



Pony Club Queensland

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2023 STATE EVENT KIT FOR ORGANISERS

State Dressage, Combined Training & Horse Trials Championships

The Judges in Chief and the Technical Delegates for each discipline are appointed by the relevant sub-committee and approved by the State Chief Instructor. The Organising Committee should contact the sub-committee to organise these people as soon as the event dates are set.

The following information is provided to help you when planning and running your event. At any time, please contact either the PCQ Office, or the Judge-in-Chief appointed to oversee the event, or Chief Scorer or before this appointment is made, the Chairperson of the Sub-Committee.

An Organising Committee of interested and committed people, should be formed and ideally be involved from the time of application to hold the event.

This committee selects:

- 1) Chairman of Committee: responsible for communication & co-ordinating all aspects of event
- 2) Organising Secretary: responsible for the administration of the event
- 3) Assistant/s Secretary: to staff office during event, (can be the Organising Secretary)
 - a) These people must be well informed so they can:
 - i) answer enquiries,
 - ii) direct people to the appropriate area, etc
- 4) Treasurer: responsible for the finances, both inward and outward
- 5) Presentation Organiser
- 6) Chief Steward: responsible for the overall running of the event.
- 7) Chief Scorer (unless appointed by PCQ). Host of championships may submit a name for consideration. Person must be familiar with scoring large events.
- 8)

Other personnel may include:

- a) Deputy for each Section ie:
 - i) Dressage,
 - ii) Combined Training,
 - iii) Horse Trials
- b) Co-ordinator for:
 - i) Gear Checks
 - ii) Marshalls
 - iii) Pencillers

Gear Check personnel should be from host zone and familiar with PCA Gear & Saddlery rules.

Marshalls, Pencillers, Rail Stewards can be sourced from each participating club on a ratio of riders to jobs

- c) Canteen Convenor
- d) Camping/Stable Manager/s (split this if you have sufficient people)
- e) Equipment Supervisor
- f) Cross Country Designer

NB: These people are NOT to be used as judges or Officials as, they are there to run the event

State Events are held on a rotational basis around the three areas of the State: Southern, Central and Northern.

The Organisers are Responsible for: TASKS (In Order Of Priority)

1. Confirm booking for the venue:

Notify PCQ of once confirmed.

Identify suitable facilities/locations for;

- Competition areas
- Stabling and Camping
- Catering Competitors and Visitors
- Catering Judges and Officials
- Scoring: away from the public but within easy access for runners, announcer, Judge-in-chief. this area needs to be sufficient size to house tables and chairs for 8-10 people to work, assistants to add up, sorting and compiling of sheets, computers and printers, and photocopier. It will also need good lighting and ample power points to run computers and photocopier.
- A wall to post results, preferably out of the weather in case of rain.
- Information Office: to have a suitable area within easy access for competitors
- Judges/ Team managers meetings
- First Aid

2. Request Sub-Committee appoint Judges in Chief and Technical Delegates for each discipline. **(Appointed by the relevant sub-committee and approved by the State Chief Instructor)**

3. Contact Judges

- Select judges and coursebuilders from the **approved list** of judges and coursebuilders supplied by the appropriate sub-committee through PCQ
** It is requirement that a maximum of 75% of the judges and coursebuilders may come from the area in which the event is being held, with a maximum of 50% from Zone hosting the event. Meaning that at least 25% are sourced from outside the area where the event is to be held, eg:
*Event held in Rockhampton – Zone 27, Central Area. Max 50% of Judges may come from Zone 27 and only further 25% may come **the Central area; with 25% from remainder of state.***
- The organising committee should contact these preferred judges at their earliest opportunity, to confirm their availability and appointment. Liaise with the relevant PCQ Sub-committee Secretary and **Chairperson** during this process.
- If wishing to use someone not on the list e.g. EA Judge or Course Builder, this must be discussed with the PCQ Sub-committee Secretary **and Chair**, the State Chief Instructor and/or Judge-in-Chief.
- All lists of judges/officials for the event must be supplied to PCQ Sub-committee Secretary **and Chair**, the State Chief Instructor and/or Judge-in-Chief for approval. **The final list to be approved no later than three weeks prior to the event .**
- A letter/**email** seeking information on travel, dietary and accommodation requirements should be done quite early so that judges/officials do not make other arrangements.
- **All Confirmations should be acknowledged in writing** with relevant details e.g.: accommodation, meals, time required for judges briefing etc.
- It is recommended a follow-up reminder letter/**email** be sent closer to the event.

3. Arrangement for Accommodation,

The organisers are also responsible for the suitable, mutually satisfactory accommodation for PCQ officials.

- PCQ to be notified of accommodation arrangements for PCQ officials as soon as possible.
- Often a block booking is made to ensure there is sufficient accommodation for officials and judges.
- Please also remember that organisers are responsible for the comfort of the judges and officials, this would include shade, regular refreshments and lunch, as well as breakfast and dinner whether they are provided at the grounds or elsewhere.

4. **Arrange for First Aid.**

Refer PCA First Aid Requirements

5. **Book Announcer** and PA equipment;

- This should ideally reach all areas of the venue, especially the competition, stabling and camping areas.

6. **Vet, Farrier Feed**

Arrange for a vet, farrier and feed merchant to be available and on call for the Event

- Arrange for vet to do Age & Fitness Check for Horse Trials; This is done on the afternoon before Dressage phase and again early on morning of Dressage for those arriving overnight.
- Vet also to be present on Cross Country day.
- Daily feed deliveries are often very helpful for participants.

Invite A Photographer,

Oz Shotz Photography is an official sponsor of PCQ and has exclusive photography rights and the ability to display signage at each of the State Championship events. The Partner is to provide all equipment at their own expense and organise setup through each event host.

7. **Program**

Preparation of the program is organising committee's responsibility. Liaise with PCQ Office re information to be included on programme and submit to relevant sub-committee for approval.

- PCQ will print programme and distribute it **via email to Zones** and put it on the website.
- The program will need to be finalised and available for distribution from PCQ at least 3 months, but ideally 4 months prior to the event to allow adequate time for nominations.
- The Relevant Dressage Tests, to used for the event, will be noted with programme.
- **Souvenir** Polo shirt Order details if committee wishes to offer them.

- **QUALIFYING CRITERIA – refer to PCQ Website.**

8. **Draw**

The draw will be carried out by organisers after consultation with Judge-in-Chief (number of groups). Copy to be sent to Judge-in-Chief and Chief Scorer before draw is posted on website or printed **or emailed**.

At the close of entries, a copy of nominations **must** be sent immediately to PCQ office, preferably by e-mail and preferably in spreadsheet (Excel) form, to enable membership status of competitors to be checked.

A copy of each Zone's nomination must be forwarded to relevant Zone Secretary for confirmation that each rider is eligible to compete.

After the Draw is completed:

Printed programs may be prepared and made available for sale to the riders. However, a draw of the event should be displayed prominently. Upon request and at a nominal cost, PCQ can assist with the printing of the program – the vital factor here is time. You need to supply your artwork to us in plenty of time for printing and postage back to you. Postage at Organiser's expense. **In addition to the printed programmes, containing the draw, running order, stabling, event information etc, it is suggested that Organising Committees email this out to competitors prior to the event.**

Team Managers' Role and responsibilities MUST be on the printed programme with the draw and running order and also emailed out. [<https://ponyclubqld.com.au/wp-content/uploads/2022/04/Team-Manager-R-R-.pdf>]

9. **Scoring**

You must liaise with State Chief Instructor or Judge-in-Chief to verify the appointment of your Scorer **when draw is complete** before finalising arrangements **if not using State appointed Chief Scorer.**

Liaise with Chief Scorer re and decide on:

- Use of electronic scoring
- Number of computers needed
- Number photocopiers, printers required for use during the Championships.
- Number of personnel for adding up.
- Other equipment required: Calculators, Staplers, Spring Clips, Tape, Blue tack etc
- Plentiful supply of Copy Paper.
- Current rule book and scoring handbook.

10. “Sign Up” and “Stack Teams” apps

Stack Teams app enables the Organising Committee/Secretary to communicate with the riders and parents in a near instant manor for updates and notifications before and during the event. The “Sign up” app allows helpers to sign up to a job and time that suited them, and the Organisers then had the contact details in the office to follow up helpers. This takes some work off the team managers. Given that gear check stewards must be instructors or experienced people in the particular competition, this job SHOULD be opened first. The Committee needs to check that all jobs are filled (maybe use one job per family as a guide) and also check if scratchings affect the jobs prior to the start of the competition.

11. Travel and Out of Pocket Expenses:

The organisers are responsible for the payment of travel subsidy of 68 cents kilometre each way, to judges and officials, plus

- Travel meal claim Expenses now \$20 for distances above 200kms.
- Judges and Officials to be paid travel and/or \$70 (whichever is greater)
- Where officials share a vehicle to travel to the event, passenger official is entitled to meal allowance, and is then paid \$70 per day while officiating.
- Plus a minimum of \$70 per day thereafter they are performing duties eg if judging for more than day 1, would receive \$70 per day for Days 2, 3 & 4.
- Included is a claim form that can be copied then completed by each official in order to formalise their claim.
- Their claims are to be paid before they leave the event or bank details obtained.
- Where evening meals are not provided at the venue, officials should be given an allowance of \$25/meal to cover this.

Out-of-pocket expenses are not to be paid unless substantiated with receipts.

12. While the Judges-in-Chief, the Technical Delegates for each discipline and Chief Scorer are appointed by the relevant PCQ sub-committee and approved by the State Chief Instructor.

- The host club/zone arranges travel, accommodation and meals. This information should be available after the November meeting.
 - **PCQ meet their travel, meals and accommodation expenses** on receipt of application from Organising Secretary.

13. Course Builders:

Course Builders must be available by mid-afternoon on the day prior to the jumping commencing: i.e. after Dressage competition. When they are invited this is to be stipulated in their invitation.

14. Judges Briefings:

The Dressage sub-committee requires all judges attend a briefing prior to commencing their duties at the event. This briefing will be held either the evening prior or on the morning of the event, a suitable venue will need to be set aside for approximately half an hour prior to the judges attending their rings.

15. Replica Trophies

It is the organiser’s responsibility to purchase replica trophies, if you would prefer to use a local supplier for these trophies, however you can request PCQ to purchase and send to you the necessary replica trophies for presentation to the winners. **Host will be responsible for cost and transport.**

Please let us know early if you require PCQ to purchase the trophies.
PCQ will reimburse up to \$25.00 per trophy to include engraving.

16. Ribbons

Arrange for ribbons through **Australian Show Ribbons**. They agree to a 50% discount off the retail cost of the ribbons you need to purchase.

Please contact: Mr David Ure
44 King Street, Warwick, 4370
Phone: 4661 7933

And discuss your order. See attached sheet for how many you may need. You will be required to pay 40% of the retail cost within their normal credit terms. The ribbons will include the words "*Australian Show Ribbons – Official ribbon sponsor of 20.. PCQ State Events*". David will be happy and able to assist you.

Organising committee is responsible for the actual placement of the order. See attached list for your expected sash/ribbon requirement. Talk with PCQ Office if unsure.

17. Advertising/Sponsors

Please refer to 5. in PCQ RESPONSIBILITIES for detailed information re sponsorship.

In return for generous sponsorship, we have some obligations, so would you please:

- Invite a **Sponsor** representatives to the Championship, especially the final presentation, so that they may present the sponsorship rugs and prizes.
- Winning Riders and State teams to be photographed with Sponsors products.

Please be sure to acknowledge State sponsors on your program and with any publicity you choose to do.

18. Results/report/photos

YOUR FINAL RESPONSIBILITY is to submit the results for recording and publication in the PCQ Newsletter. Remember that results are to include rider's name, membership number, club, horse name and PCQ registration number.

Submit your report and any suitable photos **as soon as possible after event**

19. General Information Sheet

This should pre-prepared and handed out when competitors first arrive at the grounds.

It is also advisable to post it around the ground in places like the canteen, office, toilets.

It should include information on Horse feed, Farrier (who you have already contacted), Hospital, Chemist, Vet, and other phone numbers that may be helpful. **Also address of local supermarket etc..**

PERSONNEL NEEDED

20. General Personnel;

Create a list of the necessary support people needed, **some can come from the participants' clubs/zones on a pro-rata basis** (talk to Judge in Chief).

You will need:

- Pencillers – one per judge
- Cross Country Jump Stewards –one per jump
- Rail Stewards
- Timekeepers
- Marshalls
- Runners to collect sheets: need to be reliable as sheets must be collected regularly and frequently to allow scores to be calculated and displayed.

IF YOU ARE NOT USING THE "SIGN UP" OR OTHER APP, it is important to ask Team Managers to come to the TM meeting with the **actual names** of their members who will be doing the jobs and time they are available **If using app, Team Managers confirm that each job allocation from their zone is right to go.**

It is also very useful to **compile a list of the team Managers' phone numbers** to facilitate communication.

The Organising Secretary must have **information** ready for the TM meeting, the **personnel** required from each zone and the timetable as to when they will be required **IF YOU ARE NOT USING THE "SIGN UP" OR OTHER APP**

Relevant personnel must be in their position for an entire allocation period eg. Start of competition to Morning Tea, i.e. helpers can't change every hour or end of a small group.

21. Administration personnel:

- Office attendant – usually needed afternoon before and first morning of event for any enquiries, collection of **merchandise**
- Scorers
- Assistants to prepare clipboards for: Judges, Gear Stewards, Marshalls, JIC & TD, Announcer, Stabling and Camping supervisor, etc
- Assistants also to add up dressage sheets: can come from the general public, provided they are efficient at using calculators, if personnel is in short supply.
- Reliable runners to collect sheets from judges in the Showjumping rings. It is imperative that these collections are made on a regular and frequent basis to facilitate the scoring results.
- 2 Others for Distribution & Collection of Back Numbers: will need sufficient room to spread out and sort/resort numbers:
 - Numbers are issued for Dressage then collected,
 - Resorted for Combined Training and issued, then collected
 - Resorted and re-issued for Horse Trials.
- Depending on number of competitors it is possible to use:
 - Nos. 1-200 for Dressage;
 - 201-300 for Combined Training
 - 301-400 for Horse Trials.

There is generally not much time between the collection and re-issuing of the numbers. Team Managers return the numbers before the Mounted Presentation, and then they are re-issued at the Team Managers meeting that evening for the next event.

22. Announcer

Will require map of rings, list of classes and competitors in each ring, including scratchings, daily timetables, list of Sponsors, other relevant information such as times of meetings, **end of class**, **change of courses**, **list of riders into jump-offs**, catering etc.

- Ensure participants are notified of how rings are running,
- Any changes to timetables
- Notify of resultposting

23. Camping &/or Stable Manager

It is important that competitors upon arrival are greeted and directed to their stable area and camping area. Parents and competitors have often travelled long distances and need to be welcomed.

- Put on your programme when venue will be open for people to start arriving and then ensure that someone is there to greet and direct them.
- A map of the venue is also a useful addition in the program.
- Each zone must be allocated the required number of stables to meet their needs. It is up to you if you wish to name each stable with competitors' names.
- Generally zones are allocated areas for camping.
- In stable area have directions on where manure is to be deposited each day and then ensure that it is collected on a regular basis.
- In camping area have ample bins for rubbish and ensure these are emptied on a daily basis.
- Ensure showers and toilets are cleaned daily and checked at regular intervals during the day.
- Put up signs in these areas with relevant Phone numbers e.g. Hospital, doctor, vet, farrier, feed merchant.

24. Caterers

To cater for:

- Visitors by providing a canteen – if committee chooses to do so. but need to put in programme what is being offered and when **eg if breakfast is available**

- Arrangements for bread, milk, and ice for campers on a daily basis.
- Welcoming Dinner - if being offered – again needs to be stated in program.
- Judges and officials – need three meals a day for each day they stay overnight; where this is supplied is the decision of the organising committee.
- Morning & Afternoon Tea needs to be delivered to the people in the field as they do not leave their positions at this time. **This includes pencilers, timekeepers, gear check, marshalls, gate and rail stewards.** Extra rounds of cold drinks if the weather is hot or hot drinks if the weather is cold.
- They do however come in for lunch on the dressage days, but not necessarily during the Showjumping phases.
- On Cross Country day, jump stewards need to be offered a drink or time for a “comfort stop” if they are out on course for a considerable length of time.

25. Chief Scorer:

Responsible for:

- Scoring event.
- Be familiar with the scoring system and relevant rule books
- Be familiar with the scoring system in relevant rule books **Scoring Handbook, paying attention to extra awards presented at State Events.**
- Liaise with Nominate or other electronic scoring system prior to event.
- Check and Post results
- Compiles list of scratchings
- Ensures Performance cards are collected from Team Managers at meeting
- Completes the details and return to Team Managers at meeting following competition or when back numbers are returned.

26. Equipment Supervisor

It is the supervisor's responsibility to ensure that all the equipment is to the standard required for a State Championship and in the quantity required to meet the needs of the competition.

- Supervisor should ensure equipment is distributed to the locations ready for use, e.g.
 - Showjumping equipment ready for course builder,
 - Dressage Arenas,
 - Shelters for gear check and Show Jumping Judges;
 - flags & numbers for cross country.
- Organise people to erect arenas, shelters etc and assist coursebuilder/s.
- Equipment should be freshly painted, cleaned, etc. and of a good standard to be used at the State Championships.

Generally recommended that each ring be the responsibility of a different club or clubs to provide the dressage arenas; different club for each Showjumping arena; and different club for cross country course. This can extend to the club providing the shade shelters etc and personnel such as pencilers, timekeepers, rail stewards. **A club that doesn't have SJ equipment may provide and erect shelters, act as marshalls, runners etc.**

27. Gear Check Stewards

These stewards must be instructors or experienced people in the particular competition. The stewards should be from the club/zone hosting the event as they are to be briefed prior to the competition:- definitely not on the morning of the competition.

- Ideally one gear check and one marshaller per ring, but it is often possible for one gear check and one marshaller to cover 2-3 rings.
- The first half hour of the morning and afternoon sessions are the busiest, so an extra hand may ease the congestion at this time i.e. one marshaller and two gear check stewards.
- They will need:
 - Draw pasted on one sheet for rings covered by that Gear Check Gate. Gear Check Notes for that competition on a clip board.
 - Provide shelters, tables, chairs **for gear check personnel.**

28. Organising Secretary

- i) Arrange for Printing of;
 - Dressage tests (2 x each rider in each class, plus 2 judges copies and spares (10%). **In addition to the Tablets if using electronic devices, as backup**
 - Showjumping sheets for Combined Training and Horse Trials.
 - Time sheets for cross country (new sheet for each group).
 - Cross country jump sheets (new sheet for each group).

Attach to clip boards for each judge.

Also Copies of draw for:

- Each judge (Dressage & Showjumping phase),
- Marshaller/gear check steward (all phases)/
- Timekeepers on Cross Country,

Attach to clipboards.

- ii) Liaise with Chief Scorer re;
 - Master Score Sheets,
 - Tally sheets for cross country, generally printed from computer.
 - Scratchings
- iii) Arrange with PCQ Office for transport of Perpetual Trophies and Rugs.

PCQ is no longer paying for the cost to transport Perpetual Trophies to State Events (names will still be engraved). Clubs may collect or organise transport, at their own expense, if they wish these trophies to be there for Presentation.

- iv) Arrange for Replica Trophies.

(Replica Trophies are organiser's responsibility - see Notes No. 16)

- v) Rider Farewell gifts (for those turning 26 & competing at their last PCQ State Event (PCQ is responsible for these gifts but number applicable must be advised to PCQ in sufficient time to obtain gift and transport to venue). **At close of nominations when each zone is asked to confirm nominations from their zone, ask them to supply this information at this time.**
- vi) Arrange with PCQ Office for transport of Back Numbers.
- vii) Arrange with Australian Show Ribbons for ribbons for event. (Refer Para 15)
- viii) **Ensure PCQ Sponsorship requirements are met.** (Refer Information following)

29. Presentation Organiser

Responsible for:

- Presentation of individual awards throughout the competition
- Mounted Presentation at the conclusion of each discipline.
- **Invitations to Sponsors to attend, liase with times of presentations, etc.**
- Communication to announcer &/or scorers
- **At the end of presentation, collect perpetual trophies if they have been sent to State, after photographs, and place in travel boxes.**
- **See dot point 2 in Presentation**

Presentation

- Should be mounted if possible, but a suitable alternative should be kept in mind in case of bad weather or lateness of presentation. The Judge-in-Chief to be consulted on these matters, who will then rule on it.
- The Presentation Organiser should ensure that tables and cloths are available for presentation; organise the setup of tables, arrange the trophies, rugs, ribbons, people to present (i.e. **10** people each time to present ribbons), you may like to invite sponsors and councillors to do this.
- Obtain the results from the Chief Scorer and give to announcer.
- Having **10** stands or shrubs with appropriate coloured ribbons often helps the riders to line up in an organised manner.
- The Chief Steward for the section should liaise with the Judge-in-Chief in organising the riders for the Mounted Presentation. The amount of time the riders are on their horses should be kept to a minimum.

- For this reason all individual dressage class presentations should be done prior to the mounted presentation. It is acceptable to have the placegetters assemble on foot to receive their individual ribbons at the end of the first day, and before Mounted Presentation is called.
- **Try to keep Mounted presentation for Overall Individual and Team Awards and Highest Overall Award.**

30. BIO-SECURITY – refer to Website (<https://ponyclubqld.com.au/wp-content/uploads/2020/10/Biosecurity-Fact-Sheet-v2.pdf>)

31. Closure of Course

For State One Day Event Championships the closure of course is 4 weeks prior to the event. This means there is no competition or training on the course.

In addition, 6 obstacles are to be changed or altered or jumped in a different way.

32. Equipment Required:

Dressage

(X) dressage arenas (generally 6-8),

- With letters
- Ring numbers,
- Flag to signal start,
- Cars/shelters for judging.
- Walkie Talkie for each Ring

Showjumping

(X) sets of Showjumping equipment with breakaway cups as per PCQ requirements, (generally 2-3):

Each set to include:

- Start & Finish pegs (4) & flags (2 red 2 white)
- Practice obstacles – 8 wings, 7 rails, 12 cups, flags (3 red and 3 white), for spread, vertical and cross bar if sufficient room.
- Wings for course – 40-42 (with holes for lower, 50cm lowest starting height for CT)
- Rails for course – 48 and freshly painted
- Cups – 8 per jump (reduce to 4 poles if has filling that does not require cups).
- Flat cups – for planks and hanging gates etc.
- Filling – at least 6 sets e.g. brush, picket fence, small wall, planks (with flat cups), witches hats, etc., at least a third of the course must have fill.
- Jump Numbers 1-12, 14 and 2 x A, B, C
- Stop Watches 2 per ring **and Electronic timers if available**
- Bell or Whistle, preferably different if rings side by side
- Bunting/tape to separate rings and practice areas.
- Measuring Wheel **in case Course builder can't bring one.**

Cross Country

- Jump Numbers for each group in appropriate colours
- Flags – red & white for Start & Finish, red & white for each jump for each group (about 100 of each),
- A few yellow directional flags
- Pegs – start & finish, and for obstacles where necessary
- Class Indicators – coloured discs or paint for each group if there is likely to be confusion as to which part of obstacle they are to jump
- Communication equipment e.g. walkie talkies
- Timing Equipment for start and finish
- Stop Watch for every cross country steward (put on programme each club to bring one)
- Clip Boards for each fence, timers, starter, marshaller etc
 - Horse float in case of emergency near cross country course
 - Hessian
 - Bunting/tape

General requisites

- Shelters, Tables, Chairs
- Computers, printers, calculators – in scoring office
- Photocopier – in scoring office
- Clip Boards, plentiful supply of computer paper, blue tac, staplers, pens, etc.
- Bags for Bag number distribution
- Walkie Talkies for communication around grounds.
- Each club to supply a stopwatch on cross country day.

PCQ Responsibilities:

1. Copying and Distribution of Nomination Forms

- Enclosed are copies of the last nomination forms used. Please amend with your local information, including any special requirements. **Not necessary if using "Nominate" entry system.**
- If you have any queries about your program, please contact the Sub-committee Chairperson **and cc the State Chief Instructor**
- Submit your program for approval to PCQ in time to enable the office staff to **distribute 3 months prior to the event.**

2. Financial Assistance

- As the organisers of the event, you will receive the appropriate cash sponsorship of:
 - \$2,500 for Dressage & Combined Training
 - \$3,000 (composed of \$1,500 to conduct the event & \$1,500 upkeep of host club course) for Horse Trials
 - **\$2,500 for Jumping Equitation & Show jumping**

from PCQ to help run the Championships.

Once the program has been approved you will need to email PCQ with a list of Officials, Judges and organising committee members to request that your subsidy be released.

- PCQ will also meet the travel, meal and accommodation costs for the Judge-in-Chief, Chief Scorer and Technical Delegate **for each discipline and Chief Scorer**
Please forward receipts for these expenses so that you can receive reimbursement within 60 days of the event
- PCQ will cover cost of transport **medallions**, farewell gifts and back numbers, to & from event. Organisers to liaise with PCQ Office to arrange transport. **Organisers responsible for cost and transport of replica if sourced through PCQ Office. Hosts reimbursed \$25 per trophy.**
- PCQ will print programme and distribute in Newsletter.

Note: The organisers are responsible for providing all meals for judges and officials including breakfast, lunch and dinner - these don't have to be at the grounds. **Morning & Afternoon Tea for Pencillers, Timekeepers, Rail Stewards, Gate keepers, if in these positions at these times.**

We remind you that all nomination fees are made payable to the host club/zone, but they are slow to arrive. Most nominations and fees arrive a day or so before closing date.

Refunds of nominations and fees are your responsibility but you are required to follow PCQ guidelines.

3. Trophies

a) Perpetual

PCQ is no longer paying for the cost to transport Perpetual Trophies to State Events (names will still be engraved after the Event). Clubs may collect or organise transport, at their own expense, if they wish these trophies to be there for Presentation.

If Perpetual Trophies are there:

- Riders are presented with Perpetual Trophies, photographed, and then the trophy is collected by Organisers.
- Please return these trophies to PCQ as soon as possible after the event.

b) Replicas

PCQ will reimburse up to \$25.00 per trophy to include engraving. (Refer Para **16 & 29 iv**)

c) Medallions

PCQ will send to you sufficient medallions for presentation at your event, including spares for equal placings.

d) Pens

PCQ provide engraved pens for riders turning 26 at their last State Event (Refer Para 22 v)

e) Flags & Banners

Together with these trophies, PCQ will also send a set of flags/banners for you to display during the Championships.

f) Back Numbers:

PCQ Back Numbers must be used; while PCQ provides these, it is the organisers who distribute and collect back numbers then return them to PCQ as soon as possible after the event.

Please note that a \$200 deposit is required on the back numbers. The cost of cleaning (if required) will be deducted from the deposit and the balance refunded to organisers. There will be a levy of \$50 for each lost number.

PCQ is responsible for transport costs to & from venue.

Back Numbers should be returned to PCQ along with Perpetual Trophies, Flags and Banners, any unused medallions, pens or rugs.

4. Other PCQ responsibilities:

- To supply logos for you to use on Official programmes and or correspondence.
- To publish photos, results and reports in the PCQ Newsletter.

5. 2023 SPONSORSHIP GUIDELINES FOR PCQ STATE EVENTS

Pony Club Queensland is fortunate to have Sponsorship Agreements with several Retailers/Companies, these Agreements are reviewed annually. For Clubs/Zones who host State Events on behalf of PCQ it is important to understand that PCQ values the generosity of their sponsors and will remain loyal to them. Sponsors are to be provided every opportunity to 'showcase' their Products and Services, especially at PCQ State Events.

*Our current sponsors/partners are Greg Grant Saddlery, Oz Shotz and Riverina Stockfeeds. They will be advised, annually, re the dates and venue of the State Championships. There are to be NO other sponsors with similar products. Please note, there are NO naming rights available for each of these events. **Please do not liaise with our sponsors directly: any questions, queries etc, need to be addressed to the PCQ Office.***

Please note the benefits provided to the Partner at State Championships are:

- * **Greg Grant Saddlery** - exclusive saddlery rights and the ability to display signage and provide a display/retail outlet at each of the State Championship events held in each year of the agreement. The Partner is to provide all equipment at their own expense and organise setup through each event host.
- * **Oz Shotz** - exclusive photography rights and the ability to display signage at each of the State Championship events. The Partner is to provide all equipment at their own expense and organise setup through each event host.
- * **Riverina Stockfeeds** - sponsor is to have exclusive feed rights while being a major sponsor of PCQ at State Championships and has the ability to display signage. The sponsor is to provide all equipment to the host Club/zone at their own expense and organise setup through the host club/zone. Allocated trade stand area at State Championship Events.

As well, there are to be:

- Numerous announcements over the duration of each event
- Opportunity to be part of each presentation ceremony
- Logo inclusion on each event program and draw
- Logo and acknowledgements on PCQ Website, PCQ Facebook and PCQ Instagram Pages for State Championship promotions.

- Logo and acknowledgements in printed and online promotions for State Championship events
- The sponsor is to be tagged on Facebook posts before and after sponsored events.

Greg Grant Saddlery:

Winners of each Class will be presented with maroon kersey rugs.

Runners Up of each Class will be presented with saddle cloths.

A Tekna Brand Saddle, valued at RRP \$995, will be provided for the “Percy Bishop Award” for the Best Performed Horse/Rider Combination across each of the three following State Championship Events: Jumping Equitation and Showjumping; Dressage, Combined Training and Horse Trials; and Sporting, Campdraft, Mounted Games and Stockmans’ Challenge

Oz Shotz:

Free images to the hosting Club/Zone for promotion before the State Event for print and/or digital media activities.

Vouchers to the total value of \$300 for distribution at each State Championships as determined by PCQ.

Riverina Stockfeeds:

A minimum of four weeks is needed so that feed can be organised.

There will be bags of feed available for lucky bib numbers (either 20 or 30 bags) and 4 bags of feed for each of the winning Zone and State Teams:

- Jumping Equitation: 8 + 30
- Show jumping: 8 + 30
- Dressage: 8 + 20
- Combined Training: 8 + 20
- Horse Trials: 8 + 20
- Formal Gymkhana: 8 + 20
- Stockman's Challenge: 8 + 20
- Camp drafting: 8 + 20
- Sporting: Dates: 8 + 20
- Mounted Games: 8 + 20

Winning Zone Team (4 riders) will each be presented with a bag of feed - to have photo with bags of feed.

Winning State Team (4 riders) will each be presented with a bag of feed - to have photo with bags of feed.

- After the close of nominations, contact PCQ, when the number of groups have been decided, the embroidery will be arranged and the rugs delivered to your chosen address.
- You MUST liaise with PCQ & State Chief Instructor before deciding on the number of groups.

Often at State Events our Sponsors will have Officials, Management or Staff attending. It is important to ensure that these people are **included and formally introduced** at any of the Presentations, and included by perhaps handing out Trophies or putting Championship Rugs on horses.

It is also important that **regular announcements** are made throughout the Event over the PA system acknowledging all PCQ Sponsors.

SIGNAGE: Please ensure any PCQ sponsorship signage is displayed in a visible area.

Other Sponsorship arrangements that Clubs or Zones may be considering, who are not Official PCQ sponsors, must first seek approval in writing from the PCQ Management Committee prior to any Agreement being entered into with the proposed Sponsor.

Please make a point of inviting all local sponsors and dignitaries to attend the event and/or presentations. Perhaps a letter of thanks or tokens of appreciation could also be provided.

Please do not hesitate to contact the PCQ Office or PCQ Publicity Officer for further information if needed.

RIBBONS & SASHES REQUIRED FOR STATE CHAMPIONSHIPS

COLOURS FOR ALL RIBBONS:	1 ST	Blue,
	2 nd	Red,
	3 rd	White,
	4 th	Yellow
	5 th	Green

Dressage

Individual classes

Placing's to 5th place in each class e.g. under 11 years Test 1, under 11 years Test 2, under 11 years Test 3.

Sash size: 75mm wide and 125cm long with fringe

Wording: "PCQ State Dressage Championships ..Venue... Year.."

Age Group/Grade Champion

Placings to 10th

Sash size: 12cm wide x 125cm long

Wording: as above + age or grade champion

Replica trophy (if organised by Organisers)_

If groups or grades are split, winners of each group receive identical sashes and 1st place receive a replica trophy..

Zone Teams:

Placings to 3rd – 3 sets of 4 sashes (Colours: 4 blue, 4 red and 4 white)

Sash size: 12cm wide x 125cm long

Wording: As above + "Zone Team"

State Team:

Placing to 1st only 4 sashes (Colour can be tri-colour or purple)

Sash size: 12cm wide x 125cm long

Wording: As above + "State Team"

Highest Aggregate Points Award

Placing to 1st only 1 sash (Colour Your choice)

Sash size: 12cm wide x 125cm long

Wording: As above + Highest Aggregate Points

Combined Training

Placings to 10th in each individual age group/grade

Colours: as above

Sash size: 12cm wide x 125cm long with fringe

Wording: "PCQ State Combined Training Championships, ..Venue.... Year.."

Replica Trophy (if applicable)

If groups/grades are split, winners of each split group receive identical sashes and replica trophy.

Zone Teams: 3 sets of 4 sashes (Colours: 4 blue, 4 red,4 white)

Sash size: 12cm wide x 125cm long

Wording: As above + "Zone Team"

Horse Trials

Placings to 10th in each individual group/grade.

Colours: as above

Sash Size: 12cm x 125cm long with fringe.

Wording: "PCQ State Horse Trials Championships...Venue... Year.."

Zone Teams:

Placings to 3rd: 3 sets of 4 sashes (4 blue,4 red,4 white)

Sash size: 12cm wide x 125cm long

Wording: As above + "Zone Team"

State Team:

Placing to 1st only: 4 sashes
Colour: tri-colour or purple
Sash size: 12cm wide x 125cm long
Wording: As above + "State Team"

Percy Bishop Highest Overall Points Horse & Rider Combination

(Dressage, Combined Training, Horse Trials)

Replica trophy supplied by organising committee or PCQ

Saddle Cloth, Polo Shirt & Halter supplied by Aussie Blue Heelers

Proudly Sponsoring PCQ



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