



Memorandum of Understanding (MOU)

for TTEA Events

Table of Contents

Table of Contents	2
Purpose of Memorandum	3
The Organising Committee	3
TTEA Jumping League Shows	4
Responsibilities of the TTEA	4
Responsibilities of the Equestrian Centre OC	4
TTEA Dressage League Shows	5
Responsibilities of the TTEA	5
Responsibilities of the Equestrian Centre OC	5
CEA Dressage Challenge (inclusive of Mini)	6
Responsibilities of the TTEA	6
Responsibilities of the Equestrian Centre	6
Responsibilities of the TTEA OC	6
CEA Jumping Challenge (not inclusive of Mini)	7
Responsibilities of the TTEA	7
Responsibilities of the Equestrian Centre	7
Responsibilities of the TTEA OC	7
CEA Jumping Challenge (not inclusive of Mini)	8
Responsibilities of the TTEA OC continued...	8
CEA Mini Jumping Challenge	9
Responsibilities of the TTEA	9
Responsibilities of the Equestrian Centre OC	9
Liability and Insurance	10
Acknowledgment	10

Purpose of Memorandum

This Memorandum of Understanding (MOU) is made to establish a collaborative relationship between the Trinidad and Tobago Equestrian Association (TTEA) and the Equestrian Centre (EC) for hosting Show Jumping and Dressage Competitions in accordance with TTEA/ CEA/FEI Rules.

The partnership between the TTEA and the EC aims to promote equestrian sport, provide competitive opportunities for riders at a National level and enhance the equestrian community in Trinidad & Tobago.

The Organising Committee

The Organising Committee (OC) is responsible for organising the competition. In addition to duties outlined for each competition, the OC sets and collects entry fees. The OC may hold other classes in accordance with the rules of the event being run.

The Equestrian Centre will form the OC for TTEA Dressage & Jumping League Shows and the CEA Mini Jumping Challenge (MJC).

The TTEA will form the OC for CEA and FEI Challenges (MJC not inclusive). The EC may hold other classes in accordance with the competition rules.

TTEA Jumping League Shows

Responsibilities of the TTEA

- i. Set Competition Rules
- ii. Provide Course Designs
- iii. Promote the competition on TTEA's marketing channels
- iv. Provide Championship (End of Year) rosettes and trophies
- v. Distribute League Points
- vi. Provide Timing Equipment
- vii. Provide jump numbers and flags if needed
- viii. Ensure compliance with safety standards

Responsibilities of the Equestrian Centre OC

- i. Competition Officials (Scheduling and Payment)
 1. Judge
 2. Course building
- ii. Competition Officials: (Scheduling)
 1. Assistant Judge
 2. Timers
 3. Ring Steward
 4. Head of Jump Crew on Show Day
- iii. Flaggers and in-gate
- iv. Tents and Chairs (if needed)
- v. Volunteers for Jump Crew
- vi. Ambulance for the duration of the League show (Scheduling & Payment)
- vii. Transport of TTEA Jumps if required
- viii. PA Equipment and Announcer
- ix. Determine Show Entry Fees and collect from riders
- x. Provide required Paperwork for Judge
- xi. Ribbons/ Prizes for Competitors

TTEA Dressage League Shows

Responsibilities of the TTEA

- i. Set Competition Rules
- ii. Promote the event on TTEA's marketing channels
- iii. Provide Championship (End of Year) rosettes and trophies
- iv. Distribution of League Points
- v. Facilitate upload of dressage test videos to TTEA Dropbox
- vi. Ensure compliance with safety standards
- vii. Select the Dressage Judge

Responsibilities of the Equestrian Centre OC

- i. Provide Competition Officials
 1. Bell Ringer
 2. Scribe
 3. Ring Steward
- ii. PA Equipment and Announcer
- iii. Provide Videographer
- iv. Send videos for judging
- v. Determine Show Entry Fees and collect from riders
- vi. Pay Judge for Tests
- vii. Provide required paperwork for Bell Ringer
- viii. Provide Ribbons/ Prizes for Competitors
- ix. Provide volunteer for Letter A
- x. Tents and Chairs (if needed)
- xi. Set up of dressage arena

CEA Dressage Challenge (inclusive of Mini)

Responsibilities of the TTEA

- i. Set Competition Rules
- ii. Promote the event on TTEA's marketing channels
- iii. Provide Rosettes and/ or Trophies for Competitors
- iv. Distribution of League Points
- v. Ensure compliance with safety standards
- vi. Provide Paperwork for Judge
- vii. Determine the cost for each rider to pay towards the judge (US, airfare, accommodation)
- viii. Prizegiving at the end of the Competition

Responsibilities of the Equestrian Centre

- i. Set up of dressage arena
- ii. Prepare facilities

Responsibilities of the TTEA OC

- i. Provide Competition Officials
 1. Judge
 2. Scribe
 3. Ring Steward
- ii. PA Equipment and Announcer
- iii. Volunteer for Letter A
- iv. Organise transport of Foreign Judge to Stable
- v. Determine Entry Fees & collect from Competitors
- vi. Provide refreshments for Officials
- vii. Tents and Chairs (if needed)
- viii. Set up area for Horse Inspection (if required)

CEA Jumping Challenge & FEI Jumping World Challenge (not inclusive of Mini)

Responsibilities of the TTEA

- i. Set Competition Rules
- ii. Provide Course Designs
- iii. Promote the event on TTEA's marketing channels
- iv. Provide Rosettes and/or Trophies
- v. Distribution of League Points
- vi. Provide Timing Equipment
- vii. Provide jump numbers and flags if needed
- viii. Ensure compliance with safety standards
- ix. Prizegiving at the end of Competition

Responsibilities of the Equestrian Centre

- i. Dragging of Competition Arena & Warmup
- ii. Provide Material for Warm Up Jumps
- iii. Prepare facilities

Responsibilities of the TTEA OC

- i. Organise and pay Competition Officials
 1. Judge
 2. Course building
- ii. Organise Competition Officials:
 1. Assistant Judge
 2. Timers
 3. Ring Steward
- iii. Provide Paperwork for Judge
- iv. Provide Jumps & Transport
- v. Set up area for Horse Inspection

CEA Jumping Challenge & FEI Jumping World Challenge (not inclusive of Mini)

Responsibilities of the TTEA OC continued...

- vi. Head of Jump Crew on Show Day
- vii. Organise and pay Ambulance for the duration of the show
- viii. PA Equipment and Announcer
- ix. Determine Show Entry Fees and collect from riders
- x. Provide required Paperwork for Judge
- xi. Provide refreshments for Officials

CEA Mini Jumping Challenge

Responsibilities of the TTEA

- i. Distribute CEA Rules and Course Design
- ii. Promote the event on TTEA's marketing channels
- iii. Provide Rosettes and/or Trophies
- iv. Distribution of League Points
- v. Provide Timing Equipment
- vi. Provide jump numbers and flags if needed
- vii. Ensure compliance with safety standards

Responsibilities of the Equestrian Centre OC

- i. Organise and Pay Competition Officials
 - Judge
 - Course building
- ii. Organise Competition Officials:
 - Assistant Judge
 - Timers
 - Ring Steward
- iii. Provide required paperwork and refreshments for Officials
- iv. Head of Jump Crew on Show Day
- v. Flaggers and in-gate
- vi. Tents and Chairs (if needed)
- vii. Volunteers for Jump Crew
- viii. Transport of TTEA Jumps if required
- ix. Organise and pay Ambulance for the duration of the show
- x. Determine Show Entry Fees and collect from riders
- xi. PA Equipment and Announcer
- xii. Prizegiving

Liability and Insurance

Each party shall maintain appropriate liability insurance covering their respective activities related to the events.

TTEA and EC agree to indemnify and hold harmless each other against any claims, damages, or losses arising from their own actions during the events.

Acknowledgment

By signing this MOU, each party agrees to the terms and conditions specified and acknowledges their role and responsibilities in hosting the below competition.

Name of Competition _____

Date of Competition _____

Competition Venue _____

Organiser (select one)

TTEA

Equestrian Centre

Equestrian Centre _____

Name

Title

Date

TTEA Representative _____

Name

Title

Date