

# PONY CLUB ASSOCIATION OF Q'LD

## OFFICIAL HORSE TRIALS KIT

Revised March 2011

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

on.....at .....

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, (currently \$5.50) 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.**

**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.** If unofficial events are run in conjunction with the official programme, these must also be submitted.

### **Programme:**

Refer to Horse Trials Rule Book (Revised January 2011) 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.

See sample programme.

Disclaimer clause and Reservation of Rights must be printed on all programmes. Refer to Horse Trials Rule book for full details.

- 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

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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 cannot choose to upgrade or downgrade on the day of the competition.** This must be applied for and approved prior to the competition.
- 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. ▸
- 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 of 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. 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. However, Clubs are encouraged to run each class so that riders gain experience at that level.

### Official competition:

- For a competition to automatically count for points there must be 10 riders.
- For competitions with less than 10 competitors, riders can choose whether they take points or not, but this must be marked on the result sheet.
- Competitions with less than 3 competitors remain unofficial and do not count towards team placings, and do not take grading points.
- 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.

### 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.

### Grading Points:

- 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.**
- Points are only automatically awarded where there are 10 or more competitors in a group; however the rider may choose to accept points where there are more than 3 but less than 10 competitors but this **MUST** be stated on the results sheet sent in to PCAQ. Less than 3 competitors in a class will be unofficial and cannot form part of a team.
- 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 no performance card can be produced.**

See Horse Trials Rule Book or Scoring Handbook for how grading points are allocated.

### **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.

- Judges/pencillers/course builders should be provided with comfort breaks and refreshments from time to time during the day and judges/course builders must be given lunch.↘
- Payment of travel and out of pocket expenses for judges: they must be offered travel at a rate of 50c per kilometre or \$40.00 whichever is the greater, for travel to and from the event, plus overnight accommodation if required. If another judge comes as a passenger they do not receive mileage but do receive \$40.

### **Technical Delegate:**

- Technical Delegate should be taken from PCAQ ODE Technical Delegates list, ideally from another club but not necessarily. If not from list, supply details of TDs experience.
- Your recommendation of a Technical Delegate must be approved by the Committee.
- 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, provided this person is conversant with rules, course building regulations and scoring in this discipline.
- The Technical Delegate is there to supervise the event, to ensure the efficient running of the event, to inspect and approve courses before they are open for walking.
- The Technical Delegate is NOT there to run the event, this is the duty of the Chief Steward.

### **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 1<sup>st</sup> 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.

## 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.
- Teams with less than 3 riders remaining in the competition cannot be placed. Seniors 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.

## Results:

- YOU MUST have a separate person available to answer queries. Competitors must not be able/allowed to directly approach scorers.
- Make every effort to have a place for scorers where they will not be easily accessible to competitors.
- Protest should be in writing with the fee, and then handed to the TD.
- 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. 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 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.

### 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.

### 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):  
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, penciller, 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, <b>or</b> a person nominated by the Sub Committee; ideally from another club but not necessarily.
ORGANISING SECRETARY:	<b>Before the day:</b> <ul style="list-style-type: none"><li>* Obtain judges, course builders, TD and submit for approval to PCAQ</li><li>* Before the program is printed and sent out <b>submit to PCAQ</b> for approval</li><li>* Send out approved programme and 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 one week prior</li><li>* Contact judges and Coursebuilders with details, and check a week before event.</li><li>* Arrange back numbers and all workers for the day.</li><li>* Obtain Ribbons and Trophies</li><li>• Do arrange pencilers before the day starts.</li></ul> <b>On the day:</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>After the event</b> <ul style="list-style-type: none"><li>* As soon as possible submit results to PCAQ either by email or hard copy. <b>NB. These are only the main points of the Secretary's job. There will be many other arrangements to make.</b> <i>Read in conjunction with Check Lists</i></li></ul>
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.”

# XYZ PONY CLUB INC

## OFFICIAL ONE DAY EVENT

TO BE RUN UNDER PCAQ RULES FOR HORSE TRIALS

**DATE & TIME:** 25th May 2011 Starting at 8.00am

**VENUE:** XYZ Pony Club Grounds, Ash St, Boggabilla

**ENTRIES CLOSE:** 15<sup>th</sup> May 2011

All entries to Club Secretary in writing with Club cheque to:

Club secretary, postal address and/or email

NOMINATION FEES: \$

**All competitors must be a current financial riding member of PCAQ**

### **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 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**

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**

ORGANISING ZONE OR CLUB.....

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

CHIEF STEWARD:.....

**DRESSAGE JUDGES:**

**Name**

**Grade**

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CROSS COUNTRY COURSE DESIGNER.....

SHOWJUMPING JUDGE .....

COURSEBUILDER .....

TECHNICAL DELEGATE .....

This form should be submitted to the Horse Trials 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 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** .....

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**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

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**TECHNICAL DELEGATE'S REPORT SEE ATTACHED FORM**

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

### TECHNICAL DELEGATE REPORT

Club/Zone.....

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

DATE.....

OFFICIALS	GOOD	SUITABLE	POOR	COMMENT
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				
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				

<b>Showjump Equipment</b>				
<b>Showjump Officials</b>				
<b>X-Country Equipment</b>				
<b>X-Country Stewards/Officials</b>				
<b>Warm-up area</b>				