

This mailing has been sent to the DC's only. Please pass this packet on to the person who will be doing your rally entries.

Attached are the various forms you will need to complete for rally. (copy as needed)

- Rally entries Packet
  - Competitors Activity Release 1 per competitor
  - Guidelines Coaching the Riding Phase of Tetrathlon (must be signed) – 1 per team
  - Guidelines Coaching Show Jumping Competition (must be signed)) – 1 per team
  - Guidelines Coaching at Eventing Competitions (must be signed) – 1 per team
  - Uniform Chaperone Rules/Duties (must be signed) – 1 per team
  - Refund policy
  - DC Check list
  - Team entry forms

## **RALLY ENTRY REFUND POLICY**

NOTE: Refunds apply to riding participants only. Horse managers are not eligible for refunds.

1. If you or your horse are injured before the official closing dates for rally and you notify the rally secretary, you will be entitled to a full refund.
2. If you or your horse are injured before the start of rally, but after the closing date, you will be entitled to a full refund **less** a \$25 office fee. However, if you participate in rally with your team as a non-rider, an additional \$25 will be deducted (the equivalent of a horse manager's fee).
3. If you or your horse is injured at rally but before you have participated in any aspect of rally (e.g. written test, formal inspection, riding) you will be entitled to a partial refund as follows: total fees less \$25 office fee less \$30 stall fee less \$25 participation fee.
4. If you or your horse is injured at rally after you have participated in any aspect of rally, you are not eligible for a refund.

**No refunds will be granted without proper documentation from a physician or veterinarian.** Such documentation should be forwarded to the Treasurer.

Also Refer To MWR Policy 4100.

**CLUB ENTRY CHECKLIST SHEET**  
(MUST BE RETURNED WITH ENTRY FORMS)

**ALL TEAM SUBMISSIONS ARE TENTATIVE & SUBJECT TO CHANGE UNTIL ALL ENTRIES ARE RECEIVED AND PROCESSED BY THE MEGA-RALLY SECRETARY**

**I understand that all entries must include team name, horse name, chaperone name, a medical release per discipline and competitive levels to be considered complete and that incomplete entries will be charged a \$5.00 for each missing item. Eventing affidavits and Intent to Qualify for Championships also need to be included.**

**Pony Club:** \_\_\_\_\_ **D.C.: Signature** \_\_\_\_\_

Eventing	number of entries _____ x \$60.00 = _____
Show Jumping	number of entries _____ x \$60.00 = _____
Dressage	number of entries _____ x \$60.00 = _____
Quadrille (as competition division)	number of riders _____ x \$60.00 = _____
Quadrille (only as freestyle)	number of riders _____ x \$10.00 = _____
Tetrathlon	number of entries _____ x \$60.00 = _____
Horse Manager	number of entries _____ x \$15.00 = _____
Horse Mgr. 2 <sup>nd</sup> discipline	number of entries _____ x \$15.00 = _____
Horse managers-in-training	number of entries _____ x \$15.00 = _____
Musical freestyle	number of riders _____ x \$10.00 = _____
Pas-de-DEUX	number of riders _____ x \$10.00 = _____
Horse Stalls	number of stalls _____ x \$85 = _____
Tack Stall \$7.50 per rider	_____ x = _____
Feed Stall \$4.50 per rider	_____ x = _____

**TOTAL FEES DUE**.....

LATE FEE number of entries \_\_\_\_\_ x \$25.00 = \_\_\_\_\_

Cross Country maintenance fee number of members \_\_\_\_\_ x \$5.00 = \_\_\_\_\_ NA \_\_\_\_\_  
(exempt if members have helped work on course; exempt for 1<sup>st</sup> year club is in existence))

INCOMPLETE FEE: Team names, horse names, medical release per discipline, team chaperone name, test # for dressage or discipline competition level  
Missing \_\_\_\_\_ x \$5.00 **per occurrence** = \_\_\_\_\_

Total Amount Accompanying Entries \_\_\_\_\_

Paperclip to the **appropriate team entry forms**.

- Club Check Enclosed
- Team Entry Form signed by DC
- Coggins Copy (must be dated after June 29, 2007 to be valid)
- Medical Releases (if cross entered in two disciplines, two medical releases are required).
- Competitive Rally Release Form / Horse Owner release
- Coach's form (Regional teams can have a coach from each club)
- Chaperone form
- Intent to Qualify for Championships Form
- YES, table is needed for clubs fund-raising activity  
\_\_\_\_\_ Number of tables needed \_\_\_\_\_ Number of chairs needed