

ARCA Challenge Checklist

Club Challenge Liaison – Emily Pagan (Facebook profile Emily Kate)

Email: emily.pagan@education.wa.edu.au

Phone: 0407 201 870

Emily will be your main contact for all matters relating to your Challenge. Please feel free to contact Emily with any queries you have and please keep her updated to your progress, entry numbers etc.

PR/Event Promotion – Emma Crofts

Email: marneigh@inet.net.au

Phone: 0421 345 462

Emma runs ARCA promotions, including the Facebook pages. Emma will set up an 'Event' on the ARCA Facebook page and promote the Challenge as much as possible leading up to the event. She will also invite your Club's Facebook Page to co-admin the event page so you can answer queries and post updates. All information for the page will need to go through Emma to ensure that details are approved by ARCA as this is an ARCA sanctioned event.

NB: If your Club does not have a Facebook Page, Emma is happy to offer help to set this up.

Trophies, Ribbons & Prizes Coordinator – Gillian Ingham

Email: gilliantracey65@gmail.com

Phone: 0411 982 390 (send text if no answer)

Sashes – Sashes from 1-6 will be supplied for the Best Presented Club Class.

Ribbons – Ribbons from 1-6 (plus extras for draws) will be provided for all Classes. Please advise Gillian asap of class numbers to allow her to order the appropriate quantity of ribbons.

Rug – The Hi Point Rider for the day will win an embroidered rug supplied by ARCA. The host club will be provided with the display rug and a Voucher. The display rug is for presentation and photos purposes only and is to be handed back to ARCA on the day. The winner is to be provided with the voucher. The host club to get size & winners contact details, including address, and the rug will be sent directly to the winner by the supplier. Rug supplier will send the invoice directly to Michelle for payment by ARCA.

Prizes over and above the ARCA ribbons & rug are at the host Club's discretion and not mandatory, it is understood that sponsorship options for smaller Clubs & country Clubs are more limited.

Trophies - The ARCA Challenge is an Inter-club Challenge with 2 trophies awarded to winning Clubs:-

- i) Hi Point Club – Club with highest overall points for the day
- ii) Handicap Club – Club with highest average points based on number of member entries

ARCA will provide a perpetual and 'take home' trophy for each of the above. The perpetual trophies are for presentation and photos purposes and are to be handed back to ARCA on the day and shall then be engraved for display at SEC.

Collection of trophies to be arranged with Gillian at least 2 weeks prior to the event.

Treasurer – Peta Anderson

Email: arcawa@hotmail.com / peta.anderson64@gmail.com

Phone:

ARCA contributes \$500 to the host Club to assist in covering costs for the day.

If an ambulance is required to be on standby for the day (for cross country classes), ARCA will reimburse the Club the cost of the ambulance to a maximum of \$400. Please forward your form to Michelle before the Challenge and on completion of the event, and once the results have been provided to ARCA for publication, Michelle will arrange payment.

Website Coordinator –via ARCA Secretary

Event results to be emailed to ARCA within 1 week of event for publication on the website. Where possible, full results should also be available to riders either via your entries online system or by email to all Clubs' Reps.

PLEASE NOTE

Challenge Manual

Club to ensure rules within the Manual are adhered to with any variation requests to be forwarded to the ARCA committee for approval

All Club Challenges MUST abide by the ARCA Gear Check exceptions list

Program

To be provided to ARCA committee at least 2 weeks prior to entry opening date for review and approval

Entry Fees

Entry fees are to be capped at \$50 unless otherwise approved by the ARCA committee. Ground fees & day insurance may be added to the entry fees as necessary.

Judges

Judges to be provided the Challenge Manual extract for the relevant event, including the exceptions to EA rules and gear list approved by ARCA. Judges are to be instructed to be encouraging wherever possible in keeping with the spirit of an ARCA and advised that leniency is encouraged as long as it is maintained for all riders equally throughout the day.

Helper Duties

A helper duties roster is to be prepared for each participating Club based on number of members' entries (ie the more riders entered from a Club, the more duties then will be required to undertake)

The roster to be provided to Emily Pagan at least 1 week prior to the event for distribution to all Club Reps and it will be each individual Clubs' responsibility to create a roster with their own members (ie riders or additional helpers). Failure to complete their helper duties will make that Club ineligible for the Club Trophies. When preparing the Roster, consideration should be given to country clubs that are less likely to have access to additional helpers.

NB: It is recommended that First Aid and Canteen duties be undertaken by the Host Clubs' own members/helpers.

Other Committee Contacts if required

President - Frana Jones

Email: frana@inet.net.au

Phone: 0402 049 399

Secretary - Linley Crackel

Email: arcawa@hotmail.com

Phone: 0407 775 751

Leaderboard Co-ordinator - Meredith Kessell

Email: meredith.kessell@outlook.com

Phone: 0402 739 309 (please do not contact before 10am)

Challenge Funding Request Form

This form is to request funding from ARCA WA to go towards the running of your upcoming ARCA Challenge. Requests to be presented to the Committee (preferably by email) no later than 6 weeks before the event date; this will ensure there is adequate time for consideration, discussion and for successful requests to be facilitated.

Submission Date

Club Name

Contact Name

Email

Event Information

\$

Date

Entry Fee

Estimated Number Entrants

Event Discipline

Location/Grounds

Suburb

Description of Event

Funding Information

Funding Amount

\$500.00

\$400 (max ambulance for x/country only)

Bank Account Name

BSB

Account Number

Description of what funding will be used for (please include quotes and/or invoices)

