

# PONY CLUB ASSOCIATION OF Q'LD

## OFFICIAL DRESSAGE

Your Club/Zone has been granted an Official Dressage 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 only compete in one grade for the day.** Horses **must** compete in the grade shown on their performance card. Horses with less than 30 points must compete in Preliminary. Horses with more than 30 points and less than 60 points must compete in Novice. Horses with 60 points or more must compete in Elementary.

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 & should be stated in the programme.**

- **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)**

- Clubs applying for Official Days should bear in mind that they need to provide the majority of the work force from their own members and limit the request for helpers from competitors. Other clubs should only be asked to provide assistance for jobs as Dressage pencillers, rail steward and cross country stewards only.
- **Judges** - It is as well to contact judges (List of Dressage Judges enclosed) as soon as you have your date confirmed. **2 judges required per 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 judges EFA level when submitting his/her name for approval. 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 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 date of your 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.
- 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/pencillers should be provided with comfort breaks and refreshments from time to time during the day and judges should be given lunch.
- Payment of travel and out of pocket expenses for judges - 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 comes as a passenger they do not receive mileage but do receive \$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 some one you could approach. This person can be the Zone Delegate to PCAQ Sub-committee. This person must be experienced with Dressage and conversant with the rules for this discipline.
- All entries should be made through the rider's club or nominations secretary. **Clubs are asked not to take entries from individuals.**
- 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.
- **Performance Cards:** 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 Secretary 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 should be responsible for collecting cards from all riders in official classes, checking that 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.** Riders will forfeit any awards and/or points if they compete in incorrect grade.

- 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 counted towards grading when a score of 55% or more is achieved and there are 10 or more competitors in the grade/group. If there are not 10 competitors in a group, riders wishing to accept grading points, who have achieved a score of 55% or more, may do so, but this **must** be stated on the results sent in to PCAQ. Classes with less than 3 competitors are unofficial and cannot form part of a team.
- ♦ **Seniors** are a recognised Age Group at all but State Championships and therefore must be offered the opportunity to compete.  
(Jan 09) – **Seniors to choose from classes 3,4,5 (Official Preliminary/Novice or Elementary) but if no class is stated will ride in Class 3 Official Preliminary.**
- 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 Dressage". The trophies in the Official section should be of greater value than those in the Unofficial section.  
**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 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.
- **If insufficient numbers** classes may be combined with the next lower grade or classes with less than 3 riders become unofficial and cannot form part of the team. If you combine classes 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.
- Horses do not upgrade on the day, eg A horse starting the day in Preliminary and carrying 19 points wins the event, bringing its points up to 25 and its grade to Novice the horse remains in Preliminary grade and places 1<sup>st</sup> and is still eligible to win the Preliminary grade award for the day. However its total points should be written in the card as Novice grade 25 points.  
Horses compete in their correct grade as at the close of nominations.
- **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

- Results should 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. Dressage sheets may 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 but after the 30 minutes has elapsed.
- Results should 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.
- Also a full report for the event including Judges' names and the PCAQ Steward's report must accompany the results.
- **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 vets certificate for the horse or a doctors certificate for the rider. 10% of the entry fee may be retained by the organiser to cover administration costs.
- **Arenas** – Arenas must comply with rule book requirements.

#### **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
- Provision for major injury to horse:-
  - Organise vet to respond if required
  - Horse float to act as ambulance if required
  - Hessian or material to use as a screen

**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 DRESSAGE**

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running an Official Dressage day.
PCAQ STEWARD (TD)	<b>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.</b> 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	<b><i>Before the day:</i></b> Before the Programme is printed and sent out, <b>submit to PCAQ for approval</b> <ul style="list-style-type: none"><li>• Obtain judges/TD and submit for approval to PCAQ</li><li>• Send out approved programme &amp; put on PCAQ website</li><li>• Arrange and appoint other necessary personnel</li><li>• Obtain sufficient numbers of all necessary score sheets</li><li>• Do draw and workers list and send out week prior</li><li>• Contact judges</li><li>• Arrange back numbers and all workers for the day</li><li>• Do arrange pencillers 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)</li></ul> <b><i>On the day:</i></b> <ul style="list-style-type: none"><li>• Issue back numbers, collect &amp; fill out performance cards</li><li>• Arrange presentation of awards</li></ul> <b><i>After the event</i></b> <ul style="list-style-type: none"><li>• Submit results to PCAQ as soon as possible either by email or hard copy.</li></ul>
<b><i>NB. This is only the main points of the Secretary's job. There will be many other arrangements to make.</i></b>	
JUDGES	2 judges per ring.
PENCILLERS	One per judge.
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 pencillers, Rail stewards and Cross Country Stewards."**

# XYZ PONY CLUB INC

## OFFICIAL DRESSAGE 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 2011 riding member of PCAQ**

### OFFICIAL PROGRAMME – CLASSES MUST BE SET OUT IN THIS ORDER

Class 1	Under 11 Years	1B & 1D
Class 2	11 & Under 13 Years	1D & 2B
Class 3	13 & Under 26 Years Preliminary	1D & 1F
Class 4	13 & Under 26 Years Novice	2D & 2F
Class 5	13 & Under 26 Years Elementary	3B & 3G

*Choice of Dressage tests is up to Organising Committee provided they are within guidelines for competition.*

***Performance cards are required for Classes 3, 4 & 5 and must be handed to the organising secretary prior to the commencement of event.***

***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.***

***Riders currently competing in a graded class cannot ride a graded horse in an unofficial section, BUT you may ride a graded horse in an unofficial class if you are not currently competing in official classes.***

**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 Official Programme

### UNOFFICIAL PROGRAMME

Class 6	Under 13 years	Walk Trot D & 1:1 (ii)	) Choice of Tests is up to
Class 7	13 & Under 26 years	1:1 (ii) & 1:1 (iv)	) Organising Committee
Class 8	Seniors*		

**\*Seniors to choose class 3, 4, 5, if not stated will be placed in Class 3 Preliminary**

#### **Awards:**

<b>Ribbons</b>	To fifth place in each class—points to 10th place
<b>Trophies</b>	To overall winner in each group ( <i>Trophies in Official classes should be of a greater value than those for unofficial</i> )
<b>Medallions</b>	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 organising committee reserves the right to: cancel any class or event, combine classes if less than 3 competitors, 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.

**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 DRESSAGE DAY

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

ORGANISING ZONE OR CLUB.....

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

<u>JUDGES:</u>	
<u>Name</u>	<u>Grade</u>
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PCAQ STEWARD (Technical Delegate) .....

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 DRESAGE DAY

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

**Organiser:**..... **DATE**.....

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

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

Officials on the Day were:- Dressage Judges:

- |          |           |
|----------|-----------|
| 1) ..... | 2) .....  |
| 3) ..... | 4) .....  |
| 5) ..... | 6) .....  |
| 7) ..... | 8) .....  |
| 9) ..... | 10) ..... |

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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SIGNED .....DATE.....

**TECHNICAL DELEGATE REPORT**

Club/Zone.....

EVENT – ie Dressage or Combined Training ..... DATE.....

<b>OFFICIALS</b>	<b>GOOD</b>	<b>SUITABLE</b>	<b>POOR</b>	<b>COMMENT</b>
Chief steward				
Judges				
Admin/Secretarial				
Scoring team				
Gear Check				
Pencillers				
Runners- sheets				
1 <sup>st</sup> Aid – human/horse				
Programme				
Draw				
Communication				
Judge Allocation				
Accommodation if applicable				
Meals- officials				
Transport/car if required for judging				
<b>GROUNDS</b>	<b>GOOD</b>	<b>SUITABLE</b>	<b>POOR</b>	<b>COMMENT</b>
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				
<b>COMPETITORS</b>	<b>GOOD</b>	<b>SUITABLE</b>	<b>POOR</b>	<b>COMMENT</b>
Arenas				
Surface				
Warm-up				
Lungeing area				
Draws				
Presentations				
Prizes				
Horse/public safety				
Communication/PA				
Grading cards				
Result Boards				
Accident/incident reporting				

<b>ONE DAY EVENT</b>	<b>GOOD</b>	<b>SUITABLE</b>	<b>POOR</b>	<b>COMMENT</b>
Dressage Equipment				
Dressage Judges				
Showjump Equipment				
Showjump Officials				
X-Country Equipment				
X-Country Stewards/Officials				
Warm-up area				

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