

The British Tentpegging Association

TEAM SELECTION STANDARD OPERATING PROCEDURES

The Governing Body for Tentpegging and Mounted Skill at Arms in the UK

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INTERNATIONAL TEAM SELECTION STANDARD OPERATING PROCEDURES

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The British Tentpegging Association is the Governing Body for Mounted Skill-at-Arms in Great Britain and is an affiliated Member of the World Tentpegging Federation and is committed to the promotion of Great Britain in International competition

1. OVERVIEW.

The sending of a GB team to an International Tentpegging Competition is a serious matter and the committee and Membership must follow sound procedures to ensure that the whole process reflects Team GB in the best possible light. It should cover:

- Invitation – the handling of invitations when received.
- Selection Procedures - for events which BTA agree to send a team to.
- Administration – of the team once selected.

The Aim of these Standard Operating Procedures (SOPs) is to ensure that all Invites are handled correctly in a manner that is fair and transparent to the Membership.

2. GB Team Invitation.

- a. Receipt of Formal Invite. The Secretary and the International Competitions Officer (IOC) receives the formal letter of Invitation from the hosting countries National Federation (certain competitions will have required the sanction of the International Tent Pegging Federation).

This letter is then circulated to all committee members along with a short country brief for an evaluation of the viability to be able to send the best team possible.

A minimum lead time of three months is normally required in order to allow time to follow the procedures laid out in this document. However, this time scale may not always be possible, therefore with all procedures in place if required it could be managed in a shorter period of time, although this would only occur in exceptional circumstances.

- b. Acceptance. The Secretary or IOC sets a date by which the committee is to return their decision as to the viability of accepting the invitation.

(1). Invitation **Accepted** – the secretary or ICO will send a formal letter to the National Federation of the country organising the event to accept the invitation on behalf of the BTA.

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(2) Invitation **Declined** – the secretary or ICO will send a formal letter to the National Federation of the country organising the event thanking them for the invite, but declining the invitation on behalf of the BTA.

3. **Other Invitations.** Members are free to accept personal or club invites as private individuals, but are not to represent themselves as a GB team, in any way, before or during the event. Responsibility for the selection and administration of any such event rests entirely with the individuals concerned.

‘Informal’ invites – any member receiving an ‘informal’ invitation to send a GB team i.e. personally or by social media is to ensure that it is passed to the relevant BTA committee members for action.

They are not allowed to action a team or accept the invite as a GB team unless sanctioned to do so. If and once approved the procedures for a GB team will be followed. If not approved the invitation becomes a private matter only if followed up by the individual who received it.

Club invites

Clubs or Teams i.e. Regimental teams who have a club level invite may send a team but should out of courtesy inform the BTA. Selection and administration of these invites then becomes a club or team matter and the team(s) are to be clearly identified as so and not a GB team.

4. **GB Team Selection Process.**

a. Notifying Membership

The whole membership shall be informed of the invitation and invited to apply for selection, this should include an outline of the event as follows:

- Date and location;
- Positions available i.e. manager/coach, number of riders;
- Costs – flights, visas, accommodation etc.;
- Country brief - travel advice, medical requirements, security situation;
- Information required from applicants i.e. rider, manager, coach;
- Closing date for response.

b. Team Composition

Exact composition will depend on the invitation and the availability of members. In general it will consist of:

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Manager
Coach
Riders x 5

It is advised where possible that if the invite allows a manager and coach are selected of which one of these could double as the fifth rider. Due to the demands of the sport the team needs two persons on the ground to assist the riders, check the course, note scores, etc, therefore if there are the personal available to attend the maximum number should be selected to represent team GB.

Selection Board

The committee will appoint a selection board of three BTA committee members. These members should consist of personnel who have been present at 75% of shows in order to assess the ability of riders and have some experience in any of: judging / managing / coaching / riding at international level. They will, however not be in line for selection themselves.

They will first select the manager/coach for the team who will then assist them in team selection. The manager/coach will consider the specialist skills of certain riders for certain events and the social cohesion of the whole team as well as suitability to be an ambassador for the sport internationally.

Manager/Coach Selection

The manager and or coach will be selected by the following:

- Previous experience in managing/coaching a team at international level;
- Riding experience at international level;
- Ability to represent the interests of team GB with a full knowledge of the international rules.

NB: in order to develop manager and coaches it would be permissible to have the following:

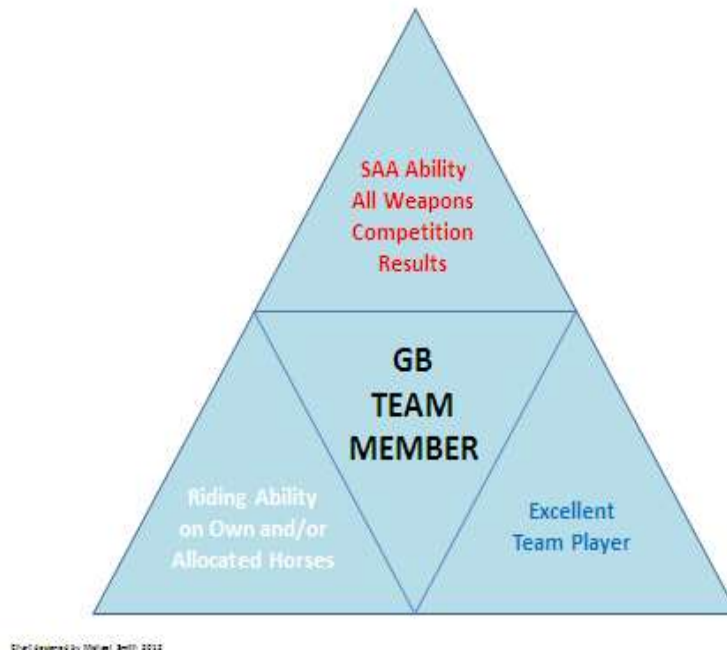
- Experienced manager with new coach at domestic or friendly international competitions;
- Experienced coach with new manager at domestic or friendly international competitions.

Rider Selection

The selection board will consider the following criteria when choosing a team:

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Tent Pegging Ability

Primarily assessed on the performance of the individual in the last twelve months of competition and taking into consideration their standing in rankings and other measureable performances including previous international performance. Consideration should also be given to the riders' marks on targets taken as well as placings.

Riding Ability

Take into account the ability of the rider to ride the likely horses that are being provided as the skill is being able to take the riding and tent pegging to very different horses which could be substantially more difficult than GB riders are used to handling at home.

Team Player/Rider

The rider must ride for the team and follow the instructions of the Team Captain, Coach and Manager when competing. This may include riding a different horse than the one that they feel they want to ride, or riding in a particular order in team events.

NB: At junior international competitions consideration has to be given to the following:

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- Parents need to be happy to allow their children to be escorted by those selected as manager/coach;
- DBS check required;
- First Aid certificate;
- Suitable funds should a junior require assistance whilst aboard i.e. hospitals may require a premium is paid up front and then this is claimed back from the insurance company.

Roles

Once the team has been selected, it is important that each member of the team understand their roles:

Manager: To get the team to and from the competition, well trained and to help them perform to their best in the country, maintain a high standard suitable for representing team GB.

Coach: To conduct the technical pre-deployment training of the team and to observe and advise them on their performance during competition.

Captain: The senior rider, to manage the team once mounted under the direction of the manager/coach. To manage the team during team runs. To deputise for the manager/coach in their absence.

Riders: To ride as part of the team in each event.

Administration

As a guide, this should cover:

- Costs.
- Overseas internationals – normally the National Federation of the host country cover the costs for a specific number of team members (as stated on invitation) over the stated period of the competition: e.g. accommodation, meals on competition days, horses, transport to and from the airport.
- Selected team members are expected to pay their own air fare, visas, vaccinations, insurance and any other incurred costs, or claim funding i.e. ASCB.
- Other members may be permitted to attend the event to support the team at their own expense.
- Home internationals – riders are expected to provide a suitable horse for the pool of horses, or to pay the cost of hiring in a suitable horse.
- The BTA will provide numnahs.

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Country Briefing Packs:

The IOC will hold a briefing pack on each country likely to invite a GB team. This should include:

- Name and contact details of the National Federation hosting the competition;
- Overview of the country – religion, food, etc.;
- Medical requirements;
- Visas;
- Documentation required for juniors to travel (committee member responsible for juniors);
- Security brief;
- British embassy contact details;
- Post exercise report from previous manager at international events- detailing horses, tack, accommodation, experience;
- Travel details.

Admin Order

A detailed instruction sent out to all team members, IOC and Secretary once the team has been selected, by the manager. Sample format – appendix A

Emergency Procedures

The manager should carry a copy of all team members' critical documentation. In addition, an electronic copy should be scanned and kept with the secretary, IOC or other nominated representative remaining in the UK.

This should include:

- Passports;
- Medical and emergency information forms;
- Copy of insurance documents (OBLIGATORY FOR TEAM MEMBERS – NO INSURANCE, NO TRAVEL!);
- Flight details - copies of E-Tickets.

Post Exercise Report

A written review compiled by the manager/coach after the event, identifying successes, problem areas and making recommendations for future teams. Table of rider scores sent to all committee members and riders on the team.

Conclusion

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These SOPs form the guideline for successful management of international invitations and subsequent teams. As part of the PXR process they will be reviewed each time a team is sent abroad, and amended accordingly in light of experiences.

Appendices:

A – Admin Order

B – Next of Kin Details

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ANNEX A TO INTERNATIONAL TEAM SOPs

EXAMPLE TEAM ADMIN INSTRUCTION.

Use this as a format as a check list, adding and deleting as relevant to the competition that you are Managing.



Manager's Address

Phone Number

Email

Date

Ref: BTA team to Xxxx

GB TENTPEGGING TEAM – INTERNATIONAL COMPETITION (Location) (Date).

References:

A: BTA International Team Selection Procedure.

B: Invitation to Compete.

1. Aim. The Aim of this instruction is to detail the administrative arrangements for those personnel forming part of the British Tentpegging Association (BTA) GB Team invited by the Equestrian Federation of Xxxxx to take part in the International Tentpegging Competition at Xxxxxxxx (Dates).

2. Reporting. All personnel will report to Xxxxx on (date) atHrs..

3. Dress. Dress will be as follows:

- a. Travelling.
- b. Competition. Long black/brown boots, spurs as required, tan breeches and BTA Competition Polo Shirt (provided) hard hat with black silk to be worn when mounted.
- c. Formal Occasions.
- d. Casual wear.

4. Equipment. Individuals are to provide their own swords, lances and riding kit. Weapons to be packaged as follows:

Arrangements have been made for weapons to be carried as part of an additional Sporting Goods Baggage Allowance. An equipment Manifest is to be prepared detailing all weapons taken which can be certified by the Customs on arrival to expedite departure with them on the Return Flight (if reqd).

5. Travel. Travel will be at individual team members own expense. Service personnel may seek contributions from the Army Sports Lottery, and unit funds. All travel in Xxxxx is provided by the host.

- a. Flight Out. *Airport, Flight No, Check in time etc.*

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- b. Flight Return. *Airport, Flight No, Check in time etc.*
 - c. Baggage Allowances.
6. Visa Requirements.
7. British Embassy. The British Embassy in Xxxxx has been contacted and is aware of the GB Team. Point of Contact is:
8. Country Brief. *Insert a brief summary of climate, security, and cultural situation in the Country.*
7. Insurance. Team members are responsible for ensuring that they have suitable personal Travel and Medical insurance which covers tentpegging and horse riding. *Team manager to advise on supplier*
8. Documentation. Personnel will require the following documentation;
 - a. UK Passport.
 - b. ID Card.
 - c. Visa.
 - d. Travel tickets.
 - e. Vaccination record card, if required.
 - f. Insurance certificate (*failure to produce will mean team member will NOT travel*)
9. Medical. Personnel are to ensure that their vaccinations are up to date for travel to Xxxx. In outline the following vaccinations and healthcare measures are recommended:
All Team members are to complete and return the Medical and Emergency Information Form at Enclosure 4.
11. Programme. A scanned copy of the full programme from the Equestrian Federation of Xxxxx is at Enclosure 1.
12. Accommodation. Hotel accommodation is provided by the host for the duration of the tour.
13. Competitors. The following BTA Members have been selected to represent GB in accordance with Reference A.
 - a. Manager.
 - b. Rider 1.
 - c. Rider 2.
 - d. Rider 3
 - e. Rider 4.
 - f. Rider 5. (*if reqd*)
 - g. Coach. (*if reqd*)
14. Training. A team training session will be conducted at XXX at, on DD MM YYYY.
15. Visitors. Support from any visitors from the Embassy or elsewhere would be most welcome. Full details of the venue and timings are contained in the attached programme.

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Insert Name

Manager
GB Team

Enclosures:

1. Competition Programme.
2. Invitation Letter from Host.
3. Flight Details, E tickets etc.
4. Medical and Emergency Information Form.

Distribution:

Internal: All Team Members BTA Chairman BTA Secretary Events Secretary	External: <i>List anyone outside of BTA who needs to know, ie Team Member's Unit's, embassy POC etc.</i>
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Contact Details: