



# SHOWJUMPING & JUMPING EQUITATION 2023

## OFFICIAL KIT

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

Revised December 2022

Your Club/Zone has been granted and Official/Zone Showjumping 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 Showjumping and **Jumping Equitation** Rule Books 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 showjumping courses you should involve the TD in many of the decision making processes, **especially if you are unsure of rules and procedures, and what is required.**

**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), JUDGES & COURSE BUILDERS 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/course builders approved by Chairperson of Sub-committee prior to the event.

## **OFFICIAL SHOWJUMPING PROGRAMME:**

### **Programme:**

Refer to Showjumping and **Jumping Equitation** Rule Books (Revised **December 2022**) for more information on classes for official events as listed below. Disclaimer clause and Reservation of Rights must be printed on all programmes as printed in Rule Book.

Entry Form should have provision for the registration number of horses in Official section; along with the membership number and club name for **ALL** riders in all classes, and their PIC no. as this information is required when forwarding results to PCQ.

### **Official Classes:**

Events for **Showjumping:**

- The programme must include three (3) events for the official section, only **one** of which may be a speed event.
- The first event on the day of competition must not be the speed event but may be a one round Table A e.g., AM7.
- **Riders obtain Qs(qualifiers) for State Championships in Table A classes; First phase of Two-Phase, and if not clear in the first round of a GP but obtain a clear in second round if it is not a jump off..**

Heights & Age Groups:

- 10 & u. **at 60cm OPTIONAL for Club and Zone competition only:**
- 12 & u. at 60cm; 70cm; & 80cm;
- Seniors & Riders 13 years & under 26: 70cm, 80cm, 90cm, 100cm, 110cm, 120cm.
- Riders can compete in any **one** height at an Official Competition, and change to another height at a subsequent competition.

Riders 10 years & u. may choose to compete either in 12 years & u. or 10 years & u. classes, **if offered**, but may only compete in one age group at any one event.

Seniors can nominate for 60cm but are not eligible for Overall award. **Seniors must choose their height from the official section to be eligible.**

Seniors **are included** in the **Unofficial** programme. Seniors choose their own height but if not stated will be placed in 80cm.

### **Unofficial classes:**

- Organisers may offer unofficial classes on the same programme, e.g., 12 & u. **50cm.**
- If unofficial classes are to be included, they must be shown on the programme submitted.
- Unofficial classes must 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.
- Unofficial classes at Official days may be run Against the Clock or on Ideal Time, must this must be stated on the programme.
- Any new competitions must have conditions approved by Showjumping sub-committee before programme is accepted.

## Jumping Equitation is in age groups as at 1.1.23

### Class 1(a) 10 & u. at 50cm for Club and Zone Competition only (as above)

Class 1	12 & u. at:	50cm
2		60cm
3		70cm
4		13 & u. 26 at: 70cm
5		80cm
6		90cm
7		100cm

A sample programme is included in this kit. Organisers must follow this format, but can add other classes in the unofficial section.

### **Performance Cards:**

All Riders in the groups above, excluding seniors, must have a Performance Card from PCQ.

THERE ARE NO GRADING POINTS AS AT 1.1.2016 (See conditions in Rule Book) BUT QUALIFYING ROUNDS MUST BE SHOWN WITH A 'Q' FOR THE SPECIFIC COMPETITION Riders are to hand in the card at the beginning of the day, ideally when collecting back numbers.

### **THE CARD TO BE COMPLETED WITH THE FOLLOWING DETAILS BY THE RIDER:**

Date, Venue, Rider's name, Height, and the events:

0.0.0. Anywhere, N. Rider, 90cm AM7  
AM6  
Scurry

PUT THIS REQUIREMENT ON THE DRAW to remind competitors.

Nominations received without Horse Registration No. AND who do not have performance card on the day will compete HC.(HorConcor) If the competitor does not have the card, any awards won for the day should be withheld until the card is sighted and the results recorded, you cannot stop a rider from competing.

One HC performance may be counted as a qualifier.

### **QUALIFYING CRITERIA FOR STATE CHAMPIONSHIPS: Refer to Website**

Qualifying Rounds: Can be obtained at State Championships, Official Days, Zone Championships and Open Days.

### **QUALIFYING criteria**

Competitions with less than 3 competitors remain unofficial i.e. do not count towards team placings; but this should not happen now with Combined Groups. However, **the result counts as a qualifier if it meets the criteria for qualifying for State Championship.**

**A horse may be ridden by a different rider (as per PCQ rules), but not on the same day, and that horse/rider combination may also gain qualifying results in the same or different heights.**

**Results must be forwarded to PCQ to be recorded, otherwise the results will not be counted as a Qualifier.**

Showjumping: The organiser then inserts 'Q' for a clear round in Table A **events only as per Rule book**, or a dash against each event and initials it. In this example there would be a dash inserted

alongside the Scurry as it is a Table C event and therefore does not count. See explanation as per page 2.

At a State Championship the combination competes at the highest height for which they have qualified in the 12 months following the close of nominations which includes the previous State Championship.

Jumping Equitation: To gain a 'Q' at any competition horse/rider must have obtained 55% calculated before any jumping penalties are deducted.

In addition to the criteria required for all disciplines, showjumping requires four (4) clear first rounds in a Table A competition. A maximum of 3 Q's may be achieved at any single event.

### Qualifying Criteria at an Open Day Showjumping Competition

Clubs may run an Open Day with qualifying rounds for PCQ Championships provided that the programme and officials (i.e., Judges & Course Builders) have been approved. Judges & Course Builders must come from the PCQ or EA list of officials. Riders may compete in a number of types of events and a variety of heights, but 'Q' will only be awarded for the highest height Table A class. A maximum of 3 Q's may be achieved at any single event. For Open Days to count it must meet the criteria below.

#### Nominations:

- Clubs can choose to take nominations prior to the event in which case All entries must be made through the rider's club secretary, in which case, Clubs must not take entries from individuals, unless online and verified by the club.
- However clubs may choose to take nominations on the day in which case the rider's membership card MUST be handed in with the Performance card.
- **A horse may compete in only one height for the day at an Official competition.**
- A rider may compete in only one age group for the day at an Official competition.
- Riders can compete in any one height at an Official Competition, and change to another height at a subsequent competition.
- A horse may only have one rider on the day of the competition, but may have a different rider at a subsequent event and compete in the same or different height.
- Organisers cannot stop riders competing if they do not have their cards 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).
- **In showjumping** a rider competing on one horse in a particular height class may ride another horse in the same or different height class. **In Jumping Equitation both horses will be in the same group, otherwise second horse competes HC.**
- Both horses are eligible for individual class ribbons, and for the Overall Award.
- Both horses can qualify for State Championship in their particular height on the day.
- 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.
- **Two horse rule for Showjumping:**  
**At the discretion of the Organising Committee:**
- **Riders may enter 2 horses in the same or different heights**
- **Each horse may gain qualifying results**
- **Each horse will be placed in its class, and is eligible for overall awards.**
- **Two horse rule for Jumping Equitation:**

- **Two competitive horses ridden in the same age group height. If a second horse is ridden in a different height it must be HC.**

- **Hors Concours: HC**

There is no need for riders to compete HC in Showjumping competitions now, it would only apply if competitor had not submitted Horse Registration No. with nominations and did not have the Performance Card on the day. One HC performance may be counted as a qualifier.

**Division of Groups:**

**Showjumping: THERE IS NO DIVISION OF GROUPS, NO MATTER WHAT THE SIZE.(2014)**

**Jumping Equitation:** 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
- There is no option to divide a group with less than 30 riders.

**Overall Awards:** At Official days where trophies, sashes and other awards are made to overall winners, these are based on points 10 points for 1<sup>st</sup> descending to 1 point for 10<sup>th</sup>.

Awarding Overall Champions is not mandatory. If awarded it is recommended that trophies offered could increase in value/importance as the heights increase.

The Organising Committee is not required to give an award of the same value to the overall winner of any class with less than 3 riders, but this situation should not arise now that groups are combined when there are less than 3 riders. Whether rider/horse combination qualifies has no bearing on their places on the day.

SEE CONDITIONS AND PROCEDURES FOR COMBINED GROUPS IN RULE BOOK OR BELOW UNDER 'INSUFFICIENT NUMBERS'.

**Seniors:**

SENIORS to be eligible for Overall award must compete in 13 years & over, ie. 70cm and above.

**Insufficient Numbers:**

**COMBINED GROUPS:**

- If there are less than 3 competitors in a class then this group will be combined with the height above or below e.g. if insufficient riders in 120cm they will combine with 110cm class, Refer Rule Book **Paragraph O** or a full description.
- Where groups are combined the competitors walk the course together; the lower of the groups jump at their height; the course is lifted and the second group jumps. If there is only one jump-off, the jump-off then takes place for the first group, then the jump-off obstacles are lifted for the second group. If it is a competition with another round the same principle applies.
- **Penalties and time for both groups are judged equally, ignoring the different heights (Nov2010).**
- **Treated as ONE GROUP once combined, and placed as such. This is different at a State Event**

**Seniors:**

- Seniors are included in all competitions except at State Championships.
- Seniors choose the height they wish to compete in. If they do not choose a height when nominating, they will be placed in 80cm class.

- They compete as though they are part of the group. They are placed as if they were in the group **AND THEN** they are recorded separately so they do not take a place from a rider under 26. (eg Jan (senior) is placed 3<sup>rd</sup> in the 90cm AM5 group so is awarded 8 points on the senior scoresheet; the next placed U26 rider in the group is then placed 3<sup>rd</sup>). For Senior to be eligible for Overall Award they must nominate a height from 13 years & over starting at 70cm to 120cm. They can nominate 60cm but are not eligible for the overall award.
- If there is equality for overall senior, the rider in the higher level is placed ahead of the other, if in the same level then calculated as for other groups as per rule book.
- Seniors do not form part of an official team.

### Draw:

- RIDERS SHOULD NOT APPEAR IN BLOCK FROM THE SAME CLUB. It is the riders who are drawn not the club.
- Riders should not ride in the same order in each event, i.e. the same riders cannot be No.1 in each class, however it is acceptable to start at a different point for each class e.g. first class starts at No.1, second class at No. 8, third class at No. 16.
- 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.
- Riders from greater distances should not be put first in the draw.
- Indicate on the draw if a rider is a Senior within that class eg SNR.

### Judges/Course Builders

- It is as well to contact judges/course builders as soon as you have your date confirmed. (List of Official Judges/course builders can be found on PCQ website - Contacts.)
- When people agree to officiate, confirm at once in writing or **email** and nearer the event, make sure they are still available.
- You will need a judge and coursebuilder from this list for each ring. (Exception: a person who is qualified as an official judge and coursebuilder could act in both capacities, but it is preferable to have a separate judge and course builder if you have large numbers of competitors.)
- **A coursebuilder may not be assigned to two rings**, BUT approval may be given for an Official level coursebuilder to supervise a Zone level coursebuilder.
- Do arrange pencilers and timekeepers (two timekeepers for Jump-Off) and if possible, rail stewards before the day starts. Pencilers should have previous experience at SJ pencilling, if possible, but it is the judge's responsibility to check that the sheet is correct.
- Unlike Dressage and Jumping Equitation, family, close relatives, managers, trainers may judge any competitor.
- Judges &/or Course Builders must be notified to the Showjumping & Jumping Equitation Sub-Committee **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, the sub-committee must be notified and new judges/course builders approved by Chairperson of Sub-committee prior to the event.

### Refreshments:

- Judges/pencilers/course builders must be provided with comfort breaks and refreshments from time to time during the day, and judges/course builders must be provided with lunch.

### **Expenses:**

- Judges, Coursebuilders and Officials should be paid:
- Travel and out of pocket expenses for judges at a rate of: **68c** per kilometre return or \$70.00 whichever is the greater plus a minimum of \$70 per day thereafter during which they are performing duties
- cost of airfare reimbursement if cheaper than road
- If another judge comes as a passenger they receive \$70 and may claim 68c per km for any kms they travel in their own vehicle to attend or meet up with transport, plus overnight accommodation if required
- plus a travel meal expense of \$20 for journeys over 200kms.

### **Helpers:**

- 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 other clubs. Helpers can be requested at the rate of one (1) helper for every three (3) competitors, or part thereof. They can act as rail stewards or timekeepers where different members of the club can carry out the duty. Helpers from other clubs can only act as pencilers or gear check stewards if they offer to do these tasks. **If numbers are low this may be 1 helper per rider.**

### **Technical Delegate: PCQ 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 necessarily. 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, course building 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
  - 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.

### **Awards:**

- Ribbons must be awarded to fifth place in all events. Ribbons may read "XYZ Pony Club Official .....
- It is up to the Club/Zone what type of award they give, if any, for first place and how many runner-up awards, however if they do the points should be awarded on the 10 to 1 scoring basis

- The trophies in the official section should be of greater value than those in the unofficial section.
- Whether rider/horse combination qualifies for the State Event has no bearing on their places on the day.
- If **overall awards** are given, the organisers are not required to give an award of the same value to the overall winner of any Class with less than 3 competitors.” This should not arise now with Combined Groups.
- 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 results recorded, you cannot stop a rider from competing. **If competitor does not have a Performance card OR cannot applied for card, they compete HC.**

### **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.
- The person in charge of the scoring should be familiar with the procedure and rules
- Riders compete in their age group as at the first day of competition.
- Be aware how Combined Groups and Seniors are scored for the relevant discipline.
- 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 PCAQ office or on PCQ Website.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** enter beside the result on the Mastersheet for each clear first round in separate Table A events, this includes the **first** phase of **Two-phase**, Second round of Grand Prix, if not clear in the first, **and second round is NOT a jump-off. Clear rounds in jump-offs of any event are not counted for qualifying.**
- Jumping Equitation if they have scored 55% before deduction any jumping penalties.
- Riders must check the mastersheet before leaving the competition to verify the **Q** has been entered beside their result, if applicable.

### **Teams:**

- It is your decision as to whether to include a team event or not.
- 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 four. Clubs may have more than one team.
- Teams may be taken from any height or age group, except Seniors, in the official programme. Points are awarded from 10 to 1 in all events for Team competition calculated on points (as opposed to competitions where Riders compete as a team over the same course).
- 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.
- Competition with less than 3 competitors, only the 1<sup>st</sup> placegetter is allowed in teams. This should not occur with Combined Groups.
- Organisers may offer an Unofficial team (as above) from rider/horse combinations competing in Unofficial events on the day. Seniors can form part of an unofficial team.
- Teams may be run as a Jumping Team, see scoring handbook for how to run it.



### **Results:**

- Results must be placed on the notice board after each event and kept up to date. If an error is found within 30-minute period after results are posted, the ribbon will be recalled and represented.
- Individual classes are presented as they are completed in the ring. Jumping Equitation as soon as possible after scores are calculated. **Try not to leave presentation of each round until end of the day.**
- Final presentations should be made as soon as possible after the last class is finished and results have been displayed for 30 minutes.
- Results should be forwarded to PCQ as soon as possible after the event but must be within 2 weeks.
- Results must be forwarded on Official Result sheet with all the necessary information included, for instance, riders' names and membership numbers, horses' names and registration numbers and rider's club, and if they have met qualifying criteria.
- **Also a full report for the event including Judges'/Coursebuilders' names and the Technical Delegate's report must be forwarded within 2 weeks.**

### **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.

### **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 PCAQ rules.
- The substituted mount does not have to be the same height as the original mount.
- No substitution of rider is permitted under any circumstances.

### **Medical/First Aid Requirements: Refer to PCA website**

- 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.

**Prize Money:** Under no circumstances should prize money be offered at official days. This is a rule of PCQ.

## PERSONNEL REQUIRED TO RUN AN OFFICIAL EVENT

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running the competition. This person is generally from your club, but if your club is hosting this type of event for the first time, it is recommended to call on someone experienced in the discipline.
TECHNICAL DELEGATE	This person must be from Technical Delegates List, OR approved by Chair of Sub-committee, or the Zone Delegate to PCQ sub-committee may be asked to fill the role under certain circumstances.
ORGANISING SECRETARY	<p><b>Before the day:</b></p> <ul style="list-style-type: none"> <li>* Before the program is printed and sent out <b>submit it for approval to PCQ</b></li> <li>* Obtain judges/coursebuilders and <b>submit for approval to PCQ</b></li> <li>* Send out approved programme and put on PCAQ website.</li> <li>* Arrange and appoint other necessary personnel e.g. First Aid Officer</li> <li>* Obtain sufficient <b>copies of</b> all necessary score sheets &amp; clipboards</li> <li>* Do draw and workers list and send out prior <b>to event. Helpers should be allocated in ratio of riders from each club.</b></li> <li>* Contact judges and coursebuilders with details</li> <li>* Arrange back numbers <b>or other means of identification</b>, and all workers for the day. <b>If club is supplying a Penciller/s, this person should only be rotated every 2 hours if required to change at all.</b></li> <li>* Organise Ribbons and Trophies</li> <li>* Appoint someone to check on equipment for the courses <b>in sufficient time to make repairs.</b></li> </ul> <p><b>On the day:</b></p> <ul style="list-style-type: none"> <li>* Issue back numbers, collect &amp; fill out performance cards, collect HHD forms</li> <li>* Arrange presentation of awards</li> </ul> <p><b>After the event</b></p> <ul style="list-style-type: none"> <li>* Submit results to PCQ either by email or hard copy within 2 weeks of the event using the Official Results Form.</li> </ul> <p><b>NB. These are only the main points of the Secretary's job. There may be many other arrangements to make.</b></p>
INFORMATION SCORER	A person to answer questions on the day who is not the Scorer. One scorer for Showjumping, and assistants for calculating scores for Jumping Equitation.
PERFORMANCE CARD STEWARD	To collect & fill out performance cards
JUDGES/Coursebuilder	One of each for each ring
PENCILLER	One for each ring for SJ, two for each ring for JE
TIMEKEEPERS	One for each ring; Two for Jump Off, not required for JE
RAIL STEWARDS	Two for each ring, <b>competitors can be asked to provide members FROM OWN CLUB FOR PRACTICE ARENA</b>
GEAR STEWARDS &/or MARSHALLER	One for each ring
GATE STEWARDS if necessary	One for each ring
SHEET/RESULT COLLECTOR	For JE two is recommended to keep sheets coming into scorer <b>on a Regular basis, e.g. after every 5-6 horses.</b>
ANNOUNCER	Generally one, but depends on venue
FIRST AID	<b>As per PCA website. IF INCIDENT REPORT IS NOT DONE BY FIRST AID REMEMBER TO COMPLETE THIS.</b>
ARENA CREW	Personnel to set up and pull showjumping courses
CATERING CREW	Provide water and refreshment to Judges, course builders and workers, <b>approximately every two hours.</b>

**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/Jumping Equitation pencilers, Rail stewards, timekeepers and Cross Country Stewards.” Pencilers should only change after 2 hours.**

**CHECK LIST – SHOWJUMPING/JUMPING EQUITATION**

Chief Steward:  
Programme:  
Technical Delegate:

**Personnel to organise:**

First Aid:

Vet:

Judges: JE:  
SJ:

Course Builders: JE:  
SJ:

Pencilers: JE:  
SJ:

Time Keepers: SJ

Gear Stewards & Gate/Marshaller: JE:  
SJ:

Rail Stewards: Ring 1:  
Ring 2:

Scorer:

Assistants:

Collect Sheets:

Arena Crew: Set-up:  
Put away:

Photographer:

Announcer:

Organise judges into rings with clipboards/bells/stop watches, pencilers, vouchers for lunch:

Printing of all necessary Score Sheets & Draw, and SJ and JE sheets:

Back Nos. – sorting and into Club bundles

Thank you notes & expenses, for judges & guest scorer, etc:

Presentations:

Prizes & Ribbons:

Canteen:

Morning & Afternoon Tea for judges/pencilers/stewards:

Lunches for judges:

Parking:

Toilets:

Stable Supervisor (if required) & Camping (if required):

# SAMPLE PROGRAMME

Name of Pony Club  
OFFICIAL SHOWJUMPING COMPETITION  
(To be judged under **current** PCQ Rules for Showjumping)  
**All competitors must be a current riding member of PCQ or PCA**  
**PIC Number:**

DATE & TIME:

VENUE:

ENTRY FEE: \$

Ribbons &/or Trophies:

ENTRIES CLOSE:

(Nominations MUST come through Club Secretary if online verified by the club secretary)

ENTRIES & PAYMENT TO:

DRAW:

All competitors must complete a HORSE HEALTH DECLARATION and hand in on day of competition.

Canteen:

Camping & Stabling:

First Aid:

## OFFICIAL PROGRAMME

(Table A events will be a qualifier for **current** Showjumping Championships)

EVENTS: Choice of events is up to Organising Committee provided they are within guidelines.

Classes:

Class 1:	10 & under	60cm optional (for Club and Zone competition only)
Class 2:	12 & under	60cm
Class 3:		70cm
Class 4:		80cm
Class 5:	13 & over	70cm
Class 6:		80cm
Class 7:		90cm
Class 8:		100cm
Class 9:		110cm
Class 10:		120cm
Class 11:		Seniors* (Seniors to state their choice of height, if none chosen, 80cm)
Class 12:		Conditions for Unofficial classes to be printed on programme e.g. 60cm for all ages.

Conditions:

Two Horse Rule: A competitor may ride two horses in the same or different heights. Each horse is eligible to be placed in each class and for Overall awards.

10 years & under: May choose to ride in either 10 & under OR 12 & under. **Riders 10 & under may only compete in one age group at any one event**

Seniors: To be eligible for Overall Senior Award, Seniors choose from Class 4-9 inclusive.

Combined Groups: Where insufficient entries are received in a particular class, it will be run as per rules for Combined Groups in rule book.

Performance cards: Are required for All riders in class 2-9 inclusive  
Cards to be presented to the Organising Secretary before the commencement of event when collecting back numbers **completed with details of each class.**

**Disclaimer:** Neither the Organising Committee of this event to which these rules apply, nor PCQ accepts any liability for any accident, damage, injury or illness to horses, owners, riders, ground, and spectators or any other persons or property whatsoever.

**Reservation of Rights:** The Organising Committee reserves the right to:

- a. To cancel any class or event
- b. To divide any class
- c. To alter advertised times
- d. To refuse any entry with or without stating a reason.
- e. To transfer competitors between sections of a class
- f. To combine classes if less than 3 competitors and the rules governing combining groups

Name of Pony Club

## OFFICIAL JUMPING EQUITATION COMPETITION

(To be judged under **current** PCQ Rules for Showjumping & Jumping Equitation)

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

DATE & TIME:

VENUE:

ENTRY FEE: \$

Ribbons &/or Trophies:

ENTRIES CLOSE:

(Nominations MUST come through Club Secretary or if online must be verified by club secretary)

ENTRIES & PAYMENT TO:

DRAW:

All competitors must complete a HORSE HEALTH DECLARATION and hand in on day of competition.

Canteen:

Camping & Stabling:

First Aid:

### OFFICIAL PROGRAMME

(Two rounds at each height. If round has a skill task included, this will be displayed on course plan. This competition is a qualifier for **current**-State Championships)

Class 1	10 years & under	50cm	<b>optional for Club and Zone competitions only</b>
<b>Class 2</b>	<b>12 &amp; under</b>	<b>50cm</b>	
<b>Class 3</b>		<b>60cm</b>	
<b>Class 4</b>		<b>70cm</b>	
Class 5	13 & under <b>26 years</b>	70cm	
Class 6		80cm	
Class <b>7</b>		<b>90cm</b>	
Class 8		<b>100cm</b>	
Class 9	Seniors*	Seniors to choose own height, if none chosen 80cm.	

### UNOFFICIAL PROGRAMME

Class 10: Conditions for Unofficial classes to be printed on programme e.g., 60cm for all ages.

Two Horse Rule: **Riders may enter two competitive in the SAME height. If a second horse is ridden in a different height then it must be HC.**

**Disclaimer:** *Neither the Organising Committee of this event to which these rules apply, nor PCQ accepts any liability for any accident, damage, injury or illness to horses, owners, riders, ground, and spectators or any other persons or property whatsoever.*

**Reservation of Rights:** *The Organising Committee reserves the right to:*

- a. *To cancel any class or event*
- b. *To divide any class*
- c. *To alter advertised times*
- d. *To refuse any entry with or without stating a reason.*
- e. *To transfer competitors between sections of a class*
- f. *To combine classes if less than 3 competitors and the rules governing combining groups*

# OFFICIALS for SHOWJUMPING DAY

To be submitted 3 weeks prior to event

ORGANISING ZONE OR CLUB .....

Official Competition OR Zone Championships cross out what is not applicable

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

## JUDGES:

Name

Level

.....

.....

.....

.....

## COURSEBUILDERS

.....

.....

.....

.....

**CHIEF STEWARD:** .....

**Technical Delegate** .....

The PCQ Steward should be on the official PCQ TD list or approved by Sub-committee.

This form should be submitted to the Showjumping Sub-Committee **at least three weeks before the date of the event.** Any change in judges should be advised immediately.

Judges and CB 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 SHOWJUMP DAY

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

**Official Competition OR Zone Championships** cross out what is not applicable

**CLUB/ZONE:**.....**DATE**.....

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

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

Officials on the Day were:- :

Judges

Coursebuilders

1) .....

1) .....

2) .....

2) .....

3) .....

3) .....

4) .....

4) .....

**CHIEF STEWARD:** .....

PCQ Technical Delegate: .....

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

**SECRETARY'S REPORT**

.....  
 .....  
 .....

**TECHNICAL DELEGATE'S REPORT**

.....  
 .....  
 .....

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				