

PONY CLUB ASSOCIATION OF Q'LD

OFFICIAL COMBINED TRAINING

Your Club/Zone has been granted an Official Combined Training event to be held

on.....at

THE FIRST OFFICIAL TO BE BOOKED BY AN ORGANISING COMMITTEE IS THE TD AND THEY ARE TO MAKE SURE THAT PROGRAMME ETC IS CORRECT before forwarding it to PCAQ.

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 registration number of horses in graded sections also the membership number and club name for **ALL** riders in all classes, and PIC number of the property where the horse is kept.

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:

- **A horse may compete in only one grade for the day** Horses **must** compete in the grade shown on their performance card.
- Riders may ride a maximum two horses. If both graded horses then the rider must enter one horse competitively and the other must be ridden HC in the official classes. The HC horse must be ridden second. Or Riders may enter one competitive horse in Official Programme and one competitive horse in the Unofficial classes.
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.
- * **If insufficient numbers:** Classes are first combined on height eg. B3 combined with A3 and if still insufficient numbers, combine on dressage level eg. B3 to B2. You must

notify the rider of the change as soon as possible, especially if they have to learn a new dressage test. Higher graded horses do not have to count the win/placing unless they wish to do so, however the result should be entered on their performance card.

- **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.
- **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 and two judges of appropriate accreditation for each dressage ring. (Exception: Preliminary and Novice 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) EFA qualified judges may be used. Please state the persons EFA 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.
- **Pencillers:** Do arrange pencillers before the day starts. Clubs can ask for help based on one helper for every 3 competitors or part thereof.
“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 pencillers, Rail stewards and Cross Country Stewards.” (Oct.09)
- 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. When confirming judging appointment, please ask if there is anyone that they should not judge.
- Judges should be notified to the Dressage 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 judges have to be changed after this, you must notify PCAQ.
- Judges/pencillers/course builders should be provided with comfort breaks and refreshments from time to time during the day and judges/course builders should be given lunch.
- Payment of travel and out of pocket expenses for judges; they should be offered travel at a rate of 40c per kilometre or \$40.00 whichever is the greater plus overnight accommodation if required. If another judge comes as a passenger they do not receive mileage but \$40.

- Your recommendation of a **PCAQ Steward** will be considered by the Committee. Should you not wish to put forward the name of the PCAQ Steward, then the Committee may suggest someone you could approach. This person can be the Zone Delegate to PCAQ sub-committee. This person must be conversant with rules, course building and scoring in this discipline..
- * Official Judges & Course Builders should be paid at a rate of 50c per km or \$40.00 whichever ever is greater for travel to and from the event, plus accommodation if required
- ♦ All entries should be made through the rider's club secretary. **Clubs are asked not to take entries from individuals.**
- 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.** Because the organising will seldom have time to collect, inspect and enter results in performance cards, it is desirable to appoint someone to be responsible for these duties. This person would be responsible for collecting cards for all riders in the official classes, (except 12u), checking the rider is entered in the class shown on the horse's performance 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.**
- ♦ **Seniors** are a recognised Age Group at all but State Championships and therefore must be offered the opportunity to compete. In Combined Training seniors all do the same Dressage test but choose the height/grade for jumping. They compete and are placed as if they are part of the jumping group. But they are recorded separately so do not take a place from a rider under 26 (eg Jan is placed 3rd in the group so is awarded 8 points on the master scoresheet as a senior. The next placed U26 rider in the group is then placed 3rd). Senior Dressage penalties are entered along with the showjumping from the respective score sheet, and the final score for each rider is determined and entered.
- * Ribbons must be awarded to fifth place in all events. It is up to the Club whether they award overall sashes/trophies however they if they do they should be awarded on the 10 to 1 scoring basis. The trophies in the official section should be of greater value than those in the unofficial section. Ribbons may read "XYZ Pony Club Official Combined Training".
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 three (3) competitors.
- 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 programme. Points are awarded from 10 to 1 in all events. Teams with less than 3 riders remaining in the competition cannot be placed. (Clubs organising official events will find it very helpful to purchase the Scoring Handbook from the PCAQ office, currently \$5.50)
- * **Insufficient numbers**, classes may be combined with the next lower grade or classes with less than three riders becoming unofficial and therefore not forming part of the team. If you combine classes you must notify the riders of the change as soon as possible, especially if they have to learn a new dressage test. Higher graded horses do not have to count the win/placing unless they wish to do so, however the result should be entered on their performance cards.
- * Points should be entered in cards as events are completed and the cards given back to competitors when they return back numbers. Points are only automatically awarded where there are 3 or more competitors in a group, however the rider may choose to accept points where there are less than 10 competitors but this **MUST** be stated on the results sent in to PCAQ. Less than 3 competitors in a class will be unofficial and cannot form part of a team.
- Horses do not upgrade on the day, eg A horse starting the day in A1 grade and carrying 9 points wins the event, bringing its points up to 12 and its grade to B1 the horse remains in A1 grade and places 1st and is still eligible to win the A1 grade award for the day.

However its total points should be written in the card as B1 grade 12 points.
Horses compete in their correct grade as at the close of nominations.

- * 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.
- * Results should 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.
- Results should be forwarded to PCAQ as soon as possible after the event but certainly within 2 weeks. It is preferred that you use the result sheets provided (photocopy as required). A computer print out is acceptable, **but please ensure that all the necessary information is included, for instance, there is no point whatsoever in sending results without the horses' names or registration numbers and rider's club.**
- Also a full report for the event including Judges'/Coursebuilders' names and the PCAQ Steward's report.
- **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 or report from the rider's Club Chief Instructor, 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.

- **Medical/First Aid 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
- * Local Ambulance and Hospital must be advised of the location and timing of the event.

DPI: Be aware that in the future that the DPI may make it compulsory for a biosecurity plan to be outlined in case of an outbreak of infectious disease such as EI.

Prize Money: Under no circumstances should prize money be offered, no exceptions. This is a rule of PCAQ.

PERSONNEL REQUIRED TO RUN AN OFFICIAL COMBINED TRAINING

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running a Combined Training competition.
PCAQ STEWARD (TD)	<p>THE FIRST OFFICIAL TO BE BOOKED BY AN ORGANISING COMMITTEE IS THE TD AND THEY ARE TO MAKE SURE THAT PROGRAMME ETC IS CORRECT before forwarding it to PCAQ.</p> <p>Should be submitted to the Sub-committee for approval, can be Zone delegate to PCAQ Sub-committee, or nominated by the Combined Training Sub Committee, ideally from another club but not necessarily.</p>

ORGANISING SECRETARY

Before the day:

- * Obtain judges and Programme 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
- * Arrange back numbers and all workers for the day.
- * Obtain Ribbons and Trophies
- 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)

On the day:

- * Issue back numbers, collect & fill out performance cards
- * Arrange presentation of awards

After the event

- * 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.

SCORERS	Minimum of two. (Extra scorers may be required depending on numbers.)
GEAR STEWARDS	One for each Ring , Dressage - Showjumping
GATE STEWARDS	One for each ring
DRESSAGE	2 Judges per ring. Pencilers. Runner to collect sheets.
SHOWJUMPING	Judge, Coursebuilder, penciler, timekeeper, rail stewards.
ANNOUNCER	
FIRST AID	Minimum is for trained first aid personnel to be present
ARENA CREW	Personnel to set up and pull down dressage arenas and showjumping courses
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

OFFICIAL COMBINED TRAINING DAY

DATE & TIME: 5th May 2009 8.30am

VENUE: XYZ Pony Club Grounds, Ash St, Boggabilla

ENTRIES CLOSE: 29th April 2010

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

All competitors must be a current 2011 riding member of PCAQ

OFFICIAL PROGRAMME

Class 1	10 Years & Under	Test	1C	50cm Height
Class 2	12 Years & Under	Test	1C	70cm
Class 3	A1		1E	80 cm
Class 4	A2		1E	95 cm
Class 5	A3		1E	1.10cm
Class 6	B1		2D	80cm
Class 7	B2		2D	95cm
Class 8	B3		2D	1.10cm

*Choice of dressage tests is up to organisers provided they are within guidelines for competition.; however if you are running official dressage also, please choose the combined training test from one of the dressage classes ie Class 3 dressage 1D & 1F Choose 1d for the combined training test

Performance cards are required for classes 3 ,4,5,6,7,8 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 Programme and one competitive horse in the Unofficial Classes OR two horses in the same section, one of which must be ridden H.C. The horse to be ridden HC must be nominated as such on the entry form and must be ridden second. **A rider competing on one horse in the graded/official classes may not ride another graded horse in unofficial classes below 80cm.**

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 4. Teams may be taken from any grade or group in Official Programme

UNOFFICIAL PROGRAMME

Class 9	Under 10 Years	Test	1B	40cm Height
Class 10	Seniors		1F	
	Seniors to choose their jumping height, if not stated will be put in 80cm			
Class 11	Beginner Rider		1B	50cm
Class 12	Green Horse		1B	50cm

Green Horse: Horse that is unplaced less than 3 times in Showjumping, Combined Training.

Beginner Rider: New Competitor, unplaced in less than 3 similar events.

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 any contest to which these rules apply, nor the PCAQ, accept any liability for any accident, damage, injury or illness to horses, owners, riders, ground, spectators or any other person or property whatsoever.

RESERVATION OF RIGHTS: The Organisers reserve the right: to cancel any class or event; to combine classes if less than 3 competitors, or to divide any class according to the numbers nominated and the rules governing splitting of groups, to alter the advertised times; to transfer competitors between sections of a class; to refuse any entry, with or without stating the reason.

This reservation must be printed on all programmes.

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.

OFFICIAL COMBINED TRAINING DAY

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.

ORGANISING ZONE OR CLUB:

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DATE: **VENUE:**

DRESSAGE JUDGES:

Name

Grade

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SHOWJUMPING JUDGE

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COURSEBUILDER

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PCAQ Steward (Technical Delegate)

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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 OFFICIAL COMBINED TRAINING

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

ORGANISING CLUB/ZONE:.....

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

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

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

Officials on the Day were:- :

Dressage Judges 1)	2)
3)	4)
5)	6)
7)	8)
9)	10)

Showjump Judge 1) 2)

Coursebuilder 1) 2)

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				