

**PONY CLUB ASSOCIATION OF QUEENSLAND
ORGANISER'S KIT FOR OFFICIAL COMPETITIONS & ZONE
CHAMPIONSHIPS**

OFFICIAL HORSE TRIALS KIT 2016

Revised 31.1.16

Your Club/Zone has been granted an Official Horse Trials Event to be held

on.....

The following will be of assistance to you in conducting this competition in an effective and professional manner, and we would ask that you observe the requests for information on judges and results and supply same **at the time specified.**

Clubs organising official events must have the current Horse Trials Rule Book and the Scoring Handbook available from the PCAQ office or on PCAQ Website.

Your first step in organising an event should be to arrange the services of a PCAQ Steward who will be your Technical Delegate for the event. As well as inspecting your cross country course, you should involve the TD in many of the decision making processes. Your recommendation of a **PCAQ Steward (TD)** must be approved by the Committee along with your judges and course builders.

Your programme must be approved by the Sub-Committee, please send in your programme for approval, in plenty of time prior to posting out to clubs. If unofficial events are run in conjunction with an official competition, this part of the programme must also be submitted.

You will be notified when your programme has been approved or if anything needs to be altered, a revised programme would need to be re-submitted for approval.

YOUR PCAQ STEWARD (TD), JUDGES & COURSE BUILDERS WILL BE APPROVED BY THE SUB-COMMITTEE IN CONJUNCTION WITH THE REGIONAL DIRECTOR OF COACHING FOR YOUR AREA (2015).

Please supply the above information **on the enclosed form at least three weeks before the event. Failure to do this may result in your day being declared unofficial.** If there are changes made to the list after approval is given, the sub-committee must be notified and new judges/course builders approved by Chairperson of Sub-committee prior to the event.

Programme:

- Refer to Horse Trials Rule Book (Revised January 2016) for information on classes for official events.
- Grades & Age groups: One Star (optional), Pre-Novice, Preliminary, Introductory, must be 13 years of age and under 26 years; and must have a Performance Card; and 12 & under (no performance card).
- See sample programme.
- Disclaimer clause and Reservation of Rights must be printed on all programmes.
- Additional unofficial classes may be included on programme. Unofficial classes should not hold up or impede the running of the Official section. All rules per official competition will apply but riders will not need grading cards and no points will be recorded.
- The entry form should have provision for name of horse (as registered) and the registration number of horses in GRADED sections, and membership numbers and club name for riders in ALL classes. It must include the PIC no. Column. Statement to remind riders to bring their Horse Health Declaration Form.

Nominations:

- All entries should be made through the rider's club secretary or nominations secretary. **Clubs are asked not to take entries from individuals.**
- **A horse may compete in only one grade for the day.** Horses **must** compete in the grade shown on their performance card OR THE ATTACHED DOWN-GRADING CARD. **It is the rider's responsibility that they nominate in the correct grade as shown on their performance card.** Riders will forfeit any awards and/or points if they compete in incorrect grade.
- **Riders cannot choose to upgrade or downgrade on the day of the competition.** This must be applied for and approved prior to the competition.
- **Two Horse Rule:** Riders may enter one competitive horse in Official Program and one competitive horse in the height classes or two in the same section one horse competitively and the other must be ridden HC. The HC horse must be ridden second if in the same class and must be nominated as such on the entry form.
The decision on whether riders may have two horses or whether you wish to stay with one rider one horse for the day is entirely up to you as the organising committee and should be stated on the programme.
- **Hors Concours: HC**
Organisers may at their discretion accept entries HC but no prize can be awarded. Organisers are responsible for informing the scorers of combinations permitted to compete HC and these horses must be shown on the scoreboard as competing HC and on the draw for the ring, but must indicate if the result met the qualifying criteria for State Championships as riders are allowed ONE HC performance.
- A horse must be one of the following: owner ridden, leased (lease must have been

approved), or owned by a financial member of the same club (lease not required).

- A horse may only have one rider.
- Horses compete in their correct grade as at the first day of competition. It is the rider's responsibility to notify the Organisers if their grading changes after close of nominations.
- Riders found to be in breach of any of the above will forfeit their placings, along with any trophies won, as well as the event not counting towards qualifying for state event.

Insufficient numbers:

Where there are less than 3 competitors in a class, grades may be combined with the next lower grade or classes with less than three riders become unofficial and therefore do not form part of the Teams competition. Clubs are encouraged to combine groups and run each class so that riders gain experience at that level.

COMBINED GROUPS:

- Refer to Paragraph 12 of Rule Book for full details on how groups are combined.
- When you combine classes you must notify the riders of the change as soon as possible, especially where they have to learn a new dressage test.
- Competitors do the same Dressage Test but jump their own height/s for cross country and showjumping and ride at their respective speeds.
- **Penalties and time for both groups are judged equally, ignoring the different heights (Nov2010.).**
- **Treated as ONE GROUP once combined, and placed as such.**
- Grading points are awarded as per normal conditions.

Division of groups:

- Groups of over 30 riders but less than 40 riders **may be divided** into two groups, but **must be divided** when numbers exceed 40. (2010)
- This will be done by virtue of the draw e.g. first 40 into group 1, next 40 into group 2, etc.
- There is no option to divide a group with less than 30 riders.

Seniors:

- Are a recognised Age Group at all but State Championships and therefore must be offered the opportunity to compete.
- Seniors form a separate class.
- In Eventing seniors all do the same Dressage test but choose the height/grade for jumping. The Senior Dressage penalties are entered along with the cross country tally and the showjumping from the respective score sheet, then the final score for each rider is determined and entered.
- If there is equality for overall senior, the rider in the higher level is placed ahead of the other, if in the same level then calculated as for other groups as per rule book.

- Seniors do not form part of an official team.

Draw:

- Riders should not appear in block from the same club. It is the riders who are drawn not the club.
- If a rider has more than one horse in the group, it is acceptable to put them first and last so the event is not held up.
- If numbers are large & classes are divided, riders from the same club should be spread across the classes.
- Riders from greater distances should not be put first in the draw.
- Indicate on the draw if a rider is a Senior within that class eg SNR.

Performance Cards at Official competition:

- As the Organising Committee has to collect, inspect and enter results on performance cards, it is desirable to appoint someone to be responsible for these duties. This person would be responsible for collecting cards from all riders in the official classes, except 12 & u. (generally when riders collect back numbers); checking the rider is entered in the class shown on the horse's performance card or attached downgrading card; filling out any placings on cards and returning the cards to the riders at the end of the day. **It is the riders' responsibility that they nominate in the correct grade as shown on their performance card.**
- **Riders cannot choose to upgrade or downgrade on the day of the competition.** This must be applied for and approved prior to the competition.
- Grading points are only allocated for the riders in the official classes at an Official competition. Results at a Zone Championship may be recorded but **MUST NOT** be allocated any grading points, even if a rider wishes to take them.
- All graded competitors should hand in a performance card before the start of the day.
- If the competitor cannot produce the card for any reason, **any awards won for the day should be withheld until the card is sighted and the points recorded, you cannot stop a rider from competing.**
- For a competition to automatically count for points there must be 6 riders.
- For competitions with less than 6 but more than 3 competitors, riders can choose whether they take points or not, **BUT MUST INFORM ORGANISERS IF THEY DO NOT WANT THE POINTS,** AND this must be marked on the result sheet.
- Competitions with less than 3 competitors remain unofficial and:

- do not count towards team placings,
 - do not take grading points,
 - BUT the result counts if it meets the qualifying criteria for State Championship.
 - The Organising Committee is not required to give an award of the same value to the winner.
- . Points should be entered on cards as events are completed and the cards given back to competitors when they return back numbers.
 - See Rule Book &/or Scoring Handbook for how and what grading points are allocated. If in doubt call in the Technical Delegate.

Judges:

- It is as well to contact judges as soon as you have your date confirmed. (Lists of Judges and Coursebuilders enclosed.)
- You will need one judge and course builder for each showjump ring, Exception: a person who is qualified as an official judge and coursebuilder could act in both capacities
- One cross country steward for each fence and generally two on obstacles like the water jump.
- Two judges of appropriate accreditation for each dressage ring. (Exception: Preliminary and Introductory competitions may be judged by a single judge who must be of Elementary standard or higher, if circumstances arise which prevent two judges being used) EA (Equestrian Australia) qualified judges may be used. Please state the persons EA qualifications when submitting his/her name for approval.
- When people agree to officiate, write confirming at once and nearer the event, telephone to make sure they are still able to come.
- Do arrange pencilers before the day starts. Clubs may be asked to supply helpers to act as pencilers, cross country stewards or rail stewards. (This can be done by asking for workers from competing clubs on entry form ie 1 worker for every three riders). Allocate jobs in proportion to the number of riders from each club. State on draw the jobs allocated.
- You should try to avoid having two judges from one club in the same ring.
JUDGES CANNOT JUDGE A MEMBER OF THEIR FAMILY or their own horse. Please keep in mind that family, close relatives, team managers or trainers of any competitor cannot judge the grade/group that the competitor is participating in.
- Judges should be notified to the Horse Trials Sub-Committee **on the enclosed form at least three weeks before the event. Failure to do this may result in your day being declared unofficial.** If there are changes made to the list, the Sub-Committee must be notified and new judges/course builders approved. Contact PCAQ Office and your information will be directed to the appropriate person.

Refreshments:

- Judges/pencillers/course builders must be provided with comfort breaks and refreshments from time to time during the day, and judges/course builders must be provided with lunch.

Expenses:

- Official Judges & Course Builders & PCAQ Steward should be paid at a rate of 50c per km or \$50.00 whichever is greater for travel to and from the event, plus accommodation & meals if required. If another judge comes as a passenger they do not receive mileage but do receive \$50.
- **Helpers**
Clubs applying for Official Days should bear in mind that they need to provide the majority of the work force from their members and limit the request for helpers from other clubs. Helpers can be requested at the rate of one (1) helper for every three (3) competitors, or part thereof. They can act as pencillers for Dressage, for Showjumping as rail stewards or timekeepers where different members of the club can carry out the duty, and for Jump Stewards for cross country. The number of helpers from a club must be relative to the number of riders from that club. Helpers from other clubs can only act as gear check stewards if they offer to do these tasks and are familiar with the regulations.

Technical Delegate:

- The Technical Delegate is PCAQ's official representative at each official competition.
- Technical Delegate should be taken from PCAQ ODE Technical Delegates list, but this is not extensive. If not from list, supply details of TDs experience. Ideally the TD should be from another club but not necessarily. Your recommendation will be considered by the Committee.
- **In the case of Horse Trials**, the TD will be responsible for inspecting the cross country courses prior to the event. It is up to the organisers to contact this person to arrange for an inspection of the course. The inspection to be insufficient time to allow for any alterations to be carried out.
- **In the case of Horse Trials**, the TDs sole task will be that of Technical Delegate.
- YOUR PCAQ STEWARD (TD), JUDGES & COURSE BUILDERS WILL BE APPROVED BY THE SUB-COMMITTEE IN CONJUNCTION WITH THE REGIONAL DIRECTOR OF COACHING FOR YOUR AREA (Aug2014).
- The competition cannot proceed without the Technical Delegate. The Zone Delegate to PCAQ sub-committee may be asked to fill the role under certain circumstances, or a person conversant with rules, course building regulations and scoring in this discipline, or a TD committee may be arranged.
- The Technical Delegate is NOT there to run the event, this is the duty of the Chief Steward. However, the Technical Delegate is required to report on the event to PCAQ.
- The TD will be present on the day of the event:

- To ensure it is conducted in accordance with the Rules
- To interpret rules where necessary
- To supervise the event
- To give what help and guidance may be required
- To inspect and approve courses and arenas before they are shown to riders
- To authorise appropriate alterations being made if, in his opinion and in consultation with the Course Builder, the courses are not in all respects within the limits laid down in the Rules or are unsuitable for the classes of horses expected to take part
- To take responsibility for all decisions except where otherwise stated in the rules.

Teams:

- Teams shall consist of the best 4 riders from one club, with the best 3 scores to count. A team of 3 is competitive and may beat a team of four. Clubs may have more than one team.
- It is your decision as to whether to include a team event or not
- Teams may be taken from any grade or group in the official section. Points are awarded from 10 to 1 in all events.
- Competitions with less than 3 competitors makes the class unofficial and riders cannot form part of a team.
- Teams with less than 3 riders remaining in the competition cannot be placed.
- Seniors or riders from unofficial classes do not form part of an official team.
- Organisers may also organise Unofficial Teams competition, from the Unofficial Section of the program, including seniors, if they wish.

Scoring

- Make every effort to have a place for scorers where they will not be easily accessible to competitors.
- If possible have a separate person available to answer queries. Competitors must not be able/allowed to directly approach scorers.
- Protest should be in writing with the fee, and then handed to the TD.
- The person in charge of the scoring should be familiar with the procedure
- Horses compete in their correct grade as at the first day of competition.
- Be aware how Combined Groups are scored for the relevant discipline.
- Points are awarded from 10 to 1 if there is a Teams Competition.
- Clubs organising official events must have the relevant Rule Book and Scoring Handbook, available from the PCAQ office or on PCAQ Website.
- Horses do not upgrade on the day, refer to Rule Book and Scoring Handbook for further details.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** enter beside the result on the Mastersheet.
- Riders must check the Mastersheet before leaving the competition to verify the **Q** has been entered beside their result, if applicable.

- For competitions with less than 6 but more than 3 competitors, riders can choose whether they take points or not, BUT MUST INFORM ORGANISERS IF THEY DO NOT WANT THE POINTS, AND this must be marked on the result sheet.
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Results:

- Results must be placed on the notice board during the day and kept up to date.
- Final presentations should be made as soon as possible after the last class is finished and results have been displayed for 30 minutes.
- Results should be forwarded to PCAQ as soon as possible after the event but certainly within 2 weeks. Results must be forwarded on Official Result sheet which has All the necessary information must be included, for instance, riders' names and membership numbers, horses' names and registration numbers and rider's club, and if they have met qualifying criteria, and if they **do not wish to take their points**, where applicable.
- Also a full report for the event including Judges'/Coursebuilders' names and the Technical Delegate's report.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** entered beside the result on the Mastersheet.
- Qualifying Criteria:
 - Must have a dressage score of 50% or more (look at total good points out of the possible total points);
 - with not more than 20 jumping penalties in the cross country phase;
 - there is no criteria on SJ phase other than to complete the phase;
 - place in the top ten of their class (if less than 10 in class it is still deemed a qualifier).
 - Riders must check the mastersheet before leaving the competition to verify the **Q** has been entered beside their result, if applicable.

Awards:

- Ribbons must be awarded to fifth place in all events. Ribbons may read "XYZ Pony Club Official Horse Trials.
- It is up to the Club/Zone what type of award they give for first place and how many runner-up awards are presented.
- The number of trophies, after 1st place, is at the discretion of the organisers.
- "If overall awards are given, the organisers are not required to give an award of the same value to the overall winner of any Class with less than 3 competitors."
- The trophies in the official section should be of greater value than those in the unofficial section.

- Whether rider/horse combination qualifies for the State Event has no bearing on their places on the day.

Refund of Nominations:

- Nominations will be refunded providing the organising body is advised of the scratching in writing or by telephone before the commencement of the event. A written request for a refund of nomination fee, including a vet's or a doctor's certificate, is sent to the organising committee within one week of the event. 10% of the entry fee may be retained by the organisers to cover administration costs.

Substitutions:

- Mounts may be substituted before the commencement of the event upon presentation of a Veterinary certificate or a written statement from the Club Chief Instructor.
- If a substitution is made, the replacement mount must be eligible within the terms of the PCAQ rules.
- The substituted mount does not have to be the same grade/group as the original mount.
- No substitution of rider is permitted under any circumstances.

Communication:

- The organising committee must arrange adequate communication (ie. Two way radio) involving emergency services, Officials, cross country stewards and crash crew.

Cross Country:

- **Course Inspection:** Cross country course must be inspected **by** TD in sufficient time for any alterations to be made prior to the event. Ideally, the first inspection should be a few weeks out from the event. The TD is responsible for inspecting and approving the cross country, after it is flagged, and jumping courses before they are shown to the riders.

The Cross Country course can be used for competition within two weeks of another competition, but not for training or schooling. (June 2010)

- **Briefing of Cross Country stewards:** the organiser must ensure that a person with thorough knowledge of the cross-country rules (generally cross-country steward) briefs the stewards before sending them on the course. The TD should be in attendance at this briefing.
- It is recommended to use Sector Controllers to oversee the jump judges in each section. If there are large numbers of competitors make arrangements to supply stewards with refreshments and if necessary a comfort break.

A Sector Controller is responsible for a group of obstacles (preferably which can be seen by the Sector Controller). The SC can check the jump judges sheets if any incidents arise, before the sheets are collected.

- **Timing Equipment:** No matter what system is used, you must have a back up system.

Medical/First Aid/Veterinary Requirements

- Doctor, Ambulance, St Johns or minimal requirement, a person holding a Senior First Aid Certificate
- The First Aid Person **MUST HAVE NO OTHER DUTY** and should wear a clearly marked armband/bib or something similar designating their duty
- A First Aid Station must be provided
- Emergency vehicles must be able to access all parts of the ground
There must be separate crews for the cross-country and showjumping sections if running at the same time
- Local Ambulance and Hospital must be advised of the location and timing of the event.
- Riders who have fallen off must be assessed by first aid people before continuing to ride in the event if they have another horse.
- Provision for major injury to horse:-
 - If possible, a Veterinary Surgeon should be present during the cross country and jumping tests. If not possible, arrange for a vet to be on call for the duration of the event.
 - Horse float to act as ambulance if required
 - Hessian or material to use as a screen

CHECK LIST – HORSE TRIALS

Chief Steward: Overall:
Co-ordinator: Dressage phase:
Cross Country phase:
Showjumping phase:

Technical Delegate:
Judges – dressage, cross country, showjumping
Showjumping Coursebuilders
Vet:
First Aid:
Announcer:
Photographer:
Programme:
Trophies & Ribbons:
Presentations:
Canteen:
Morning & Afternoon Tea for judges/pencillers/stewards:
Lunches for judges:
Notice for food to members:
Parking:
Toilets:
Stable Supervisor (if required)
Camping Supervisor (if required):
Sort and bundle Back nos. into Club groups
Hand out Back Nos. & collect Performance cards:
Draw & distribution Of it
Thank you notes & expenses for judges & guest scorer & anyone else:
Scorer:
Assistants:

Check List for Dressage Phase

Dressage Co-ordinator:

Personnel to organise:

Judges:
Pencillers:
Gear Stewards & Gate/Marshalls:
Collect sheets:
Printing of all necessary Dressage Test Sheets:
Assembling of clipboards with draw
Arena Crew: Set-up:
Pull Down:
Organiser of judges on morning of competition with Clipboards, penciller, & lunch vouchers; Gear Check/Marshaller with clipboards and UP TO DATE DRAW.

Check List for Cross Country phase:

Cross Country Co-ordinator:

Course Builder:

Contact Technical Delegate for inspection of course prior to competition, ideally 4-6 weeks, in time for any alterations to be made.

Arena Crew: Flag & Number Course
Put Away

Communication Equipment:

Stopwatches for Jump Stewards & Sector Controllers

Briefing of jump stewards:

Briefing of riders prior to cross country:

Sector Controllers:

Jump Stewards:

First Aid:

Crash Crew:

Starter:

Finish (if start & finish not together):

Timekeeper:

Timing Equipment:

Collect Sheets from Timers & jumps:

Arrange comfort breaks for jump judges if required

Gear Check:

Marshaller to start:

Warm up Steward:

Printing of all necessary score sheets:

Assembling of jump steward score sheets on clipboards, refreshments:

Vet steward:

CHECK LIST – SHOWJUMPING

Showjumping Co-ordinator:

Personnel to organise:

Judges:

Course Builders:

Pencillers:

Time Keepers:

Gear Stewards & Gate/Marshaller:

Rail Stewards: Ring 1:
Ring 2:

Collect Sheets:

Arena Crew: Set-up:
Put away:

Organise judge with clipboards/bells/stop watches, pencil, vouchers for lunch:
Printing of all necessary Score Sheets:

EXPLANATION OF PERSONNEL REQUIRED TO RUN AN OFFICIAL HORSE TRIALS

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running a ODE competition.
PCAQ STEWARD (TD)	This person must be a current member of the PCAQ ODE Sub Committee or an approved PCAQ ODE Technical Delegate, or a person nominated by the Sub Committee; ideally from another club but not necessarily.
ORGANISING SECRETARY:	Before the day: <ul style="list-style-type: none">* Obtain judges, course builders, TD and submit for approval to PCAQ* Before the program is printed and sent out submit to PCAQ for approval* Send out approved programme and put on PCAQ website.* Arrange and appoint other necessary personnel* Obtain sufficient numbers of all necessary score sheets* Do draw and workers list and send out one week prior* Contact judges and coursebuilders with details, and check a week before event.* Arrange back numbers and all workers for the day.* Obtain Ribbons and Trophies● Do arrange pencilers before the day starts. On the day: <ul style="list-style-type: none">* Issue back numbers, collect & fill out performance cards* Arrange presentation of awards After the event <ul style="list-style-type: none">* As soon as possible submit results to PCAQ either by email or hard copy. NB. These are only the main points of the Secretary's job. There will be many other arrangements to make. <i>Read in conjunction with Check Lists</i>
SCORERS	Minimum of two. Extra people required to add up sheets depending on numbers. The Chief Scorer must be experienced with Horse Trials rules and the scoring procedure.
GEAR STEWARDS	One for each phase: Dressage – Showjumping – Cross Country. These stewards must be familiar with regulations for saddlery and dress.
DRESSAGE	2 Judges per ring. Pencilers for each. Runner to collect sheets.
SHOWJUMPING	Judge, Coursebuilder, penciler, timekeeper, rail stewards.
CROSS COUNTRY	Steward to brief jump judges Steward to brief riders prior to cross country phase Steward to pick up cross country sheets after each group Judges at least one for each obstacle TD can ask experienced people to help out as Sector Controllers
CRASH CREW	To repair obstacles and assist when necessary on course with horse ambulance.
ARENA CREW	Personnel to set up and pull down dressage arenas and showjumping courses; collect numbers & flags from cross country
FIRST AID	Minimum is for trained first aid personnel to be present and to arrange for any casualty to be transported to hospital by ambulance
CATERING CREW	Provide water and refreshment to Judges, coursebuilders and workers.
VET	If possible a vet should be present during the jumping and cross country tests; if not possible to be on grounds arrange for a vet to be on call for the duration of the event.

Please Note: As per October 2009 minutes:-

7.5.3 "Clubs applying for Official Days should bear in mind that they need to provide the majority of the work force from their members and limit the request for helpers from competitors. Other clubs should only be asked to provide assistance for jobs as Dressage pencilers, Rail stewards and Cross Country Stewards."

SAMPLE PROGRAMME

XYZ PONY CLUB INC

OFFICIAL ONE DAY EVENT

TO BE RUN UNDER 2015 PCAQ RULES FOR HORSE TRIALS

DATE & TIME: Starting at 8.00am

VENUE: XYZ Pony Club Grounds, and Address Pic.No.....

ENTRIES CLOSE:
All entries to Club Secretary in writing with Club cheque to OR email and direct debit information.

NOMINATION FEES: \$

All competitors must be a current financial riding member of PCAQ or PCA

OFFICIAL/UNOFFICIAL PROGRAMME

Class 1	12 Years & Under	(Introductory Height)	Test	1C	80cm Height	(orange)
Class 2	Introductory			1F	80 cm	(white)
Class 3	Preliminary			2B	95 cm	(red)
Class 4	Pre Novice			2D	1.10cm	(pink)
Class 5	Seniors			1F	*	
Class 6	Beginners			1B	**	

* Seniors to choose their jumping height if not stated will jump height same as class 2
** Height (and class indicator colour) to be selected by committee but height should be less than 70cm

Choice of dressage tests is up to organisers provided they are within guidelines for competition.

Performance cards are required for classes 2, 3, 4, must be handed to the organising secretary prior to the commencement of event.

Riders may ride a maximum two horses. Riders may enter one competitive horse in Official Program and one competitive horse in the height classes or two in the same section one horse competitively and the other must be ridden HC. The HC horse must be ridden second, if in the same class and must be nominated as such on the entry form.
Riders competing in OFFICIAL section cannot ride another graded horse competitively in Unofficial section.

TEAMS (Optional): Teams shall consist of the best 4 riders from one club, with the best 3 scores to count. A team of 3 is competitive and may beat a team of 4. Teams may be taken from any grade or group in Official Programme (excluding Seniors & Beginners).

Awards:

Ribbons To fifth place in each class—points to 10th place
Trophies To overall winner in each group (*Trophies in Official classes should be of a greater value than those for unofficial*)
Medallions To winners of Teams section (only a suggestion)

DISCLAIMER: Neither the organising committee of this event nor PCAQ accepts any liability for any damage, accident, injury or illness to horses, riders, grounds, spectators or any other person or property whatsoever.

RESERVATION OF RIGHTS

The organising committee reserves the right to; cancel any class or event, combine or divide classes according to the numbers nominated and the rules governing splitting of groups, alter advertised times, transfer competitors between sections of a class and to refuse any entry with or without stating a reason.

Clubs to provide the name/s and telephone numbers of pencilers and cross country stewards (One volunteer per three competitors). These people should be aware that their names have been put forward and come prepared to fulfil these duties.

PROTESTS Should be lodged in writing within 30 minutes of the results being posted, or the incident and should be accompanied by a \$50 fee which is refundable only if the protest is upheld

CANTEEN: All facilities available on the day.

Camping &/or stabling: If applicable

ENTRY FORM **Set this up to suit your scoring programme**

Class	Rider	Member No.	Club	Horse	Reg. No.	PIC. NO.	Fees

Club:

Secretaries must ensure rider/ horses are in correct class according to performance cards.

Club Secretary (Print).....Signed.....

Phone:.....Email:.....

State how Draw is to be distributed.

Application for Approval of Personnel

OFFICIAL ONE DAY EVENT

To be submitted 3 weeks prior to event

ORGANISING ZONE OR CLUB

Official Competition OR Zone Championships Delete what is not applicable

DATE: VENUE:

TECHNICAL DELEGATE:.....

CHIEF STEWARD:.....

DRESSAGE JUDGES:

Name	Grade
.....
.....
.....
.....
.....
.....
.....
.....

CROSS COUNTRY COURSE DESIGNER.....

SHOWJUMPING JUDGE

COURSEBUILDER

This form should be submitted to the Horse Trials Sub-Committee **at least three weeks before the date of the event. Any change in personnel should be advised immediately.**

Judges should be on the official PCAQ List as supplied or be EA accredited state EA accreditation beside their name.

Signed: Phone No.:.....

Club/Zone Secretary

REPORT ON OFFICIAL ONE DAY EVENT

Please complete and return with your results to PCAQ within 2 weeks of the event

VENUE:.....**DATE**.....

Number of Official Competitors:..... **Number of Unofficial Competitors:**.....

Conditions: Wet..... Dry.....

Officials on the Day were:-

Chief Steward:

Dressage Judges

.....
.....

Showjump Judge 1) 2)

Coursebuilder 1) 2)

Cross Country Course Designer:

PCAQ Technical Delegate:

Brief description of any Incidents and overall running of the Event:

SECRETARY'S REPORT

.....
.....
.....
.....
.....
.....
.....

TECHNICAL DELEGATE'S REPORT SEE ATTACHED FORM

SIGNED**DATE**.....

TECHNICAL DELEGATE REPORT on Horse Trials

Club/Zone.....DATE.....

OFFICIALS	GOOD	SUITABLE	POOR	COMMENT
Chief steward				
Judges				
Admin/Secretarial				
Scoring team				
Gear Check				
Pencillers				
Runners- sheets				
1 st Aid – human/horse				
Programme				
Draw				
Communication				
Judge Allocation				
Accommodation if applicable				
Meals- officials				
Transport/car if required for judging				
GROUNDS	GOOD	SUITABLE	POOR	COMMENT
Stabling-if applicable				
Bedding- if applicable				
Yards – if applicable				
Wash Bays				
Camping				
Parking				
Lighting- if applicable				
Spectators areas				
Canteen				
Trade Stands-if applicable				
Safety – general? dogs				
COMPETITORS	GOOD	SUITABLE	POOR	COMMENT
Arenas				
Surface				
Warm-up				
Lungeing area				
Draws				
Presentations				
Prizes				
Horse/public safety				
Communication/PA				
Grading cards				
Result Boards				
Accident/incident reporting				
ONE DAY EVENT	GOOD	SUITABLE	POOR	COMMENT
Dressage Equipment				
Dressage Judges				
Showjump Equipment				
Showjump Officials				
X-Country Equipment				
XCountry Stewards/Officials				
Warm-up area				