track is also useful via a leader board/large screen. The TQ Committee should give consideration to providing these facilities utilising technology that is readily available, e.g., GPS tracking.

Internet Access/Live Streaming

Most people require access to the internet to maintain contact with the outside world during the Quilty event. Consideration should be given to providing booster services in areas of poor service. Live streaming capabilities should be provided also.

9. Head Veterinarian

Introduction

The Tom Quilty Gold Cup event has a sacred place in the history of Australian endurance riding. With the noble motto of “To Compete is to Win”, the Tom Quilty competition promotes the finest sporting and animal welfare principles of any of the equestrian disciplines. The horse must complete the event in a condition that would allow it to continue if the event was longer.

The veterinarians’ role is to protect the welfare of the horse throughout the event. As in any championship, the boundaries of performance are pushed to the limit to set faster times in achieving the sporting ambitions of the riders. This is a legitimate goal of any competitor in any sport. As custodians of the welfare of the horse, the competitive front end of the ride places more pressure on the veterinarian’s role.

Role of the Head Veterinarian

As veterinarians play a significant role in the protection of the horses’ welfare, the Head Veterinarian plays a critical role in the organization and conduct of the event. To be appointed the Head Veterinarian is a personal honour recognizing leadership skills, knowledge of the rules and culture of the sport and, more importantly, the ability to read the clinical signs required to identify the performance parameters that would necessitate the eliminations of a horse from the competition.

Essential Selection Criteria

1. Veterinary Qualifications

The Head Veterinarian must have a Bachelor of Veterinary Science or similar registered degree and be currently registered with a Veterinary Board in Australia (Note: WA has not yet (as at 2020) adopted the national Recognition of Veterinary Registration).

2. Experience Officiating at Endurance Competitions

It is a requirement that the Head Veterinarian meets the experience requirements as detailed in the Event Standard.

3. Knowledge of the Rules of the Sport

The Head Veterinarian must have a thorough working knowledge of the AERA General Rules and Veterinary Rules, and in particular the Vet Gate into Hold rules and procedures.

4. Leadership & Organizational Skills

As the Head Veterinarian will lead a team of experienced endurance veterinarians at a national championship event which attracts international competitors, he/she must demonstrate exemplary leadership skills to ensure that vetting procedures and vet ring management is conducted in the most efficient manner and promotes fair competition and high levels of horse welfare.

5. Communication Skills

The Head Veterinarian must be able to demonstrate excellent communication skills as the duties require communication with the vet team, riders, organizers, officials and media. The Head Veterinarian must be able to promote the best interests of the sport, explain the rules to riders and deal with areas of potential conflict.

Responsibilities

- a) Cooperation with TQ Committee
- b) The Head Veterinarian must meet regularly and liaise with the TQ Committee on many issues, including but not restricted to the following:
 - i. The appointment, remuneration, accommodation and travel arrangements for the Veterinary team
 - ii. Liaise with the Chief Steward regarding the set-up of the Vet Ring
 - iii. Liaise with the Chief Steward regarding the appropriate quarantine area
 - iv. Liaise with the Chief Steward and Treatment Vet regarding the set-up of the Veterinary Hospital
 - v. Liaise with the AERA, the Chief Steward and TQ Committee to implement a Biosecurity Plan
 - vi. Liaise with the Chief Steward and TQ Committee to create a suitable area for Biosecurity checking prior to horses entering the ride base proper
 - vii. Notify the Chief Steward and Medication Control Steward of the designated vet responsible for taking blood samples
 - viii. Ensure all veterinarians are adequately qualified to officiate at the event as per the qualification requirements detailed in Section 4 Event Standard
 - ix. Ensure adequate arrangements are made in case of a catastrophic injury/horse death
 - x. Organise a pre-ride meeting with the vets and the Head Chief Steward
 - xi. Liaise with the Treatment Vet to compile a price list of the cost of drugs and consumables for horses participating in the event
 - xii. Contact with the Media, etc.
 - xiii. Selection and organization of the Veterinary Panel
 - xiv. Provide a report, to be delivered to AERA within one month of the completion of the event, on vetting outcomes and treatment hospital details.
- c) Selection and organisation of Veterinary Panel
 - i. At the invitation of the AERA, each Division nominates at least one of their Division's vets for inclusion in the Veterinary team. In addition, and in conjunction with the TQ Committee and the AERA, there is a reciprocal arrangement with the Tevis Cup committee to nominate a Tevis Cup vet each year to attend the event. A New Zealand vet is also included.
 - ii. In conjunction with the TQ Committee, the Head Veterinarian will select the remainder of the Veterinary team.
 - iii. Factors affecting the selection will be the number of horses expected to compete, the availability of experienced veterinarians and the budget. The Head Veterinarian will be responsible for the prompt attendance of the veterinary team, roster of vets for the duration of the ride and that adequate facilities are available for the vet team during the event.
 - iv. It is highly recommended to have at least 2 suitably qualified veterinarians in reserve to cover for sickness and circumstances
- d) Set and Maintain Veterinary Standards during the Event
 - i. One of the most important roles of the Head Veterinarian is the leadership and supervision of the Veterinary team. The Head Veterinarian's dress, demeanour and speech set the tone of the event.
 - ii. The Head Veterinarian is responsible for the welfare decisions that affect the horse which include hold times, heart rate parameters and environmental issues that may affect the welfare of the horse and the conduct of the event.
 - iii. The Head Veterinarian is responsible for the standard of examination for metabolics, lameness and soft tissue injuries by the veterinary panel.
 - iv. All veterinarians should be suitably dressed and identified as per Section 4 Events Standards.

- v. The Head Veterinarian should protect veterinarians from overzealous competitors and refer any recalcitrant competitors to the Head Chief Steward.
- vi. During the competition the Head Veterinarian should be in a supervisory role and be prepared to give a second opinion or advice to a line veterinarian.
- vii. To maintain consistency on decisions that could eliminate a competitor, both the Head Veterinarian and Assistant Head Veterinarian, should comprise the voting panel with the line veterinarian wherever possible.
- viii. The Head Veterinarian can delegate responsibility to the Assistant Head Veterinarian or an experienced line veterinarian.

e) Set Up of Veterinary Ring

- i. The Head Veterinarian must have a good working relationship with the Head Chief Steward who, with the Head Veterinarian, is responsible for the conduct of the ride
- ii. Prior to the event meet with the Head Chief Steward, design the strapping area and vet ring with the lanes adequately marked so as to allow the examination of horses
- iii. Plan the entry and exit points so that all competitors have equal access to the strapping area and the vet ring and that it does not become overcrowded
- iv. Dedicate three lanes and three line veterinarians for the place getters of the event so that there is uninterrupted vetting which is able to be viewed by the public and the media

f) Appointment of Treatment Veterinarian, Hospital and Medication Control

- i. The AERA will appoint, in consultation with the Head Veterinarian and the TQ Committee, a treatment veterinarian who is familiar with the management and intensive care of the endurance horse. The treatment veterinarian will have at their disposal adequate medical and surgical equipment to meet any catastrophe.
- ii. The Head Veterinarian will work with the Treatment Veterinarian to:
 - Set aside suitable and adequate areas for treatment
 - The Head Veterinarian in consultation with the Treatment Veterinarian must arrange for the supply and security of necessary veterinary supplies, including drugs, in suitable quantities
 - The Head Veterinarian must ensure that arrangements are made for any unused portions of drugs to be distributed and the costs suitably acquitted
 - In consultation with the TQ Committee, find and notify the nearest referral hospital where the ride is taking place and ensure that all necessary arrangements are in place for the emergency treatment of horses from the event
 - Have the necessary facilities available for euthanasia, necropsy sampling and carcass disposal
- iii. The Head Veterinarian shall appoint a line veterinarian to assist in the swabbing process as required. This veterinarian will not be the Treatment Veterinarian.

g) Pre-Ride Talk

The pre-ride talk is an important and traditional role of the Head Veterinarian. The talk should:

- i. Acknowledge the TQ Committee for the invitation
- ii. Introduce the Veterinary Team individually
- iii. Relate ride conditions – track, humidity, etc. and any information relevant to the welfare of the horse
- iv. Explain the vetting procedures, covering lameness, pulse, metabolics, hold times, discretionary and compulsory re-examinations and the elimination process
- v. Wish all competitors good luck

h) Communication with Media

The Head Veterinarian may be required to talk to the media. He/she should be prepared to answer questions and to present the sport in the best light.

i) Best Conditioned Horse Award

The Head Veterinarian and the Head Chief Steward are responsible for the organisation of the Best Conditioned Horse award. They should have a clear plan of:

- i. How to access the competitors
- ii. Who will assist in the adjudication
- iii. At what time the judging will be held
- iv. Prepare the vet ring appropriately in advance

j) Rest Orders

The Head Veterinarian must ensure the correct completion of all documentation at the ride, i.e., logbooks, invasive treatment forms (including Rest Orders) and catastrophe forms. An AERA accredited Chief Steward will be in the vet hospital at all times to assist the treatment veterinarian with the completion of all paperwork associated with treatment.

10. On Course Veterinarian

Introduction

The role of On Course Veterinarian is primarily focussed on observation of horses on course to ensure their welfare and health is maintained at all times during the competition.

The On Course Veterinarian is appointed by the TQ Committee and approved by AERA. They should be familiar with the area in which the event is conducted and have a good knowledge of the track and climatic conditions under which the competition will be run.

The On Course Veterinarian will be experienced in the treatment of compromised endurance horses.

Reimbursement for use of own (practice) vehicle must be negotiated with the TQ Committee.

Responsibilities

The responsibilities for the On Course Veterinarian include the following:

- Provision of own (or practice) vehicle capable of accessing all parts of the track (may require 4WD)
- Vehicle fitted with communication equipment to enable contact with Vet Hospital and/or Head Chief Steward at all times during the event
- Drugs and equipment supplied by own (or practice) to cover treatment of acute lameness, metabolic issues, dehydration, anaphylactic allergy, fracture, snake bite, euthanasia or other common endurance related issues

Suggested Equipment and Medicine List

Communication with Treatment Hospital at Ride Base

Wire cutters

Head collar/halter with lead rope

Horse rug

Space blanket X 2 for horse and rider

Bottled water and snack for rider

Towels

Buckets

Water in 20lt container

Disinfectants

Head lamp and/or torch

Syringes and needles

Fluids

Fluid admin sets and cannulas

Skin prep materials

Scissors and tape to secure IV

Calcium gluconate, dextrose

Blood collection tubes

Stethoscope, thermometer, watch, biro, chart for recording details

PPE gear

Suture Kit – lidocaine, suture material, needles

Antimicrobials

NSAIDS – flunixin meglumine, bute

Corticosteroids—prednisalone, dexamethasone

Sedatives –Xylazine, Detomidine, Butorphanol

General Anaesthetic – Xylazine/Ketamine/diazapan

Euthanasia solution

Bandages
Cotton wool rolls
Gauze wrap, vet wrap, 4 x 4 gauze pads
Topical creams for wounds and eyes
Antihistamine
Epinephrine
Oxygen cylinder with appropriate flow meter and nasal tubes
Twitch

11. Veterinary Team Cost Schedule

Position	Nominated by	Confirmation from	Airline Travel /Fuel	Airport Transfers	State Vet rego	Vet Fee (exc. GST)*	Accomm. Thursday - Sunday	Meals Ride Day
Head Vet	TQC from AERA Long List	AERA	AERA	AERA	N/A	\$2000 AERA	AERA	TQC
Assistant Head Vet	Following year TQ HV	AERA	AERA	AERA	N/A	\$1500 AERA	AERA	TQC
Treatment Vet	TQC from AERA Long List	AERA	AERA	AERA	N/A	\$2000 AERA	AERA	TQC
On-Course Vet	TQC	AERA	AERA	AERA	N/A	\$1500 AERA	AERA	TQC
State Vets x 6	State Divisions	TQC	AERA*	AERA*	N/A	\$930 TQC	TQC	TQC
Vet exchange - Tevis Cup	AERA NVP	TQC	TQC	TQC	Vet Cost	\$930 TQC	TQC	TQC
Vet exchange - NZ	AERA NVP	TQC	TQC	TQC	Vet Cost	\$930 TQC	TQC	TQC
Other Line Vets	TQC	TQC	TQC	TQC	Vet Cost	\$930 TQC	TQC	TQC
All costs are pooled and then charged pro-rata to the State Divisions on current AERA cost allocation methodology								

* Vet fees as per 2022 Fee Schedule. Note that Vet Fees are reviewed annually and increases may occur to this schedule.

Where the Head Veterinarian, Treatment Veterinarian or On Course Veterinarian cannot be sourced from the host DA the TQ Committee will be responsible for the payment of travel costs.

12. Vet Levy Guidelines

1. The purpose of the Vet Levy is to cover the cost of setting up a secure and private Vet Hospital at the Quilty ride base.
2. Compulsory for all entrants and must be notated accordingly on all entry forms/online nomination system..
3. The TQ Committee must apply to the AERA to set the Vet Levy for each event. The Vet Levy does not cover treatments outside of the competition (i.e., pre-ride vetting and the event). Treatments outside of these hours are negotiated between the rider/person responsible and the attending Veterinarian.
4. The Head Veterinarian, in consultation with the Treatment Vet, must supply a budget to the TQ Committee for the setting up and implementation of the Vet Hospital at least six months before the event.
5. It is imperative that the TQ Committee set in place an agreement with the Treatment Veterinarian prior to the event outlining details such as remuneration and a structure under which riders whose horses receive treatment, are invoiced for all drugs and consumables that may be administered during the course of the treatment. No consultation or set up fees will be charged to the riders whose horses receive treatment during the ride.
6. Riders will be invoiced (at cost price) for fluids, drugs and consumables, including PPE if indicated.
7. The Treatment Veterinarian will be responsible for issuing invoices to riders/responsible persons for the purposes of recovering monies owed as a result of drugs and consumables being administered to their horse during an invasive treatment at a Quilty event.
8. All invoices should be settled before or soon after the presentation. Any outstanding invoices relating to invasive treatments after this time will be referred to the Head Chief Steward for action and the logbook held until the invoice is paid.

13. Vet Hospital

General Function

The Vet Hospital is the location for the care and treatment of injured or ill horses.

Location

The location of the Vet Hospital must be made known to all Owners/Person Responsible (PR) for emergency purposes. The location and contact details of the referring Vet Hospital must also be made available to the Owner/PR.

Operational Times

The Vet Hospital will be in operation from the commencement of pre-ride vetting until all horses are released from the Vet Hospital care.

Emergency Phone Number

An emergency phone number is to be available to the riders/person responsible, in case of emergency whilst at the ride base.

Personnel Requirements

The following is the minimum number of personnel required to staff the Vet Hospital:

- Gate Chief Steward x 1
- Treatment Veterinarians x 2
- Veterinary Nurses (as required)

Role of the Treatment Veterinarian

The role of the Treatment Veterinarian is to provide first-aid treatment of injury and metabolic conditions affecting horses throughout the event. The Treatment Veterinarian will be an experienced endurance Treatment Veterinarian who will ensure they have the knowledge and materials to provide intensive care to multiple horses during the event.

The Treatment Veterinarian, in conjunction with the Head Veterinarian, organises the equipment, medications, consumables, fluids and provisions required to provide invasive treatment for at least 10% of the total number of entered horses. The Treatment Veterinarian should refer to the Treatment Hospital Equipment/Drug Guide (Annexure 10) and determine the appropriate quantities required. The Treatment Veterinarian must maintain a detailed record of physical parameters and treatments provided to all horses in the hospital.

Hardware Requirements

The Veterinary Hospital and Treatment Yards must be undercover, preferably a fixed structure with closed sides. The recovery yards should also be undercover, if possible. The following list covers the basic hardware requirements for the Veterinary Hospital:

- Treatment yard (at least 2m x 2m in size) x 1 per 30 horses
- Recovery yard x 1 per 50 horses
- Reliable source of electricity (preferably mains)
- Generator and fuel for backup or alternate power
- Extension cords

- Power boards and double adaptors
- Adequate lighting
- Access to potable water
- Water buckets
- Manure disposal bins
- Rake
- Bedding (if necessary), hay
- Toilet facilities close by
- Hand washing facilities, handwash, towels
- Rope and pulleys for hanging fluids x 6
- Strong S hooks
- Strong Zip ties
- Electrical tape
- Small fridge
- Urn for heating water
- Large esky/tub for warm fluids
- Photocopier/printer and paper
- Table for workbench
- Table sufficient to seat 2 persons
- Chairs x 8
- Jug, coffee, tea, milk, sugar, biscuits, mugs
- Blankets (for people) x 4
- Warm rugs (for horses) x 4 and headstalls with leads
- Space blankets x 2
- 2-way radio
- Sharps container x 1
- Hazards container x 1
- Large garbage bin x 1
- Garbage bag liners x 10
- Lockable cupboard/metal trunk for safe store of Schedule 8 drugs
- Large tarp (to cover recumbent horse)
- Notices/signs – Vet Hospital: No Admittance and others as required
- Clipboards & hooks to hang clipboards on yards x 10
- Stationery Items – Birs x 20, stapler, foolscap size folders x 10
- Arrival Slip booklet x 1, notepad
- Day vet cards x 30
- IT Forms Vet & Rider x 30
- Payment tools – Eftpos, invoice paper/book

Vet Hospital Process

The Vet Hospital can be a very tense and emotional environment and the Chief Steward and Vet Hospital personnel must be mindful of this when dealing with the riders/owners and with each other.

- a) The role of the Chief Steward in the Vet Hospital is to:
 - i) Process the non-veterinary paperwork relating to all horses arriving/admitted at the Vet Hospital
 - ii) Ensure that all riders/owners behave and communicate to the Treatment Veterinarians in an appropriate manner
 - iii) Ensure only authorised personnel are permitted in the vet hospital
 - iv) Provide support to distressed riders/owners by offering them coffee, tea, blanket, etc.

- b) Horses may present at the Vet Hospital under 3 scenarios:

- i) Floated in off course. At this event ALL horses which are floated in off course will be delivered to the Vet Hospital irrespective of the reason for being floated in.
 - ii) Sent to the Vet Hospital from the vet ring
 - iii) Presented to the Vet Hospital by an owner/rider directly from their camp
- c) Firstly, the Chief Steward and Treatment Vet must establish why the horse has been presented. In all instances the Chief Steward should record the time the horse is presented and the rider number.
- d) If floated in off course, establish the reason for being floated in (horse lameness, injury or metabolic or rider injury, illness or exhaustion) and whether the horse needs to be admitted to the hospital. If the horse does not require treatment, it becomes a “withdrawn on course” situation and the proper arrival protocol needs to be followed.
- e) Horses sent from the vet ring and horses presented directly from their camp will need to be assessed by the Treatment Veterinarian and in all cases the time of presentation needs to be recorded.
- f) Invasive Treatment

The Chief Steward must ensure all appropriate forms are completed for horses that receive Invasive Treatment. The forms are:

- i) Rider IT form – Non Metabolic
- ii) Rider IT form – Metabolic
- iii) Vet IT form

The logbook needs to be appropriately completed and details of any IT provided must be recorded in the rear of the Logbook.

g) Rest Orders

If the Treatment Hospital chooses to issue a Rest Order, then the Rest Order section of the Vet IT form must be completed and the Logbook updated and retained by the Chief Steward as per the AERA rules.

h) Releasing of the Logbook

In all cases, the Chief Steward must not release the logbook unless he/she has:

- i) Confirmed with the Treatment Veterinarian that payment has been received
- ii) All the appropriate rider forms are duly completed and signed

Remember, however, if a Rest Order is issued then the logbook is retained irrespective of payment.

Off-Site Treatment Hospital

- a) If horses are referred to the off-site treatment hospital, it is the responsibility of the owner/person responsible to ensure that all accounts with that facility are paid.
- b) Where a rider/owner/trainer/person responsible elects to take their horse to an offsite treatment hospital/vet clinic for treatment the Head Chief Steward must be notified prior to removal of the horse.
- c) The Treatment Veterinarian must maintain communication with the offsite treatment hospital/vet clinic and advise the Head Veterinarian and Head Chief Steward of the outcome of any horses referred there.
- d) In the case of a horse death, refer to AERA General Rules, Section 62 Horse Catastrophe.

Annexure 10 – Treatment Hospital Equipment/Drug Guide

CONSUMABLES

Thermometers
Sterile Gloves boxes – Size 6.5, 7, 7.5 and 8
Non-Sterile exam gloves, nitrile - Size small, medium and large
Scalpel blades, box – Size 10 and 22
Suture Materials – absorbable and non-absorbable sutures 2-0, 0
Skin stapler and staples
Blood tubes (plain, EDTA, heparin)
Rectal gloves
Cotton Wool and combine rolls
Vet wrap
Melolin pads (sterile)
Gauze
Elastoplast bandage
Penrose drains

IV CONSUMABLES

Syringes – 50/60ml, 30ml, 20ml, 10 ml, 3ml, 1ml
Needles – Size 14G, 18G X 1.5", 20G X 1", 20G X 1.5", 22G X 1", 22G X ¾"
IV Sets – large bore, high flow fluid infusion sets, large animal giving sets
IV Catheters 12G, 14G, 16G
IV Catheters 12G, 14G, 16G long teflon (consider price)
Large animal extension sets – Mila large bore IV extension set
IV injection plugs box

DIAGNOSTICS CONSUMABLES

Blood tubes (plain, EDTA, heparin)
Formalin pots/sample pots
Rectal gloves

MISCELLANEOUS

Thermometers
Superglue
Scissors

OTHER

PPE gear
Oxygen Cylinders with appropriate flow meter

FLUIDS

Hartmann's 5L
Sodium Chloride 0.9 %, 5lt bags
Sodium Chloride 0.9%, 1lt bags
Dextrose 50%, 500ml, 1lt bags
CalciumMg Gluconate 500ml – Minbal 4 in 1
Hypertonic, 7.2% NaCl 1lt
Potassium HCL (0.75gm/10ml)

MEDICINES

Steroids

- Prednisolone Sodium Succinate (Solua-Delta-Cortef)
- Dexamethasone 5mg/ml
- Prednisolone granules (oral)

Sedative/Anaesthetics

- Butorphanol
- Acepromazine
- Detomidine
- Xylazine
- Diazepam
- Guaifenesin 10% – optional
- Ketamine
- Mepivacaine/Prilocaine
- Lignocaine

Anti-inflammatories

- Flunixin meglumine
- Phenylbutazone (Salbute) Injectable solution
- Buscopan
- PBZ small sachets /paste (oral)

Antimicrobials

- Gentamicin
- Procaine Penicillin
- Trimethoprim/Sulfamethoxazole (IV, PO)

Topicals

- Diclofenac cream
- Flamazine cream
- Sudocream
- Prednoderma
- Neocort

Ophthalmic preparations

- Eye ointment (Tricin, Amacin, etc.)
- Fluorescein Strips
- Amikacin eye ointment
- Atropine eye drops
- Alcaine .5% eye anaesthetic
- Tropicamide (Mydriacyl)

Others

- TAT and Tetanus Toxoid

- Heparin flush 500ml
- Epinephrine (Adrenalin Cl) 1:1000 1mg/ml.
- Euthanasia Solution – Pentobarbitone Sodium
- Ventipulmin
- Oral electrolytes
- Frusemide
- Antihistamine
- Oxytocin (useful in chokes)

Miscellaneous

- Lubricant
- Mineral/paraffin
- Scrub preparations – chlorhex, methylated spirits
- Abdominocentesis kit – (inc. teat canula)

Annexure 11 – Diagnostic Aids/Equipment

- Blood analysis machine – IDEXX or similar. Complete blood count and multiple biochemical analysis machine
- Blood gas analysis machine (if available)
- Portable Ultrasound machine – convex/curvilinear probe (2 -5 MHz), linear probe(7 -13MHz)
- Holter ECG, Mobile ECG apps
- Portable Digital Radiography
- Handheld lactate meter
- Hendra Exclusion Kit (QERA)

Annexure 12 – Locally Acquired Equipment for use in Treatment Hospital

- Halters and lead ropes
- Horse rugs
- Thermometers
- Stethoscope
- Hoof testers
- Hoof knives and gear
- Twitch
- Stomach tube and funnel
- Stomach pump
- Paraffin Oil
- Buckets
- Mouth Gag
- Clippers—cordless, sharpened blades, charger
- Skin Prep – chlorhex, alcohol, iodine, Virkon, Spray bottles
- Teat Cannula for abdominocentesis
- Post-mortem gear – knives/saws/rib cutters
- Sample jars and formalin, lab forms and details
- Microchip reader
- Suture instrument kit
- Tracheostomy tube
- Ophthalmoscope

14. Chief Steward Team Cost Schedule

Position	Nominated by	Confirmation	Return economy airfare to - from State Capital or Fuel Cost	Airport Transfers	Accommodation Thursday - Sunday	Meals Ride Day
Chief Steward	TQC/STATE SMC	AERA	AERA	TQC	TQC	TQC
Assistant Chief Steward	Following year TQ CS	AERA	AERA	TQC	TQC	TQC
NSW nominee	NSWERA	NSWERA	AERA ¹	TQC	TQC	TQC
QLD nominee	QERA	QERA	AERA ¹	TQC	TQC	TQC
SA nominee	SAERA	SAERA	AERA ¹	TQC	TQC	TQC
TAS nominee	TERA	TERA	AERA ¹	TQC	TQC	TQC
VIC nominee	VERA	VERA	AERA ¹	TQC	TQC	TQC
WA nominee	WAERA	WAERA	AERA ¹	TQC	TQC	TQC

1. Costs are pooled and then pro-rated between DAs.

Where the Chief Steward cannot be sourced from the host DA the TQ Committee will be responsible for the payment of travel costs.

15. Volunteer Roster

The following provides an example of a volunteer register for the various roles required during the running of the Tom Quilty Gold Cup event.

Merchandise Sales					
Time	Wednesday	Thursday	Friday	Saturday	Sunday
10 am - 1 pm					
1 pm – 4 pm					

Admin - Ride Entries Thursday				
Weigh-in	Ride Entries	Payments	Logbooks	Bibs/RFID

Task	Friday 10am-2pm	Shift 1 2am to 6am	Shift 2 6am to 12pm	Shift 3 12pm to 6pm	Shift No.4 6pm to 12pm
Arrival Gate					
CS					
Timekeepers					
Weigh-in					
CS Weighing Steward					

Call Time Gate					
CS					
Timekeepers					
Vet Pencillers					
Logbook Runners					
Departure Gate					
CS					
Timekeepers					
Data Entry Team					

16. Volunteer Confirmation

Dear TQ[ENTER YEAR] Volunteer,

Only a couple of short weeks until the Tom Quilty Gold Cup event will be up and running.

Thank you for volunteering to assist at the AERA National Championship endurance ride from the [ENTER RIDE BASE LOCATION]. Your assistance is greatly appreciated by the TQ Committee, riders and strappers. Without you there would not be an event.

Attached to this email is a roster. Please look at it carefully to see when you are rostered and in which role. Remember you may be needed for more than one shift.

When you arrive for your duty, please call into the ride base headquarters in the [ENTER RIDE OFFICE LOCATION], and look for the Volunteers table. Vehicle entry is through [ENTER ACCESS DETAILS AND CAMPING LOCATION].

[INCLUDE DETAILS ON MEALS]

Please remember to sign the Volunteer's agreement at the Ride Secretary's desk.

The Tom Quilty [ENTER YEAR] committee appreciates you giving your time to assist us in the running of this event, and hope that you enjoy yourself.

Should you need anything on the day please contact me on [VOLUNTEER DIRECTOR'S CONTACT DETAILS].

Thanks and Warm Regards

17. Trophy Agreements

Annexure 13 – Quilty Cup Agreement



AUSTRALIAN ENDURANCE RIDERS ASSOCIATION Inc

DEED OF AGREEMENT FOR THE TOM QUILTY GOLD CUP

Made this day of

BETWEEN

THE AUSTRALIAN ENDURANCE RIDERS' ASSOCIATION INCORPORATED ABN 14 684 748 206 an Association duly incorporated in the State of New South Wales and having its principal place of business at 25 Castleton Rise, Chatsworth, in the State of Queensland (hereinafter referred to as “AERA”) of the one part

AND (the winner/person responsible for the Tom Quilty Gold Cup):

Name

Address

in the State of

herein after referred to as (“**the winner**”) of the other part of this agreement.

WHERE AS:

- a) AERA promotes and fosters the sport of Endurance Riding throughout the country of Australia.
- b) AERA traditionally operates and conducts an annual endurance ride in Australia in which entrants compete for a trophy known as the Tom Quilty Gold Cup where the context permits herein together with its glass cabinet collectively referred to as the Tom Quilty Gold Cup.

DEED OF AGREEMENT AS FOLLOWS:

- 1. Unless sooner determined, AERA hereby grants a licence to the winner to possess the Tom Quilty Gold Cup, for a period from the time of its presentation to a date no longer than two (2) calendar months prior to the date of the next competition for the Tom Quilty Gold Cup in the following calendar year.
- 2. The winner **shall not**, during the term of this licence hereby:
 - i. Part with possession of the Tom Quilty Gold Cup;

- ii. Take or permit the Tom Quilty Gold Cup to be taken out of the country of Australia;
- iii. Use or permit the Tom Quilty Gold Cup to be used for any other purpose other than for the promotion of the sport of endurance riding on such terms and conditions as AERA may in its absolute direction determine.

3. The winner shall, during the term of this licence hereby:

- i. Maintain the Gold Cup in substantially its condition as at the time of presentation, (fair wear and tear excepted);
- ii. Keep the Tom Quilty Gold Cup in its glass cabinet whilst on display;
- iii. Use all reasonable endeavours to ensure the Tom Quilty Gold Cup is not lost, stolen or damaged.
- iv. Inform AERA within fourteen (14) days of any change of residential address.
- v. Ensure that the trophy is engraved in similar style to show details for winner.
- vi. If unable to deliver the trophy to the next Tom Quilty Gold Cup, discuss with the AERA Secretary transport arrangements.

4. AERA shall not at any time require the winner to personally take out or maintain any insurance cover in relation to the Gold Cup. Any such insurance as may be arranged by AERA shall be at its own cost.

5. The Tom Quilty Gold Cup will at all times remain the property of the AERA. The winner's possession of the Tom Quilty Gold Cup is under personal licence to the winner revocable by AERA at any time not withstanding any other provisions as to time as may be set out herein and no estate or interest therein is created in the winner.

WITNESS HERE OF

The execution of those presents as a **Deed of Agreement**

On This Day Month Year here written.

Authorised by

Name:

Role:

Signature:

DELIVERED TO

The Winner/Person Responsible for the Tom Quilty Gold Cup:

Name:

Signature: Date...../...../.....

In the presence of the Witness:

Name:

Signature: Date...../...../.....

Witness Address

.....

Australian Endurance



Riders Association Inc

AUSTRALIAN ENDURANCE RIDERS ASSOCIATION Inc

DEED OF AGREEMENT FOR THE PAT SLATER CUP

Made this day of

BETWEEN

THE AUSTRALIAN ENDURANCE RIDERS' ASSOCIATION INCORPORATED ABN 14 684 748 206 an Association duly incorporated in the State of New South Wales and having its principal place of business at 25 Castleton Rise, Chatsworth, in the State of Queensland (hereinafter referred to as "AERA") of the one part

AND (the winner/person responsible for the Pat Slater Cup):

Name

Address

in the State of

herein after referred to as ("**the winner**") of the other part of this agreement.

WHERE AS:

- a) AERA promotes and fosters the sport of Endurance Riding throughout the country of Australia.
- b) AERA traditionally operates and conducts an annual endurance ride in Australia in which entrants compete for a trophy known as the Pat Slater Cup where the context permits herein together with its travelling cabinet collectively referred to as the Pat Slater Cup.

DEED OF AGREEMENT AS FOLLOWS:

- 1. Unless sooner determined, AERA hereby grants a licence to the winner to possess the Pat Slater Cup, for a period from the time of its presentation to a date no longer than two (2) calendar months prior to the date of the next competition for the Tom Quilty Gold Cup in the following calendar year.
- 2. The winner **shall not**, during the term of this licence hereby:
 - i. Part with possession of the Pat Slater Cup;

- ii. Take or permit the Pat Slater Cup to be taken out of the country of Australia;
- iii. Use or permit the Pat Slater Cup to be used for any other purpose other than for the promotion of the sport of endurance riding on such terms and conditions as AERA may in its absolute direction determine.

3. The winner shall, during the term of this licence hereby:

- i. Maintain the Pat Slater Cup in substantially its condition as at the time of presentation, (fair wear and tear excepted);
- ii. Keep the Pat Slater Cup safe and in good order whilst on display;
- iii. Use all reasonable endeavours to ensure the Pat Slater Cup is not lost, stolen or damaged.
- iv. Inform AERA within fourteen (14) days of any change of residential address.
- v. Ensure that the trophy is engraved in similar style to show details for winner.
- vi. If unable to deliver the trophy to the next Tom Quilty Gold Cup, discuss with the AERA Secretary transport arrangements.

- 4. AERA shall not at any time require the winner to personally take out or maintain any insurance cover in relation to the Pat Slater Cup. Any such insurance as may be arranged by AERA shall be at its own cost.
- 5. The Pat Slater Cup will at all times remain the property of the AERA. The winner's possession of the Pat Slater Cup is under personal licence to the winner revocable by AERA at any time notwithstanding any other provisions as to time as may be set out herein and no estate or interest therein is created in the winner.

WITNESS HERE OF

The execution of those presents as a **Deed of Agreement**

On This Day Month Year here written.

Authorised by

Name.....

Role.....

Signature.....

DELIVERED TO

The Winner/Person Responsible for the Pat Slater Cup:

Name:

Signature: Date...../...../.....

In the presence of the Witness:

Name:

Signature: Date...../...../.....

Witness Address

.....



AUSTRALIAN ENDURANCE RIDERS ASSOCIATION Inc

DEED OF AGREEMENT FOR THE STIRLING SHIELD TROPHY

Made this day of

BETWEEN

THE AUSTRALIAN ENDURANCE RIDERS' ASSOCIATION INCORPORATED ABN 14 684 748 206 an Association duly incorporated in the State of New South Wales and having its principal place of business at 25 Castleton Rise, Chatsworth, in the State of Queensland (hereinafter referred to as "AERA") of the one part.

AND (the parent or legal guardian of the winner of the Stirling Shield Trophy or other appointed DA member):

Name (Winner)

Name (parent/legal guardian/DA member)

Address

in the State of

herein after referred to as ("**person responsible**") of the other part of this agreement.

WHERE AS:

- a) AERA promotes and fosters the sport of Endurance Riding throughout the country of Australia.
- b) AERA traditionally operates and conducts an annual endurance ride in Australia in which the winner of the Junior Division Best Conditioned competition will receive the Stirling Shield Trophy to hold for a specified period of time.

DEED OF AGREEMENT AS FOLLOWS:

- 1. Unless sooner determined, AERA hereby grants a licence to the winner to hold the Stirling Shield Trophy, for a period from the time of its presentation to a date no longer than two (2) calendar months prior to the date of the next competition for the Tom Quilty Gold Cup in the following calendar year.
- 2. The winner **shall not**, during the term of this licence hereby.:
 - i. Part with possession of the Stirling Shield Trophy;
 - ii. Take or permit the Stirling Shield Trophy to be taken out of the country of Australia;

In the presence of the Witness:

Name.....

Signature.....Date...../...../.....

Witness Address

.....

18. Quilty Checklist

Introduction

This document has been prepared to provide a timeline of events and actions that need to be undertaken by specific groups within the Quilty cycle. The tasks are presented in a timeline order to provide clear guidance on when tasks should be completed.

The document will be maintained by AERA's Quilty Advisor to ensure the task deadlines are met and updates provided to the parties involved on a regular basis.

Tom Quilty Event	
Year	
Quilty Advisor	

Legend – Responsible Column

- AERA – Australian Endurance Riders Association
- DA – Division Association
- OC – Organising Committee

Section	Task	Due Date	Responsible	Complete
1	Initiate nomination and selection process for Quilty	30 months prior to expected Quilty date	DA	
1	Submission of successful Organising Committee to AERA	Prior to March meeting 2 years before event	DA	
4 – Principles	Provide the following to AERA: <ul style="list-style-type: none"> • A list of the proposed members of the OC • A copy of the Terms of Reference for the OC 	Prior to March meeting 2 years before event	DA	
4 – Principles	Approval of Event Director by AERA	March meeting 2 years before event	AERA	
1	Ratification of DA submission by AERA	March Meeting 2 years before event	AERA	
1	Notification to AERA if unable to identify an Organising Committee to run the Quilty event	Immediately following identification	DA	
2	Appoint Position and Portfolio Holders and develop Role Descriptions	Commencement of OC	OC	
2	Develop meeting schedule	Commencement of OC	OC	
3	Provide audited financial accounts to AERA	Within 6 months of event completion	DA & OC	
4 – Principles	Appoint AERA MC nominee to OC	March meeting 2 years before event	AERA	
4 – Principles	Appoint a Quilty Advisor	March meeting 2 years before event	AERA	
4 – Principles	Fully sign Interim Agreement and submit to AERA	2 years prior to event	AERA, DA & OC	
4 – Principles	Fully sign Final Event Agreement and submit to AERA	6 months prior to event	AERA, DA & OC	
4 – Principles	Copies of minutes from OC meetings to be provided to AERA Secretary and DA Secretary	Within 28 days of each meeting	OC	
4 – Principles	Progress report and updated budget to be submitted to AERA	18 months prior to event	OC	
4 – Principles	Progress report and updated budget to be submitted to AERA	12 months prior to event	OC	
4 – Principles	Progress report and updated budget to be submitted to AERA	6 months prior to event	OC	
4 – Principles	Progress report and updated budget to be submitted to AERA	3 months prior to event	OC	
4 – Principles	Send invoice for Entry Levy	Immediately after event	AERA	
4 – Principles	Payment of Entry Levy invoice	Within 14 days of receipt of invoice	OC	
4 – Principles	Draft Risk Management Plan to be presented to AERA	12 months prior to event	OC	
4 – Principles	Final version of Risk Management Plan to be presented to AERA	6 months prior to event	OC	
4 – Principles	Draft Biosecurity Plan to be presented to AERA	12 months prior to event	OC	
4 – Principles	Final version of Biosecurity Plan to be presented to AERA	6 months prior to event	OC	
4 – Principles	Additional rules for event to be submitted to AERA for approval	18 months prior to event	OC	
4 – Principles	Investigate Insurance Coverage required for event	Prior to event	OC	

4 – Chief Steward Team	Appointment of Head Chief Steward and Assistant Chief Steward	2 years before event	AERA & OC	
4 – Chief Steward Team	Notification to Head Chief Steward and Assistant Chief Steward of appointment and advice on travel arrangements	12 months prior to event	AERA	
4 – Chief Steward Team	Request DAs to submit recommendation for DA representative Chief Steward	8 months prior to event	AERA	
4 – Chief Steward Team	Notification of nominated Chief Steward	6 months prior to event	DA	
4 – Chief Steward Team	Notification to Chief Stewards of appointment and advice provided on travel arrangements	6 months prior to event	AERA	
4 – Chief Steward Team	Invoice DAs for shared cost of travel arrangements for Chief Stewards	2 months prior to event	AERA	
4 Chief Steward Team	Organise additional Chief Steward, if required	6 months prior to event	OC/Head CS	
4 – AERASpace Team	Appoint appropriate number of people to manage AERASpace and Electronic Timing System	12 months prior to event	OC	
4 – Veterinary Team	Appointment of Head Veterinarian, Assistant Head Veterinarian, Treatment Veterinarian and On-course Veterinarian	2 years before event	AERA & OC	
4 – Veterinary Team	Notification to Senior Veterinarian Team of appointment and advice provided on travel arrangements	12 months prior to event	AERA	
4 – Veterinary Team	Request DAs to submit recommendation for DA representative Line Veterinarian	8 months prior to event	AERA	
4 – Veterinary Team	Notification of nominated Line Veterinarian	6 months prior to event	DA	
4 – Veterinary Team	Notification to Line Veterinarians of appointment and advice provided on travel arrangements	6 months prior to event	AERA	
4 Veterinary Team	Invoice DAs for shared cost of travel arrangements for Line Veterinarians	2 months prior to event	AERA	
4 – International Veterinarians	Invite international veterinarians	12 months prior to event	AERA & OC	
4 – International Veterinarians	Organise State registration for international veterinarians	6 months prior to event	OC	
4 – Additional Veterinarians	Organise additional Veterinarians, if required	2 months prior to event	OC	
4 – Research Projects	Submission to AERA of request to conduct research	6 months prior to event	Research Team	

4 – Veterinary Fees	Submit invoice for payment of veterinary fee	Within 14 days of event end	Vets	
4 – Veterinarian’s Agreement	Signed Veterinarian Agreement to be submitted to AERA	1 month prior to event	Vets	
4 – Veterinarian’s Agreement	Provision of copy of signed Veterinarians Agreement to be forwarded to OC	Prior to event	AERA	
4 – Quilty Course	160km test event conducted over the proposed Quilty Course	Within preceding 2 years	OC	
4 – Facilities	Event Safety Plan to be delivered to local emergency services	3 weeks prior to event	OC	
4 – Safety & Communications	On course communication plan developed and implemented	3 months prior to event	OC	
4 – Safety & Communications	Display of competitor progress throughout event	Prior to event	OC	
4 – Safety & Communications	Horse recovery arrangements in place	Prior to event	OC	
4 – Safety & Communications	First aid services available on base on day of competition	Prior to event	OC	
4 – International Competitors	Verification of international rider qualifications completed	Prior to entry being accepted	OC	
4 – Horses	Verification of international horse qualifications completed	Prior to entry being accepted	OC	
4 – Test Event	Quilty Advisor to attend Test Event and provide a report to AERA and OC	Within one month of the Test Event	Quilty Advisor	
4 – Test Event	Report on actions taken to address any issues identified in Test Event Report	Within 3 months of the Test Event	OC	
4 – Disputes	Event Disputes Committee formed	1 month prior to event	OC	
4 – Trophies & Awards	Delivery of Perpetual Quilty Cup and Replacement Trophy for Winner	Prior to Quilty Week	AERA	
4 – Trophies & Awards	Trophy agreements for Quilty Cup, Pat Slater Trophy and Stirling Shield Trophy to be signed by winners	Prior to Presentation		
4 – Trophies & Awards	Payment of invoices for buckles and other AERA fees	Within 14 days of event	OC	
4 – Trophies & Awards	Quilty Buckles to be delivered	Prior to Quilty Week	AERA	

4 – Sponsorship	Details of sponsorship packages requiring any undertaking from AERA to be submitted to AERA for approval	Prior to package being finalised	OC	
4 – Sponsorship	Naming rights for major sponsors to be submitted for approval by AERA	Prior to awarding sponsorship package	OC	
4 – Information	Historical information for Quilty Yearbook to be provided	6 months prior to event	AERA	
4 – Information	Provision of Quilty Website	Immediately following previous year’s Quilty	OC	
4 – Information	Send invitation to DAs to submit articles for Quilty Yearbook	10 months prior to event	OC	
4 – Information	Provision of media person for live updating of AERA FB page	1 month prior to event	AERA	
4 – Entry Fees	Submit itemised list of entry fees for approval along with updated budget	6 months prior to event	OC	
4 – Entry Fees	Develop and publish refund policy	6 months prior to event	OC	
4 – Miscellaneous	Forward Tom Quilty Kit to next Quilty event	After event is completed	OC	
4 – Miscellaneous	AERA’s Online Nomination System utilised for entries	Prior to nominations opening	OC	
4 – Functions and events	Handover of Tom Quilty banner to next Quilty OC representatives	At Presentations	OC	
4 – Annexure 2	Appointment of Pat Slater Cup judges	3 months prior to event	AERA	
4 – Annexure 3	Organisation of Teams Event	3 months prior to event	AERA	
5 – Risk Management	Appoint a Risk Management Officer	2 years prior to event	OC	
5 – Biosecurity	Publication of the AERA Horse Health Declaration Announcement	3 months prior to event	OC	
8 – Ride Base Standard	Provision of Vet Hospital and separate Quarantine Area in accordance with the Ride Base Standard	In place for test event	OC	
8 – Ride Base Standard	Provision of Swabbing Area in accordance with the Ride Base Standard	In place for test event	OC	
13 – Vet Hospital	Off site treatment hospital organised	In place for test event	OC	

19. Associated Documentation

The following table lists other Quilty related documentation utilised throughout the Quilty event lifecycle and the AERA Management Committee role responsible for reviewing and maintaining the document.

Document	Purpose	Responsible Role
Tom Quilty Test Event Inspection Report	Completed by the Head Chief Steward following the running of the test event and submitted to the TQ Committee, DA hosting the event and to AERA See Annexure 8	TQ Document SC
Interim Event Agreement	Agreement signed by TQ Committee, DA hosting the event and AERA upon awarding the right to conduct the TQ Event See Annexure 7a	TQ Document SC
Final Event Agreement	Agreement signed by TQ Committee, DA hosting the event and AERA upon finalisation of all major roles and agreement to key clauses within the Tom Quilty Manual See Annexure 7b	TQ Document SC
Biosecurity Document	Completed by the TQ Committee, detailing state based biosecurity requirements for the event, and submitted to AERA for approval See Section 5 for linkage to baseline document	TQ Document SC Biosecurity SC
Budget Template	Provides the TQ Committee with an example of budgetary requirements for the event See separate spreadsheet	TQ Document SC
Quilty Task Checklist	Provides a checklist of items, with due dates, that must be completed during the Quilty cycle See Section 18	TQ Document SC
Sunday Morning Program	Outlines the requirements of the Sunday Morning program See Annexure 9	TQ Document SC
Ride Day Signage	Signage templates that may be used during the TQ Event See separate document	TQ Document SC

The following table lists the various standard letters/communications that are utilised throughout the preparations for each Quilty event.

Letter/Communication	Purpose	Responsible Role
Allocation of Personnel Costs	Sent by AERA to TQ Committee to define responsibility for costs associated with specific TQ personnel	AERA Secretary
Appointment as Quilty Organising Committee	Sent to congratulate the successful bidder for the Quilty Event	AERA Secretary
Appointment as Head CS	Sent to the person appointed as the Head CS of a Quilty event	AERA Secretary
Appointment as Head Veterinarian	Sent to the person appointed as the Head Veterinarian of a Quilty Event	AERA Secretary
Appointment as Assistant Head Veterinarian	Sent to the person appointed as the Assistant Head Veterinarian of a Quilty Event	AERA Secretary

Appointment as Treatment Veterinarian	Sent to the person appointed as the Treatment Veterinarian of a Quilty Event	AERA Secretary
Appointment as On Course Veterinarian	Sent to the person appointed as the On Course Veterinarian of a Quilty Event	AERA Secretary
Appointment as Line Veterinarian	Sent to the people appointed as Line Veterinarians for a Quilty Event	AERA Secretary
Invitation to Assistant Head Veterinarian	Sent to the Veterinarian who will be Head Vet at the following Quilty event	AERA Secretary
Invitation to Host Quilty Event	Sent to invite the appropriate State Division to host the Quilty in 2 years	AERA Secretary
TQXXXX Nomination of Division CS	Sent to the DA to request nomination of their representative CS	AERA Secretary
TQXXXX Nomination of Division Vet	Sent to the DA to request nomination of their representative CS	AERA Secretary
Ordering Pat Slater Sashes	Order sent to Computer Sashes for the sashes awarded to the finalists in the Pat Slater Cup competition	AERA Secretary