

# PONY CLUB QUEENSLAND

## ORGANISER'S KIT FOR OFFICIAL COMPETITIONS & ZONE CHAMPIONSHIPS

### OFFICIAL COMBINED TRAINING 2020

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

on.....

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 Dressage & Combined Training Rule Book and Showjumping Rule Book, and the Scoring Handbook available from the PCQ Office or PCQ Website.

**Your first step in organising an event should be to arrange the services of a PCQ Steward who will be your Technical Delegate for the event.** As well as inspecting your showjumping courses you should involve the TD in many of the decision, making processes.

**Your programme must also be approved by the relevant 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.**

**YOUR PCQ STEWARD (TD), JUDGES & COURSE BUILDERS MUST ALSO BE APPROVED BY THE RELEVANT SUB-COMMITTEE IN CONJUNCTION WITH THE REGIONAL DIRECTOR OF COACHING FOR YOUR AREA (2015).**

Please supply the above information **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 after approval is given, the sub-committee must be notified and new judges/course builders approved by THE Chairperson of Sub-committee prior to the event.

### **Programme:**

Refer to the Dressage & Combined Training Rule book (revised January 2020) for information on classes for official events. A sample programme is included here. Your programme must follow the same format.

Disclaimer Clause and Reservation of Rights must be printed on all programmes as printed in Rule Book.

### **Unofficial classes:**

- Additional unofficial classes may be included on programme eg for specific age group.
- Unofficial classes should not hold up or impede the running of the Official section.
- **All rules per official competition will apply to unofficial events**, but riders will not need performance cards.

Entry Form should have provision for the registration number of horses in Official sections that includes 10 & U. and 12 & U, also the membership number and club name for **ALL** riders in all classes, and **PIC** number of the property where the horse is kept.

### **NEW: The changes for 2020 are:**

- Heights – 13 to U26 age group – 60cms, 80cms, 95cms and **105cms is optional.**
- If Dressage and Combined Training competitions are held on the same day, the **Dressage test for Combined Training must be separate to the tests ridden as part of the dressage competition.**
- A rider may ride in both Dressage and Combined Training on the one day on the same horse **but cannot compete across two graded dressage levels ie novice dressage and A1 CT.** Therefore, if you **ride elementary dressage, you will ride elementary CT e.g. C2.**
- State qualifying %'s have been changed back to 50% for Combined Training

### **Nominations:**

- Entries can be made through My Pony Club portal or through the rider's club secretary.
- A horse may compete in only one grade for the day.
- Nominations that do not have Horse Registration numbers AND riders do not have Performance/registration card on the day, will compete HC (June 2011).
- Organisers cannot stop riders competing if they do not have their Performance /registration card with them, but may withhold awards until Card is produced.
- 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 on the day.
- A horse may have a different rider on another day, e.g. Tommy may ride Joe this week in 12 & u. – 70cm; and next week Jenny may ride Joe in A3 – 90cm. Qualifying results can be obtained by both riders.
- Riders found to be in breach of these rules will forfeit their placings, along with any trophies won, as well as qualifications for state event.
  - A person should be appointed to collect, inspect and enter results in performance cards.

**Two Horse Rule:** As per current rule book.

## **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, but must indicate if the result met the qualifying criteria for State Championships as riders are allowed ONE (1) HC performance.**

### **Insufficient numbers:**

- Three competitive riders make a group, and therefore are not combined. Classes with less than three riders remain unofficial and do not count towards team placings. THEREFORE, if one or two riders have been nominated for a class, or if after close of nominations the number decreases, the organisers have the right to combine the group/s and are encouraged to do so.
- The competitors will be combined according to their Dressage Level but jump their own heights, (using the same course) e.g. where numbers were low in say B1 (2 riders), B2 (2 riders) and B3 (1 rider) Class becomes B1,B2,B3 combined. Riders all do same Dressage test in the same ring with the same judges, but jump 60cm, 80cm and 95cm over the same course respectively.
- Placings: Combined Groups are treated as ONE group for the purpose of calculating the result of the class, ignore the different heights.
- The Organising committee are not required to give an award of the same value to the winner of any class with less than three competitors, WHICH SHOULD NOT OCCUR AS GROUPS ARE COMBINED.

**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 for jumping. If not stated Seniors **jump 60cm** (Jan 19).
- Senior Dressage penalties are entered on the Mastersheet and the showjumping penalties from the respective score sheet, and the final score for each rider is then determined.
- If there is equality for overall Senior, the rider in the higher HEIGHT is placed ahead of the other, if in the same HEIGHT then calculated as for other groups as per rule book.
- Seniors do not form part of an official team.

### **Performance Cards:**

- All Official competitors must hand in a performance card before the start of the day. **The following should be entered by the competitor before handing in the Performance card:**  
Date Venue Rider (on the day) Grading (on the day) If it is an old card, insert Rider's name in Total Points column, and leave Points column blank.

Organiser only then has to enter Placing and if combination qualified, and sign it. **PUT THIS ON YOUR DRAW as it is a new requirement (2019).**

- It is desirable to appoint someone to be responsible to collect, inspect and enter results in performance cards. This person should be responsible for collecting cards from all riders in official classes, filling out any placings AND QUALIFYING RESULTS and returning the cards to the riders at the end of the day as they return their back numbers.
- **NO Grading points are allocated.** Results at a Zone Championship are recorded and MUST also show placings and qualifying results.

- **There is no grading of straight dressage (2020). See new rules above if competitions are held on the same 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 placings recorded. YOU CANNOT STOP A RIDER FROM COMPETING.**
- The result counts as a qualifying round if it meets the qualifying criteria for State Championship, i.e. **50% in Dressage phase** and no more than 4 jumping penalties in Showjumping phase.
- **Riders cannot choose to change classes on the day of the competition. This must be applied for and approved prior to the competition.**
- See Rule Book or Scoring Handbook for how **Combined Training is scored, new system from 1.1.16.** If in doubt call in the Technical Delegate.

#### **Draw:**

- Riders should not appear in block from the same club. It is the riders who are drawn not the club.
- 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.
- 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.
- Senior competition, indicate on the draw if a rider is a Senior within that class e.g. SNR. Remember Seniors will all be together for the Dressage phase but will need to appear in the respective groups for the Showjumping phase.
- It is acceptable to commence the Showjumping phase before ALL the dressage is completed **BUT riders must do their dressage before doing their showjumping.** For this reason it is suggested that the groups with less numbers complete their dressage first. It is also a good idea to timetable the Senior group first up as they will have a variety of jumping heights.

#### **Judges & Course Builders:**

- It is advisable to contact judges as soon as you have your date confirmed. (Lists of Judges and Course builders are on web site).
- 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) EA qualified judges may be used. Please state the person's EA grading.
- When people agree to officiate, write confirming 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. This does not apply to the Showjumping phase.
- 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 PCQ.
- **Refreshments:** Judges/pencillers should be provided with comfort breaks and refreshments from time to time during the day and judges should be given lunch.
- **Expenses:** Payment of travel and out of pocket expenses for judges should be offered at a rate of **68c per kilometre** or \$50.00 whichever is the greater plus overnight accommodation if required. If another judge comes as a passenger they do not receive mileage but do receive \$50. Please use

- PCQ expense claim form (available on website).
- **Helpers:** 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 pencilers and rail stewards.(Oct.09)
- **Pencilers:** Do arrange pencilers before the day starts. **DO NOT LEAVE IT UNTIL THE MORNING OF THE COMPETITION.** Clubs can ask for help based on one helper for every 3 competitors or part thereof.

### Technical Delegate:

- The Technical Delegate is PCQ's official representative at each official competition.
- Technical Delegate should be taken from PCQ Technical Delegates list, but this is not extensive. If not from list, supply details of TDs experience. Ideally the TD should be from another club but not mandatory. Your recommendation will be considered by the Committee.
- YOUR PCQ STEWARD (TD), JUDGES & COURSE BUILDERS WILL BE APPROVED BY THE SUB-COMMITTEE IN CONJUNCTION WITH THE REGIONAL DIRECTOR OF COACHING FOR YOUR AREA (Aug 2014).
- The competition cannot proceed without the Technical Delegate. The Zone Delegate to PCQ sub-committee may be asked to fill the role under certain circumstances, provided this person is conversant with rules, regulations and scoring in this discipline, or a TD committee may be arranged.
- The Technical Delegate is NOT there to run the event, this is the duty of the Chief Steward. However, the Technical Delegate is required to report on the event to PCQ.
- The TD will be present on the day of the event:
  - To ensure it is conducted in accordance with the Rules
  - To interpret rules where necessary
  - To supervise the event
  - To give what help and guidance may be required, before the event if required with programmes etc
  - To inspect and approve courses and arenas before they are shown to riders
  - To authorise appropriate alterations being made if, in his opinion and in consultation with the Course Builder, the courses are not in all respects within the limits laid down in the Rules or are unsuitable for the classes of horses expected to take part
  - To take responsibility for all decisions except where otherwise stated in the rules.

### Scoring:

- 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, especially on a big day.
- **The person in charge of the scoring should be familiar with the current rule book. IT IS A NEW SCORING SYSTEM AS AT 1.1.16** If in doubt call in the TD.
- Be aware how Combined Groups and Seniors are scored for this competition. Points are awarded from 10 to 1 in all events. Clubs organising official events MUST have the relevant Rule Book and Scoring Handbook, available from the PCQ office or Website.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** entered beside the result on the mastersheet if they obtain a Dressage score of 50% or more AND no more than 4 jumping penalties.
- Riders must check the mastersheet before leaving the competition to verify the **Q** has been entered beside their result and on their Performance Card.

### Teams:

- It is your decision as to whether to include a team event or not.
- 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.
- Seniors or riders from unofficial classes do not form part of an official team.
- Organisers may offer an Unofficial teams (as above). Seniors can form part of an unofficial team.

### Results

- Results should be placed on the notice board during the day and kept up to date. 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 PCQ within two weeks of the event, using the official result sheets provided (photocopy or use spreadsheet supplied as required), listing the actual judges of each class. A computer print out or email is acceptable, but please ensure that all the necessary information is provided, e.g. riders' names, membership numbers, horses' names (as per Performance Card), registration number and Qs if applicable.
- Also a full report for the event including Judges' names and the TD's report must accompany the results.

### Awards:

- Ribbons must be awarded to fifth place in all events. Ribbons may read "XYZ Pony Club [Official Combined Training](#)".
- The trophies in the Official section should be of greater value than those in the Unofficial section.
- Whether horse/rider combination qualifies for the State Event has no bearing on their places on the day.
- **If overall awards are given, (for this competition, the class result is the overall award) 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.**
- 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.
- Prize money – Under no circumstances should prize money be offered, no exceptions. This is a PCQ rule.

### 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 PCQ rules.
- The substituted mount does not have to be in the same grade/group as the original mount.
- No substitution of rider is permitted under any circumstances.

### 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, 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.
- 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 Hendra.

## **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.

PCQ STEWARD (TD)                **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 PCQ.**  
Should be submitted to the Sub-committee for approval, can be Zone delegate to PCQ Sub-committee, or nominated by the Combined Training Sub Committee, ideally from another club but not necessarily.

ORGANISING SECRETARY            ***Before the day:***

- \* Obtain judges and Programme and submit for approval to PCQ
- \* Before the program is printed and sent out **submit to PCQ** for approval
- \* Send out approved programme and put on PCQ 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 PCQ 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. Pencillers. Runner to collect sheets.                  |
| SHOWJUMPING   | Judge, Coursebuilder, penciller, 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 pencillers, Rail stewards and Cross Country Stewards.”**

## **SAMPLE PROGRAMME**

### **XYZ PONY CLUB INC**

## **OFFICIAL COMBINED TRAINING DAY 2020**

**DATE & TIME** ..... Starting Time: 8.30am

**VENUE:** XYZ Pony Club Grounds .....

**ENTRIES CLOSE** .....  
**Entries either through Pony Club Online or Club Secretary:  
OR email to.....and direct debit.....**

**All competitors must be a current riding member of PCQ or PCA**

### **OFFICIAL PROGRAMME**

#### **OFFICIAL**

| <b>Class</b> | <b>Event</b>  | <b>Test</b> | <b>Height</b>     |
|--------------|---------------|-------------|-------------------|
| C1           | 10yrs & under | 1B          | 50cms             |
| C2           | 12yrs & under | 1B          | 60cms             |
| C3           | A1            | 1B          | 60cms             |
| C4           | A2            | 1B          | 80cms             |
| C5           | A3            | 1B          | 95cms             |
| C6           | A4            | 1B          | 105cms - optional |
| C6           | B1            | 2B          | 60cms             |
| C7           | B2            | 2B          | 80cms             |
| C8           | B3            | 2B          | 95cms             |
| C9           | B4            | 2B          | 105cms - optional |
| C9           | C1            | 3A          | 60cms             |
| C10          | C2            | 3A          | 80cms             |
| C11          | C3            | 3A          | 95cms             |
| C12          | C4            | 3A          | 105cms - optional |



\*Choice of preliminary 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 1B &1C - choose 1B for the combined training test. **NEW: If Dressage and Combined Training competitions are held on the same day, the Dressage test for Combined Training must be separate to the tests ridden as part of the dressage competition**

**Performance cards are required for classes 1-12 inclusive and must be handed to the organising secretary prior to the commencement of event.**

**Riders may ride a maximum two horses as per Two Horse Rule (January 2018)**

**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

### **UNOFFICIAL PROGRAMME**

Examples

|     |                              |        |                                      |
|-----|------------------------------|--------|--------------------------------------|
| C13 | 12yrs & Under                | Prep A | 45cm                                 |
| C14 | 13 & Under 26yrs             | 1A     | 60cms                                |
| C15 | Green/beginner rider U26 yrs | 1A     | 50cms                                |
| C16 | Seniors                      | 1B     | If height not stated will jump 60cms |

**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.

**^^ Seniors** all do the same dressage test but choose their own jumping height, if not stated will be entered in 60cms ie A/1/2/3/4 – 1B

### **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 PCQ, 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 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.....

Official Competition OR Zone Championships Delete what is not applicable

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

## DRESSAGE JUDGES:

Name

Level

.....

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SHOWJUMPING JUDGE

.....

COURSEBUILDER

.....

PCQ Steward (Technical Delegate)

.....

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

Signed: .....Phone No.....  
*Club/Zone Secretary*

# REPORT ON OFFICIAL COMBINED TRAINING

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

**Official Competition OR Zone Championships** Delete what is not applicable

**Club/Zone:**.....**DATE**.....

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

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

**Officials on the Day were:- :**

**Dressage Judges** .....

.....

.....

**Showjump Judge** 1) ..... 2) .....

**Coursebuilder** 1) ..... 2) .....

**PCQ Technical Delegate:** .....

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

## SECRETARY'S REPORT & PCQ STEWARD (TECHNICAL DELEGATE'S) REPORT :

See attached.

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

The TD should comment on some or all of these points in the report.

|                             | GOOD | SUITABLE | POOR | COMMENT |
|-----------------------------|------|----------|------|---------|
| Organisation of the day     |      |          |      |         |
| Admin/Secretarial/Scoring   |      |          |      |         |
| Judges                      |      |          |      |         |
| Personnel e.g. Gear Check   |      |          |      |         |
| Accident/Incident reporting |      |          |      |         |
| Communications              |      |          |      |         |
| Grounds                     |      |          |      |         |
| Equipment                   |      |          |      |         |