

PONY CLUB QUEENSLAND

ORGANISER'S KIT FOR OFFICIAL COMPETITIONS & ZONE CHAMPIONSHIPS

OFFICIAL COMBINED TRAINING 2023

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 the Scoring Handbook available from the PCQ Office or on 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 arenas you should involve the TD in many of the decision making processes.

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.

YOUR PCQ STEWARD (TD) and JUDGES WILL BE APPROVED BY THE 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 approved by Chairperson of Sub-committee prior to the event.

Programme

Refer to Dressage Rule Book (Revised January 2023) for information on classes for official events.

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

Official Classes:

Refer to the sample programme, the format of which is to be followed.

Riders in Preliminary, Novice, Elementary and Medium must be 13 years of age and under 26 years.

PERFORMANCE CARDS ARE REQUIRED FOR ALL RIDERS IN OFFICIAL CLASSES, THIS INCLUDED 10 & U and 12 & U.

The Entry Form should have provision for the registration number of horses in all sections also the membership number and club name for **ALL** riders in all classes, and PIC number of the property where the horse is kept.

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 grading cards and no points will be recorded.

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.**
- **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 under 13years at official events will compete in their respective age group. They may ride any grade of horse along as it is their normal pony club mount.
- 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 ie C2**.
- 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.
- Heights – 13 to U26 age group – 60, 80, 95 and **105 is optional**.
- For State competitions, a horse/rider combination must compete at the highest qualified grade as recorded on their grading card.
- %'s have been changed back to 50% for Combined Training
- 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. Cards for all riders in the official classes, (including 12u and 10u), are checked that the rider is entered in the class shown on the horse's performance card.

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 two horses in the same or different classes/grades/heights
- Each horse may gain qualifying results
- Each horse will be placed in its class and is eligible for overall points
- A horse may only have one rider on the day.

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 HC performance.**

Division or Combination 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.
- Three competitive riders make a group, and therefore are not combined. Competitions 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 70cm, 80cm and 90cm 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: however, this 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** (Jan09).
- 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.
****It is a requirement to PUT THIS ON YOUR DRAW (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, checking that the rider is entered in the class shown on the horse's performance card, 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 only allocated for the riders in the official classes as at 1.1.16. 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 8 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.**
- Riders will forfeit any awards and/or points if they compete in incorrect grade.
- Points are only counted towards grading when a score of 50% or more is achieved.
- See Rule Book or Scoring Handbook for how **Combined Training is scored.** 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 as well 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 persons 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.
- **Who Judges Cannot Judge** 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 \$70.00 whichever is the greater plus overnight accommodation if required. If another judge comes as a passenger they do not receive mileage but do receive \$70.

- **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.

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 (Aug2014).

- 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 authorize 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 procedure.** 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 8 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 the organising committee's 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. Presentations for individual classes should be made after results have been displayed for 30 minutes. 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 as required), listing the actual judges of each class. A computer print out 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 numbers, **Qs** if applicable, and if they **do not wish to take their points**, where 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.

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 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.

Dressage Arenas – Arenas must comply with rule book requirements.

Medical/First Aid Requirements

- **Refer to PCA Minimum Medical Requirements 2023**
- 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.

Prize Money: Under no circumstances should prize money be offered, no exceptions. This is a rule of PCQ.

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: <ul style="list-style-type: none">* 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 pencillers 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: <ul style="list-style-type: none">* Issue back numbers, collect & fill out performance cards* Arrange presentation of awards After the event <ul style="list-style-type: none">* As soon as possible submit results to PCQ either by email or hard copy. <p>NB. These are only the main points of the Secretary's job. There will be many other arrangements to make.</p>
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

To be run under 2023 PCQ Rules

Dressage Test 2023 EA Tests

DATE & TIME Starting Time: 8.30am

VENUE: XYZ Pony Club Grounds

ENTRIES CLOSE

All entries from Club Secretary OR ONLINE OR email to.....and direct debit.....

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

OFFICIAL

Choose 1 test as per dressage ie 1.1 / 2.2 or 3.3. However if you running dressage and CT on the same day you have the option of:

1. Riders do 3 tests which means two dressage and one CT test or
2. Riders do 2 tests and one of the dressage tests is the CT test. THIS MUST BE STATED ON THE PROGRAMME.

Class	Event	Test	Height
C1	10yrs & under	1.2	50cms
C2	12yrs & under	1.2	60cms
C3	A1	1.2	60cms
C4	A2	1.2	80cms
C5	A3	1.2	95cms
C6	A4	1.2	105cms - optional
C6	B1	2.2	60cms
C7	B2	2.2	80cms
C8	B3	2.2	95cms
C9	B4	2.2	105cms - optional
C9	C1	3.1	60cms
C10	C2	3.1	80cms
C11	C3	3.1	95cms
C12	C4	3.1	105cms - optional

UNOFFICIAL – callers allowed in classes C13 to C18

C13	12 & U Assisted	Prep 1	30cms
C14	9 & Under	Prep 1	30cms
C15	10 & U13yrs	Prep 1	45cms
C16	12yrs & Under	Prep 1	45cms
C17	13 & U26yrs	Prep 1	45cms

C18	13 & Under 26yrs	1.1	60cms
C19	Seniors	1.2	If height not stated will jump 60cms

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

Grade

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SHOWJUMPING JUDGE

.....

COURSEBUILDER

.....

PCQ Steward (Technical Delegate)

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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

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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.

SIGNEDDATE.....

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				