



Northern Victorian Showjumping Club Inc.

EARLY ENTRY CODE POLICY

Date presented to Committee Meeting: 9.09.2025

Version: 1.1

Endorsed: Unanimous | **Review Date:** September 2026

PURPOSE

The purpose of this policy is to provide competitors, members and the committee with clarity and guidance on the application and use of Early Entry Codes to any event held by Northern Victorian Showjumping Club.

DEFINITIONS

NVSJC means Northern Victorian Showjumping Club

EEC means Early Entry Code

Volunteer means any rider, family member, or other person who does not receive financial benefit from the club in exchange for a service provided

Member means any financial or life member of the NVSJC

Non-Member means any person not a current financial member of NVSJC

Sponsor means any individual or business who provides financial (Including physical prizes) support to the NVSJC

APPLICATION

Early Entry Code Eligibility

To receive an EEC an individual must:

- Be a committee member
- Be a sponsor as defined above (The maximum number of entries permitted under an EEC and number of events permitted for EEC use per annum/show is determined by the Sponsorship Policy and the authorised officers as assigned by the Annual General Meeting.)



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- Be approved by the committee at a committee meeting or in out of session communication to all committee members by a majority vote
- Be a member who has signed up to volunteer at the intended show the EEC is to be used for
- Be a non-member who has signed up to volunteer at the intended show the EEC is to be used for

Order of priority for EEC release:

Priority One Release;

- Committee members and their immediate family entries only (For example children)
- Sponsors
- Members of NVSJC who volunteer via the appropriate medium (Global Entries) for a volunteer duty at the respective event (EEC's do not transfer to other shows or events for volunteer duties)

Priority Two Release:

- Non-Members who volunteer via the appropriate medium (Global Entries) for a volunteer duty at the respective event (EEC's do not transfer to other shows or events for volunteer duties)

Priority Three Release:

- Event opens for general entries

Early Entry Code limitations:

1. Sponsors may only access an EEC **AFTER** payment has been received by NVSJC
2. Sponsors may receive EEC's to multiple events depending on their sponsorship value and in line with this policy and the Sponsorship Policy.
3. Entry limitations:

EEC Recipient	Number of Entries permitted	Access Period
Committee Members (Including only spouse and/or children)	Unlimited	3 or more days prior to all other EEC access
Volunteers (Members of NVSJC who volunteer for roles as represented on Global Entries)	4 horses per duty (2 rounds per show) or as permitted by the event Secretary	Prior to non-member EEC access as deemed time appropriate
Sponsorship	As per agreement and only after payment has been made	3 or more days prior to all other EEC access
Volunteers (Non-Members of NVSJC who volunteer for roles as represented on Global Entries)	4 horses per duty (2 rounds per show) or as permitted by the event Secretary	Prior to non-member EEC access as deemed time appropriate

ADHERANCE



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Any EEC used outside the guidelines of this policy or by anyone other than the recipient will have the entries deleted and a refund processed immediately.

Any mis-use of EEC's will be subject to disciplinary action at the next available committee meeting and may include revocation of future EEC access. This applies to committee members, those who volunteer and do not turn up for their chosen duties and any individual who receives the EEC and shares it with those not entitled to it's use.

GRIEVANCE PROCEDURE

Any complaint or objection to either early entry deletion in accordance with this policy or the refusal to supply an early entry code should be submitted to the Secretary in writing for consideration at the first available committee meeting. Email nvsjc@bigpond.com

Any objection or complaint received via phone or other means of communication will not be accepted nor tabled for committee consideration.

CHANGES TO THE POLICY

Changes to this policy may only be made via a resolution of the Committee at a Committee Meeting.

The policy should be reviewed by the Committee every year.