



# SOUTHERN METROPOLITAN ZONE INC.

Registration No. A0025801H

33 Edebohls Road, Narre Warren East, 3804



## Events Calendar Policy

Clubs conduct events to enable various products and services to be provided to their members. An event, such as Horse Trials or Gymkhanas, is typically a clubs only form of fundraising. Many SMZ clubs are holding more than one event each year. With 15 clubs and only 52 weekends a year, it is important that a fair system be introduced to allow each club to hold at least one fundraising event on a preferred date each calendar year.

### Purpose

To ensure each club in the SMZ can run at least one event on a preferred date.

### Responsibility

The clubs – ensuring event dates are submitted prior to the Zone 21 days prior to the AGM so the calendar can be ratified on the Zone Meeting Held after the AGM

The executive committee – ensuring policy and procedures are implemented

### Procedure

- 1) A calendar containing zone, state and historical events are released to each SMZ club at the zone general meeting in May.
  - a) Clubs that historically hold events on the same weekend each year are required to indicate whether they will hold their event the following calendar year.
- 2) Clubs can then submit their event dates to the zone secretary prior to the zone AGM (August).
- 3) Clubs submit competition dates in order of preference (1 – 4).
- 4) The zone secretary will place dates onto the event calendar.
- 5) Each club will have their first preference placed onto the calendar. If event dates clash, the following will occur: -
  - a) The club holding a Horse Trials Qualifier will be allocated the date.
  - b) Clubs located more than 50km apart may be allocated the same date.
  - c) Clubs running different events (a dressage day versus a horse show) may be allocated the same date.
  - d) If a, b & c do not apply, a ballot will take place.
- 6) The zone secretary will advise a club if they need to change their event date due to a clash of dates.
- 7) The zone secretary will provide the club with a draft calendar to enable the club to select another date.
- 8) Once all clubs have been allocated their first preference, their second preference is placed onto the calendar.
- 9) Step 5 a, b, c & d will apply
- 10) Once the second preferred dates are allocated, the 3<sup>rd</sup> and subsequent dates are allocated using above steps.
- 11) PCV Bylaws 28.1.i – Have the zone approve it. This approval will take place at the August general zone meeting any zone approval for any changes at a general zone meeting after that date.
- 12) If clubs fail to submit dates prior to the AGM they may not receive any of their preferences.
- 13) Qualifier events to qualify for scoring, use only judges which are approved from our official Zone list. And must be ran in accordance of qualifying criteria. See pcv Book of By laws for further information

## Event Calendar

SMZ request that clubs complete the following table to enable an events calendar to be created. Please ensure you look at the event dates attached to the Events Calendar Policy before selecting your event dates.

Please submit this form 30 days prior to the Zone AGM 22<sup>nd</sup> August 24 to [smzsecretary@gmail.com](mailto:smzsecretary@gmail.com)

Thankyou

Events requested between 1<sup>st</sup> January to 31<sup>st</sup> December **2025**

Club Name: \_\_\_\_\_ Club Event Co coordinator \_\_\_\_\_

and Contact no: \_\_\_\_\_ \*\*Place **events** in order of **preference**

Preference	Type of Event	Will this be a SMZ Qualifier	Event Date
1 <sup>st</sup>			
2 <sup>nd</sup>			
3 <sup>rd</sup>			
4 <sup>th</sup>			

Please ***include all training, open days, camps and other events*** you will be providing during the year.

If by any time you decide to change, cancel or alter your events, please ensure you advise the smz secretary in writing as soon as possible for zone approval.

Event schedules must be received to the Zone Rep for approval, at least 3 months prior to holding your event.

Any other notes please add below;


Who filled in this form

contact number