

# ORGANISER'S KIT FOR OFFICIAL COMPETITIONS

## SHOWJUMPING

Your Club/Zone has been granted an Official Showjumping 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**.

**Your programme must be approved by the Sub-Committee, please send in your programme for approval, in plenty of time prior to distributing 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.**

### **Programme**

Refer to Showjumping Rule Book (Revised January 2011) for information on classes for official events.

The programme must include three (3) events for the official section, **one** of which may be a speed event, except for 10 & under which must be Table A events. Only one speed event per three events can be included in the programme for the day.

The first event on the day of competition must not be the speed event.

Grade & Age Groups: A/B, C, D, Pony & Galloway, 12 & under, 10 & under.  
A sample programme is included in this kit.

Riders in Grade A/B, C, D, and Pony & Galloway must be 13 years of age and under 26 years; and must have a Performance Card.

Disclaimer clause and Reservation of Rights must be printed on all programmes.

The entry form should have provision for the registration number of horses in GRADED sections; along with the membership number and club name for **ALL** riders in all classes, and their PIC no.

### **Do remember:**

- **A horse may compete in only one grade for the day.**
- Horses **must** compete in the grade shown on their performance card. **It is the riders responsibility that they nominate in the correct grade as shown on their performance card.** A person should be appointed to collect, inspect and enter results in performance cards. Cards for all riders in the official classes, (except 12u and 10u), are checked that the rider is entered in the class shown on the horse's 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.
- 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).
- Riders found to be in breach of this will forfeit their placings, along with any trophies won, as well as counting towards qualifying for state event.
- A horse may only have one rider.
- Horses compete in their correct grade as at the first day of competition.
- A rider competing on one horse in the GRADED classes may not ride another graded horse in the unofficial/height classes below 80cm.
- Riders may choose either Pony & Galloway or graded class (in which case they will need a grading card), but may not compete in both at the same fixture.
- All entries must be made through the rider's club secretary. **Clubs must not take entries from individuals.**

### **Two horse rule:**

**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.**

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 and must be nominated as such on the entry form. The HC horse must be ridden second if in the same class.

### **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 show on the scoreboard as competing HC **and on the draw for each ring** so the judge knows not to place them.

### **Seniors:**

- Seniors are included in all classes except at State Championships.
- Seniors choose the height/grade (official/unofficial) they wish to compete in. If they do not choose a height/grade when nominating, they will be placed in 80cm class.
- They compete as though they are part of the group. They are placed as if they were in the group **AND THEN** they are recorded separately so they do not take a place from a rider under 26. (eg Jan (senior) is placed 3<sup>rd</sup> in the D grade AM5 group so is awarded 8 points on the senior scoresheet; the next placed U26 rider in the group is then placed 3<sup>rd</sup>).

- 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.

#### **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.

#### **Insufficient numbers:- COMBINED CLASSES & COMPETITION RESULTS:**

- If there are less than 3 competitors in a class then this group will be combined with the height above or below (one level only) e.g. if insufficient A/B they will combine with C grade, but if no A/B and only one or two C grade then they will combine with D grade (*Nov2010.*).
- If classes cannot be combined because there is only 1 A/B and no C grade, the heights must be built for the competition in order for the rider to qualify for the state championships.
- Where groups are combined the competitors walk the course together; the lower of the groups jump at their height; the course is lifted and the second group jumps. If there is only one jump-off, the jump-off then takes place for the first group, then the jump-off obstacles are lifted for the second group. If it is a competition with another round the same principle applies.
- **Penalties and time for both groups are judged equally, ignoring the different heights** (*Nov2010.*).
- The smaller (in competitors) group is placed as if they were in the group **AND THEN** they are recorded separately so they do not take a place from a rider in the other group (*Nov2010.*).
- Where there are less than 3 competitors the Pony & Galloway riders will compete as and with the D grade riders, their placing as if they were in the group **AND THEN** they are recorded separately so they do not take a place from a rider in the other group (*Nov2010.*)
- Pony & Galloway must stop at 1.10m.
- 10 & under, and 12 & under are run separately as the heights are different and do not overlap.

#### **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.

#### **Draw:**

- Riders should not ride in the same order in each event, i.e. the same riders cannot be No.1 in each class, however it is acceptable to start at a different point for each class e.g. first class starts at No.1, second class at No. 8, third class at No. 16.
- 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.

#### **Unofficial classes:**

- If organisers do not offer individual height classes on the same programme, they are required to offer an Unofficial Event starting height 80-90cm, maximum height 1.10m. This class should be open to all age groups, horses graded and ungraded,
- 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.
- Unofficial classes at Official days may be run Against the Clock or on Ideal Time, must this must be stated on the programme.
- Any new competitions must be approved by Showjumping sub-committee before programme is accepted.

#### **Judges/Course Builders**

- It is as well to contact judges/coursebuilders as soon as you have your date confirmed. (List of Official Judges/coursebuilders enclosed.)
- You will need a judge and coursebuilder from this list for each ring. (Exception: a person who is qualified as an official judge and coursebuilder could act in both capacities, if circumstances arise but it is preferable to have a separate judge and coursebuilder.
- **A coursebuilder may not be assigned to two rings.**
- 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 and timekeepers (two timekeepers for Jump-Off) and if possible rail stewards before the day starts. Pencilers should have previous experience at SJ scoring if possible but it is the judge's responsibility to check that the sheet is correct.
- Judges should be notified to the Showjumping 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 by Chairperson of Sub-committee prior to the event.

#### **Refreshments:**

- Judges/pencilers/course builders and rail stewards must be provided with refreshments from time to time during the day, and judges/course builders must be provided with lunch.

#### **Helpers:**

- Helpers can be requested from other clubs, but only at the rate of one (1) helper for every three (3) competitors, or part thereof. They can act as rail stewards or timekeepers where different members of the club can carry out the duty. Helpers from

other clubs can only act as pencilers or gear check stewards if they offer to do these tasks.

**Expenses:**

- \* Official Judges & Course Builders & PCAQ Steward should be paid at a rate of 50c per km or \$40.00 whichever is greater for travel to and from the event, plus accommodation if required. If another judge comes as a passenger they do not receive mileage but do receive \$40.

**PCAQ Steward:**

The club must name the **PCAQ Steward** taken from Technical Delegates list, ideally from another club but not necessarily.

The competition cannot proceed without the PCAQ Steward. 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 PCAQ Steward 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 PCAQ Steward is NOT there to run the event, this is the duty of the Chief Steward.

**Awards:**

- 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.**

Points should be entered on 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 10 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 into PCAQ.

- Where there are less than 3 competitors the number of trophies, after 1<sup>st</sup> place, is at the discretion of the organisers.
- Ribbons must be awarded to fifth place in all events.
- It is up to the Club whether they award overall sashes/trophies, however 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 Showjumping".

**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
- Horses do not upgrade on the day, any further grading points earned will not be entered on the performance card; eg A horse starting the day in D grade and

carrying 15 points wins the first event, bringing its points up to 19 and its grade to C. The horse remains in D grade and places 1<sup>st</sup> and 2<sup>nd</sup> in the next two events, it is still eligible to win the D grade overall award for the day. Its total points should be written in the card as C grade 19 points.

- Horses compete in their correct grade as at the first day of competition.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** enter beside the result on the Mastersheet. If they have two clear rounds on the day in separate events and finish in the top 10 **must** have the **Q** enter beside their overall result.
- Riders must check the mastersheet before leaving the competition to verify the **Q** has been entered beside their result, if applicable.

### **Teams:**

- It is your decision as to whether to include a team event or not.
- 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.
- Teams may be taken from any grade or group in the official programme. Points are awarded from 10 to 1 in all events for Team competition calculated on points.
- Teams with less than 3 riders remaining in the competition cannot be placed.
- Seniors do not form part of an official team.
- Competition with less than 3 competitors makes the class unofficial and riders cannot form part of a team.
- Organisers may offer an Unofficial teams (as above) from rider/horse combinations competing in Unofficial events on the day. Seniors can form part of an unofficial team.
- Teams may be run as a Jumping Team see rule book for how to run it.  
(Clubs organising official events must have the current Scoring Handbook from the PCAQ office, currently \$5.50)
- 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:**

- Results should be placed on the notice board during the day and kept up to date within 30 minutes of completion of each event. If an error is found within 30 minute period after results are posted, the ribbon will be recalled and represented.
- Individual classes are presented as they are completed in the ring.
- 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 must be within 2 weeks. It is preferred that you use the result sheets provided (photocopy as required) or by email on the correct form (download from websie). A computer print out is acceptable.  
**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.**

- \* Also a full report for the event including Judges'/Coursebuilders' names and the PCAQ Steward's report must be forwarded within 2 weeks.

**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.

**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.

- **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.
- 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

## PERSONNEL REQUIRED TO RUN AN OFFICIAL SHOWJUMP

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running a show Jumping competition.
PCAQ STEWARD (TD)	This person must be from Technical Delegates List, or the Zone Delegate to PCAQ sub-committee may be asked to fill the role under certain circumstances
ORGANISING SECRETARY	<p><b>Before the day:</b></p> <ul style="list-style-type: none"> <li>* Before the program is printed and sent out <b>submit to PCAQ</b> for approval</li> <li>* Obtain judges/coursebuilders and submit for approval to PCAQ</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</li> <li>* Arrange back numbers and all workers for the day.</li> <li>* Organise Ribbons and Trophies</li> <li>Appoint someone to check on equipment for the courses</li> </ul> <p><b>On the day:</b></p> <ul style="list-style-type: none"> <li>* Issue back numbers, collect &amp; fill out performance cards</li> <li>* Arrange presentation of awards</li> </ul> <p><b>After the event</b></p> <ul style="list-style-type: none"> <li>* As soon as possible submit results to PCAQ either by email or hard copy.</li> </ul> <p style="text-align: center;"><b><i>NB. These are only the main points of the Secretary's job. There will be many other arrangements to make.</i></b></p>
SCORER	One scorer should be sufficient for most Official days however two will facilitate displaying results
PERFORMANCE CARD STEWARD	to collect & fill out performance cards
JUDGES/C'BLDR	One of each for each ring
PENCILLER	One for each ring
TIMEKEEPERS	One for each ring; Two for Jump Off
RAIL STEWARDS	Two for each ring
GEAR STEWARDS	One for each ring
GATE STEWARDS	One for each ring
ANNOUNCER	
FIRST AID	Minimum is for trained first aid personnel to be present
ARENA CREW	Personnel to set up and pull 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 pencillers, Rail stewards and Cross Country Stewards."**

# XYZ PONY CLUB INC

## OFFICIAL SHOW/JUMPING DAY

**DATE & TIME:** 5th May 2009 8.30am

**VENUE:** XYZ Pony Club Grounds, Ash St, Boggabilla. PIC no.

**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/UNOFFICIAL PROGRAMME to be run under PCAQ rules**

<b>Events:</b>	<b>AM5 Power &amp; Speed(Para 2.2)</b>	<b>Grand Prix (Para 83.3.1)</b>
	(must show Para. Event will be run under)	
Class 1	(a) A/B Grade	
	(b) 1.10m height class	
Class 2	(a) C Grade	
	(b) 1 metre height class	
Class 3	(a) D Grade	
	(b) 90cm height class	
	(c) Pony & Galloway	
Class 4	(a) 12 Years and Under	
	(b) 80cm height class	
Class 5	(a) 10 years & under	
	(b) 60cm height class	
Class 6	50cm (12 Years & Under)**Clubs may apply to run special unofficial classes. Clubs may choose their own events as long as they are within the guidelines.	
Class 7	Seniors – Seniors to choose their own class & height, if none nominated you will be placed in class 4b – 80cm	

Where Classes start at the same height they may be run together as one class but judged on separate score sheets.

Where insufficient entries are received in a particular class, it will be run as per rules for Combined Classes and Competition Results in rule book.

***Performance cards are required for grades A, B, C, D, Pony & Galloway and riders must be 13 yrs of age or over. Cards to be presented to the organising secretary before the commencement of event when collecting back numbers.***

#### **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 ( <i>does not have to be medallions</i> )

**DISCLAIMER:** Neither the organising committee of this event to which these rules apply, nor PCAQ, accept any liability for any accident, damage, injury or illness to horses, owners, riders, ground, 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; to alter, amend or delete any part of the programme if circumstances present.

**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.

**QUALIFYING RESULTS:** Riders must check Master Result Sheet to see that their result has been marked with **Q**, if they have met qualifying criteria, before leaving the grounds.

**CANTEEN:** All facilities available on the day.

# OFFICIALS for SHOWJUMPING DAY

To be submitted 3 weeks prior to event

## 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)** .....

The PCAQ Steward should be on the official PCAQ TD list.

This form should be submitted to the Showjumping 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 OFFICIAL SHOWJUMP DAY

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

**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) .....

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.....

## CHECK LIST – SHOWJUMPING/JUMPING EQUITATION

Chief Steward:  
Programme:  
PCAQ Steward:

### Personnel to organise:

First Aid:  
Vet:  
Judges:           JE:  
                      SJ:  
Course Builders:    JE:  
                          SJ:  
Pencillers:        JE:  
                      SJ:  
Time Keepers: SJ

Gear Stewards & Gate/Marshaller:   JE:  
  SJ:

Rail Stewards:        Ring 1:  
                              Ring 2:

Scorer:  
Assistants:  
Collect Sheets:

Arena Crew:   Set-up:  
                  Put away:

Photographer:  
Announcer:

Organise judges into rings with clipboards/bells/stop watches, penciller, vouchers for lunch:

Printing of all necessary Score Sheets & Draw, and JE sheets:

Back Nos.

Thank you notes & expenses for judges & guest scorer, etc:

Presentations:  
Prizes & Ribbons:

Canteen:

Morning & Afternoon Tea for judges/pencillers/stewards:

Lunches for judges:

Notice for food:

Parking:

Toilets:

Stable Supervisor (if required) & Camping (if required):