

## **Procedures for Presentations**

1. Organising Committee (OC) appoints a Chief Steward (CS) & a Presentation Manager (PM) as soon as the OC is formed to run an event.
2. The PM in consultation with the CS & OC is responsible for organising the presentations both during and on completion of the event.
3. The PM liaises with the CS, OC, photographer and announcer. The CS must check that the loud speaker system is suitable.
4. PM – co-ordinate/communicate with sponsors, officials, presenters, speakers. The PM to organise folders, ribbons, trophies, place markers and sponsors' banners.
5. The PM in consultation with OC, CS, Judge in Chief (JIC) and Technical Delegate (TD) to make decisions re style (should be mounted if possible), logistics, weather, timing, risk assessment etc. PM to make use of all available technology on which to base decisions eg radar images etc. If any doubt the presentations should be made unmounted. The final decision will be made by PM (representative of the OC), JIC & TD (PCQ representatives).
6. PM to organise a suitable venue as an alternative in case of bad weather or lateness of presentations.
7. PM communicates to Team Managers (TM), either in person or via JIC/TD, at team meeting the night before, an approximate time and how/when the presentation will take place.
8. As the day of competition nears completion, the PM in consultation with the CS, JIC, TD and OC shall set a time and make a final risk assessment.
9. PM notifies the announcer, TM and scorer of the above and the order of entry. PM obtains results from the scorer & organises prior presentation team re. ribbons trophies etc.
10. TM assemble teams 15 mins prior to start time – ½ sections/sections.
11. CS then directs the TM, with the help of the announcer, leading teams and directing placement and positioning. The amount of time riders are on their horses should be kept to a minimum.
12. Once all participants are in place, presentation begins.
13. Riders approach placing markers in walk or trot. Once all awards have been presented for that group, riders leave at the walk only.
14. Photographs to be taken in an area designated by the PM.
15. When all awards have been presented the CS/announcer communicates with teams to leave the area in the order they entered (at walk only).
16. PM to pack up tables & perpetual trophies.

Exemptions/extenuating circumstances – come through team managers in writing as per Team Managers roles & responsibilities to the JIC & TD. Any unmounted riders must still attend presentations with their team.

Team Managers – advise riders of code of conduct e.g. sitting on horses properly, being too loud, how to approach and leave presentation area.