

PONY CLUB ASSOCIATION OF Q'LD

JUMPING EQUITATION

Your Club/Zone has been granted a Jumping Equitation event to be held

on.....at

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.

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.

The entry form should have provision for the membership number and club name for **ALL** riders in all classes

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.**

Do remember:

- **Two horse rule:** Riders may ride a maximum of two horses. The rider may enter one horse competitively and the other must be ridden HC. The HC horse must be ridden second.
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 & should be stated in the programme.
- Riders compete in their age group as at the first day of competition.
- **Seniors** are a recognised Age Group at all but State Championships and therefore must be offered the opportunity to compete. **Seniors to choose height/class, if not stated on nomination will be placed in 80cm, and state this on program.**
- **Judges/Coursebuilders** - It is as well to contact judges & coursebuilders (List of Equitation Judges & Coursebuilders enclosed) as soon as you have your date confirmed.
2 judges and 1 coursebuilder preferred per ring one of the judges may also be the course builder. When people agree to officiate, please confirm at once and nearer the event, telephone to make sure they are still able to come.

You should try to avoid having two judges from one club in the same ring. **JUDGES CANNOT JUDGE A MEMBER OF THEIR OWN FAMILY.** 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. When confirming with the judge, ask if there are any riders they cannot judge.

- Judges/Coursebuilders should be notified to the Jumping Sub-Committee **on the enclosed form at least three weeks before the date of your event.**
- Please try to change at least one of the judges before riders compete in their second test for the day i.e. riders must not be judged by the same two persons for both tests.
- Judges/coursebuilders and pencilers should be provided with comfort breaks and refreshments from time to time during the day and judges/coursebuilders should be given lunch.
- **Payment:** Payment of travel and out of pocket expenses for judges and coursebuilders; they should be offered travel at a rate of 50c per kilometer or \$40.00 whichever is the greater plus overnight accommodation if required. If another judge/coursebuilder comes as a passenger they do not receive mileage but \$40.
- **PCAQ Steward:** Your recommendation will be considered by the Committee. This person is often referred to as the Technical Delegate (TD). This person can be the Zone Delegate to PCAQ Sub-committee or a person experienced with Jumping Equitation and conversant with the rules for this discipline and Showjumping rules.
- **Nominations:** All entries should be made through the rider's club or nominations secretary. **Clubs are asked not to take entries from individuals but to refer them back to their club.**
- **Draw**
 - Riders should not ride in the same order in both tests.
 - 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.
 - Timetable the same group of riders for the same part of the day eg. Under 11 yrs - NOT one test early am & second test last of the day.
 - State on programme where riders may obtain copy of the draw.
- **Scoring:** Points are awarded from 10 to 1 in all events. (Clubs organising official events will find it very helpful to purchase the Scoring Handbook from the PCAQ office. Cost \$5.50). The person in charge of the scoring should be familiar with the procedure.

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

- **Ribbons:** must be awarded to fifth place in all events. It is up to the Club whether they award overall trophies/sashes, however if they do they should be awarded on the 10 to 1 scoring basis. Ribbons may read "XYZ Pony Club Official Jumping Equitation".

- **Teams** shall consist of best four riders from one club with the three best scores to count. A team of three is acceptable and may beat a team of four. Clubs may have more than one team. Teams may be taken from any grade or group in the official programme. Points are awarded from 10 to 1 in all events. Teams with less than 3 riders remaining in the competition cannot be placed.
- **Insufficient numbers:** Classes with less than 3 riders become unofficial and cannot form part of the team. When you combine classes you must notify the rider of the change as soon as possible or note it on the draw.

Combined Groups: Where there are only one or two riders in a group, combine riders with the group below, but riders will jump their own heights but placed as though they were part of the group without taking placings away from those in the group, just as we do with Seniors. For example, 15 & u. 17 will jump 80cm at the beginning or end of the 13 & u. 15 group who jump 70cm. The same judges and course and task (if applicable) must be used.

- **Results** must be placed on the notice board during the day and kept up to date. Presentations for individual classes should be made after results have been displayed for 30 minutes. Equitation sheets must be made available to riders after each class (test) is completed and results posted. Final presentations should be made as soon as possible after the last event is finished and above criteria met.

Results must be forwarded to PCAQ within two weeks of the event, using the result sheets provided (photocopy as required), listing the actual judges of each class. A computer print out is acceptable, but please ensure that all the necessary information is provided.

- **Report** for the event including Judges'/Coursebuilders' names and the PCAQ Steward's report must be forwarded to PCAQ within two weeks of the event.
- **Refund of Nominations:** Nominations will be refunded providing the organising body is advised of the scratching before the commencement of the event and receives a request for a refund in writing including a vet's certificate for the horse or a doctors certificate for the rider or written advice from the Club Chief Instructor. 10% of the entry fee may be retained by the organiser to cover administration costs.

Medical/First Aid Requirements

- Doctor, Ambulance, St John 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
- Local Ambulance and Hospital must be advised of the location and timing of the event
- Have a vet on standby, who can be contacted and is available to attend if required.
- Have a designated vehicle and float in case of emergency
- Recommended to have some form of screening available.

PERSONNEL REQUIRED TO RUN AN EQUITATION DAY

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running a Dressage day.
PCAQ STEWARD (TD)	Should be submitted to the Sub-Committee for approval, can be Zone delegate to PCAQ Sub-committee, or the Committee will appoint a PCAQ Steward, ideally from another club but not necessarily.
ORGANISING SECRETARY	<p>Before the day: Before the Programme is printed and sent out, submit to PCAQ for approval</p> <ul style="list-style-type: none">• Obtain judges/TD and submit for approval to PCAQ• Send out approved programme & 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 week prior• Contact judges• Arrange back numbers and all workers for the day• Do arrange pencilers before the day starts. (This can be done by asking for workers from competing clubs on entry form ie 1 worker for every three riders) <p>On the day:</p> <ul style="list-style-type: none">• Issue back numbers, collect & fill out performance cards• Arrange presentation of awards <p>After the event</p> <ul style="list-style-type: none">• Submit results to PCAQ as soon as possible either by email or hard copy.
NB. This is only the main points of the Secretary's job. There will be many other arrangements to make.	
JUDGES	2 judges per ring.
PENCILLERS	One per judge.
TIMEKEEPERS	One for each ring
RAIL STEWARDS	Two for each ring
GATE STEWARDS	One for each ring
GEAR STEWARDS	One for each 2/3 rings.
SCORERS	Minimum of two for 1 ring & a minimum of 4 for 2 to 6 rings (Extra scorers may be required depending on numbers.)
RUNNERS	One for every 2 rings
ANNOUNCER	
ARENA CREW	Personnel to set up and pull down arenas
CATERING CREW	Provide water and refreshment to Judges, coursebuilders and workers

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."

XYZ PONY CLUB INC

JUMPING EQUITATION DAY

DATE & TIME: 5th May 2010 8.30am

VENUE: XYZ Pony Club Grounds, Ash St, Boggabilla

ENTRIES CLOSE: 29th April 2009

All entries from Club Secretary in writing with Club cheque to:
Club secretary & postal address and/or email

All competitors must be a current 2010 riding member of PCAQ

PROGRAMME

Class 1	10 Years & Under	50cm
Class 2	11 & Under 13 Years	60cm
Class 3	13 & Under 15 Years	70cm
Class 4	15 & Under 27 Years	80cm
Class 5	17 & Under 21 Years	90cm
Class 6	21 & Under 26 Years	90cm
Class 7	Seniors	**

**Seniors – Seniors to choose their own class & height, if none nominated you will be placed in class (organising committee to select)

Riders may enter one competitive horse in Programme and one horse which must be ridden H.C. The horse to be ridden HC must be nominated as such on the entry form.

TEAMS: Teams shall consist of the best 4 riders from one club, with the best 3 scores to count. A team of 3 is acceptable and may beat a team of 4. Teams may be taken from any grade or group in Programme

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

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

PROTESTS Should be lodged 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.

JUMPING EQUITATION DAY

ORGANISING ZONE OR CLUB

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DATE: VENUE:

JUDGES:

Name

Grade

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. COURSEBUILDERS

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PCAQ Steward (Technical Delegate)

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

Judges should be on the official PCAQ List as supplied or be **EFA accredited** when you should **state beside the name the EFA accreditation.**

Signed:

Club/Zone Secretary

REPORT ON JUMPING EQUITATION DAY

Please complete and return with your results to PCAQ

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

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

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

Officials on the Day were:- :

Judges

Coursebuilders

1)

1)

2)

2)

3)

3)

4)

4)

5)

5)

PCAQ Technical Delegate:

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

SECRETARY'S REPORT

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PCAQ STEWARD (TECHNICAL DELEGATE'S) REPORT

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SIGNEDDATE.....

TECHNICAL DELEGATE REPORT

Club/Zone.....

EVENT – ie Dressage or Combined TrainingDATE.....

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				
X-Country Stewards/Officials				
Warm-up area				