

# Event Organisers Guide

## 2.1 - Setting up an Organising Committee

### Organising Committee

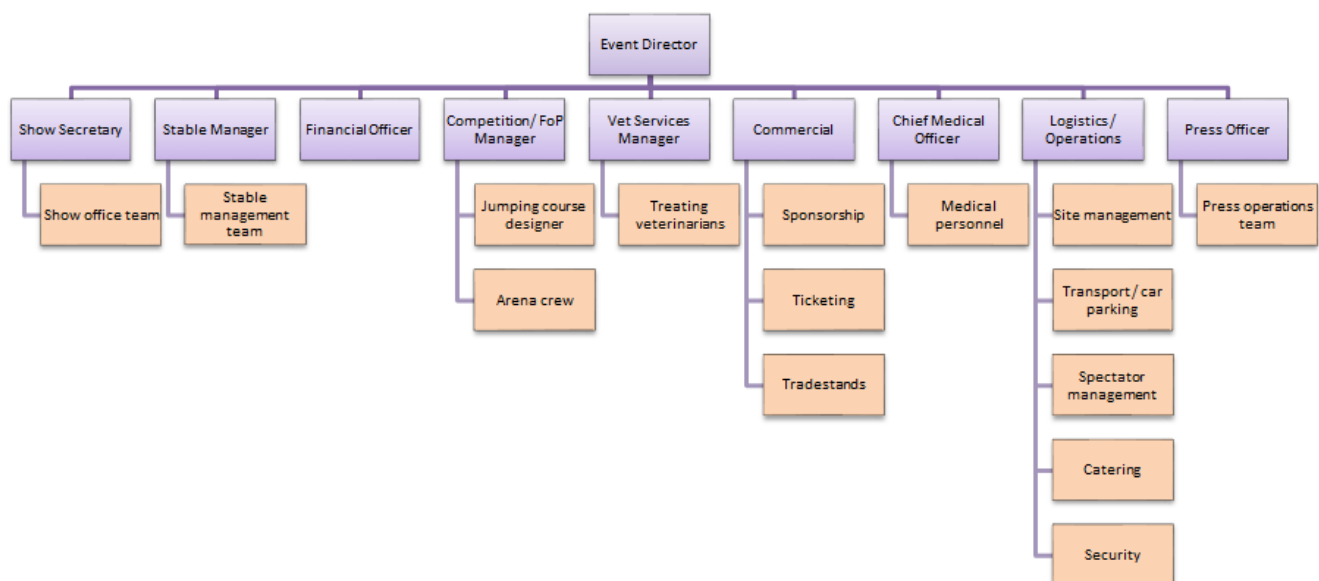
It is usual practice to establish an Organising Committee dedicated to running an event. Led by an 'Organiser' or 'Event Director', normally someone would be appointed to be responsible for each aspect of organisation, for example Competition/Discipline Manager (field of play set-up, managing flow of athletes, liaising with judges and announcers etc), Event Secretary (invitations, entries and general administration), Stable Manager, Vet Services Manager (see [FEI Veterinary Regulations](#) - Art 1103), Chief Medical Officer and general site logistics/management. More established and larger events may also consider appointing people to head up finance, marketing, press relations/communications, sponsorship, hospitality and trade/retail village.

Such structure with clearly defined roles and responsibilities is essential for the efficient organising of any event and clear lines of decision making. Depending on the size of event an Organising Committee may only convene a few months prior to the event. Larger events will require a year round organisation, all be it a small core team/staff supplemented by additional people as the event draws near.

An Organising Committee should be a legally constituted body established in accordance with the relevant national laws and legal frameworks. An organising entity might be any one of the following:

- The National federation
- A Regional Committee of the National Federation
- Equestrian / Riding Club
- 'Not for profit' organisation
- Commercial company

### Example of the structure of an Organising Committee



Larger events may also consider putting in place an Advisory Board to oversee the

Page 1 / 2

# Event Organisers Guide

decision making and operations of the Organising Committee team.

## **Any questions?**

If you have any questions regarding organising FEI competitions or would like further advice not available through this guide please contact your [National Federation](#) or the relevant FEI department [here](#).

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Author: Tim

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