



TD CHECK LIST AND REPORT

Name of Event: _____

Date of Event: _____

PURPOSE:

Identification of the need for variations to the rules, to be used as a “lesson learned” to facilitate improvements in the running of events, and for the continued development of the discipline within the PCQ subcommittee. This document is to be completed by the event TD and forwarded to PCQ within two weeks of the completed event.

NB: This checklist/report is not meant to be a substitute for experience and a sound knowledge of the applicable pony club rules but is meant solely as a reminder and should not be regarded as an exclusive or exhaustive list of the matters that are relevant to the event or your report.

List judges officiating at the event but not pre-approved for this event

JUDGE 1	JUDGE 2	CLASS
_____	_____	_____
_____	_____	_____

Please tick the boxes below, if applicable when reviewed.

Prior to the start of competition:

- 1) Was a preliminary inspection made prior to the event? Date of Inspection _____
- 2) Has the organizing committee checked cards, prior to the start of competition, to ensure that riders are competing in the level as stated on their cards.
- 3) is the emergency contact list on the Biosecurity Plan current?
- 4) Are Covid Protocols displayed for all at the event?
- 5) Are serious injury protocols updated for the location of this event & communicated?
 - a) Number of falls ____ All fall reports completed and given to organising secretary
 - b) Are details of what caused the fall recorded on the report?

1. DRESSAGE COMPETITION (also refer to the Horse Trials’ Rule Book – HTRB)

(To be completed at least 30 minutes prior to the start of the competition).

Time: _____ Date: _____ this inspection was made.

- a) Are the arenas of proper size?
- b) Are the letters properly placed?
- c) Is letter “A” sufficiently far back to permit straight entry?
- d) Are arenas 5 to 10m apart?
- e) Are judges correctly placed?
- f) Judges’ briefing prior to start?
- g) Are provisions made to keep the spectators back?
- h) Are warm-up areas provided?
- i) Is the time schedule/ running order available?
- j) Have people been assigned as:
Pencillers, Gear Steward, Runners

- k) Has the following equipment been provided:
 - If used, electronic scoring note pad
 - If used, pencilers trained in use of electronic note pad
 - If used, has electronic data transfer for scoring been tested for the area?
 - Sufficient copies of tests
 - Pens
 - Clipboards
 - Adequate shelter for the judges (if not in vehicles)
 - Has each arena a different signaling device- Bell, whistle or flag
 - Marshal(s) have a timetable & draw order to keep the rings moving
- l) Are arenas uniquely identified?
- m) Have horses reported for lameness been reviewed?
- How many _____ What classes _____

2. CROSS COUNTRY COMPETITION (also refer to the Horse Trials' Rule Book – HTRB)

(To be performed a minimum of 2 hours prior to the time published for the course to be open for walking).

- a) Are all obstacles constructed with safety in mind and within allowable limits and jumpable and without undue surprise or hazard horse or rider?
- If not, the TD must insist on changes or elimination of the obstacle(s) from the competition.**
- b) Are practice obstacles as required?
- c) Are the obstacles numbered/flagged?
- d) If more than one class jumping the same obstacle but with different groups, are the colored discs for each class used?
- e) Is the starting box adequate?
- f) Is the distance from starting line to the first obstacle within the limits?
- g) Is the distance from the last obstacle to the finish line within the limits?
- h) Is the finish line well marked with flags far enough apart to not cause confusion?
- i) Is a system in place to ensure multiple horses coming home are correctly timed?
- j) Is adequate timing equipment available to cover emergency situations?
- k) Are adequate communications available to cover emergency situations?
- l) Have the following people been adequately briefed?
 - Riders
 - Cross Country Fence Stewards (trained in use of stop watch and radio)
 - Timekeepers
 - Starter
 - Scorers
 - Runners
 - Marshals
 - Fence Repair Stewards
 - Crash crew has the key equipment (screening, non-ambulatory horse moving equipment etc)

It is highly desirable that the TD attend all briefings

- m) Has an adequate plan been devised in the event that climatic conditions make some of the obstacles or part of the course unsafe?
- n) Have quiet and dry facilities with adequate equipment and scoring sheets been provided for the scorers?
- o) Is veterinary care available or on call?
- p) Ambulance/Paramedic in attendance?
- q) Has the mathematics associated with calculating the optimum time and the time limit been checked.

- r) Is the time scheduled adequate, and does it give the competitors enough time between phases, especially those with multiple riders?
- s) Is the timer at the finish line of XC recording the time home of the last rider in each group?
- t) Is there an adequate warm-up area with fences that are correctly flagged?
- u) If available, are there 3 time checks on course and at what fences are they? (), () & ()
- v) Is there a TD approved Official Plan posted of the cross-country courses showing the course, compulsory flags, length, optimum time, time limit and numbering of obstacle/disc colour for each class?

3. SHOWJUMPING COMPETITION (also refer to the Horse Trials' Rule Book – HTRB)

(Course inspected not less than 30 minutes prior to the course being opened for walking)

Time/date: _____ this inspection was made.

- a) Is the showjumping ring of the proper size?
- b) Is the number and variety of obstacles adequate?
- c) Is the plan of the course long enough, with sufficient changes of rein?
- d) Are the obstacles within the limits of heights, and has the spread and combination spacing been measured?
- e) Are the obstacles properly numbered?
- f) Are the start and finish lines properly marked, flagged and sufficiently wide so as not to present a trap?
- g) Are they within distance limits from the first and last obstacle?
- h) Has the limit time been properly calculated?
- i) Is there an adequate warm-up area with vertical, cross and spread fences that are correctly flagged?
- j) Have timing and recording personnel been provided?
- k) Are there adequate stewards and replacement equipment?
- l) Has the plan of the course, showing time allowed been posted 1 hour before jumping commence?

NOTE: If any of the above are an issue, the TD should insist upon a change.

Name of Technical Delegate (Please Print)

Signature

Dated: _____ Contact No: _____

Comments: _____
