

PONY CLUB QUEENSLAND

ORGANISER'S KIT FOR OFFICIAL COMPETITIONS & ZONE CHAMPIONSHIPS

OFFICIAL HORSE TRIALS' KIT 2024

Your Club/Zone has been granted an Official Horse Trials Event to be held on

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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 Horse Trials' 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 cross-country course, you should involve the TD in many of the decision-making processes. Your recommendation of a **PCQ Steward (TD)** must be approved by the Committee along with your judges and course builders.

Your programme must be approved by the Sub-Committee, please send in your programme for approval, in plenty of time prior to posting out 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

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.

Programme:

Refer to Horse Trials' Rule Book (Revised January, 2024) for information on classes for official events.

Disclaimer clause and Reservation of Rights must be printed on all programmes.

Official Classes:

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

PERFORMANCE/REGISTRATION CARDS ARE REQUIRED FOR ALL RIDERS IN OFFICIAL CLASSES, including 12 Yrs. & U.

The Entry Form should have provision for name of horse (as registered), the registration number of horses in Official classes, and membership numbers and club name for riders in ALL classes, and the PIC number of the property where the horse is kept. Also, a reminder to bring their Horse Health Declaration Form.

Unofficial Classes:

Additional unofficial classes may be included on programme e.g. for specific age group or height.

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 do not need performance (grading) cards.

Nominations:

- All entries should be made through the rider's Club Secretary or online
- **A horse may compete in only one class for the day.** Horses **should** compete in the grade shown on their performance card. A horse is allowed to ride down one level from that stated on the performance card without penalty. If the horse competes at two or more levels down from what it has on its performance card, ten penalties will be added to its total.
- **Riders cannot choose to upgrade on the day of the competition. This must be applied for and approved prior to the competition.**
- **Riders MUST compete in the class that is on their card. Those with an Introductory card, may also compete in Pre-Introductory.** It is the rider's responsibility to notify the Organisers if their grading changes after close of nominations.
- 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.
- Nominations that do not have Horse Registration numbers AND rider who 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
- Riders found to be in breach of any of the above will forfeit their placings, along with any trophies won, as well as the event not counting towards qualifying 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 are checked that the rider is entered in the class shown on the horse's performance card, prior to the competition. Especially check Prelim and above.

Two Horse Rule: At the discretion of the organising committee, riders may enter 2 horses in the following way:

- **Riders may enter two horses in the same or different classes/heights**
- **Each horse may gain a qualifying result**
- **Each horse will be placed in its class and be eligible for overall awards**

Hors Concours (HC):

Organiser 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 so the scorers know not to place them, but must indicate if the result met the qualifying criteria for State Championships as riders are allowed ONE HC performance.

Division 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
- **Insufficient numbers:** where there are less than 3 competitors, classes may be combined with the next lower class. These become unofficial and cannot form part of a team.
- If you combine classes, you must notify the riders of the change as soon as possible, especially where they have to learn a different dressage test. Competitors do the same dressage test, but jump their own height/s for cross country and showjumping and ride at their respective speeds. Penalties and time for both groups are judges equally, ignoring the different heights (Nov 2020)
- 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

Seniors:

- Are a recognised Age Group at all but State Championships and therefore must be offered the opportunity to compete.
- Seniors nominating in Preliminary or above, must be competing in this level at EA events. If horse/rider are riding up from Introductory for the first time, then copies of 3 MERs need to be supplied to the Club with the nomination. **Preferably, rider should complete the "Application for Horse Trials Upgrade" form and send this to PCQ with copies of the relevant MERS. They will be issued with a card stating their grade. This is to be sighted by the Club (there is no need for the Club to record results at a competition).** If rider/horse has no previous eventing history, Senior is to compete in Pre-Introductory or Introductory only (preferably Pre-Intro)
- Seniors form a separate class.
- In Eventing, Seniors all do the same Dressage test but choose the height/grade for jumping. The Senior Dressage penalties are entered along with the cross-country tally and the showjumping from the respective score sheet, then the final score for each rider is determined and entered.
- 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 'en block' from the same club. It is the riders who are drawn not the club.
- 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.
- 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.
- Indicate on the draw if a rider is a Senior within that class eg SNR.

Performance Cards:

- **THE CARD TO BE COMPLETED WITH THE FOLLOWING DETAILS BY THE RIDER, PRIOR TO HANDING IN:**
Date, Venue, Rider's name, Class/Grade

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.**

- 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, and checking on the morning, prior to the competition, to ensure if rider is competing in the grade shown on the grade (upgrading to be done prior to the competition). Also fill out any Qs on cards and returning the cards to the riders at the end of the day as they return their back numbers
- Placings to 10 and Qs should be entered on cards as events are completed and the cards given back to competitors when they return back numbers
- See Rule Book &/or Scoring Handbook for any clarification. If in doubt call in the Technical Delegate.
- Seniors competing in Preliminary or above, may have performance card rather than having to show MERS (refer Rule 13, pp19/20 of 2024 Rule Book) – no results etc required

Judges:

- It is as well to contact judges as soon as you have your date confirmed. (Lists of Judges and Coursebuilders are on the website.)
- You will need one judge and course builder for each showjump ring, Exception: a person who is qualified as an official judge and coursebuilder could act in both capacities
- One cross country steward for each fence and generally two on obstacles like the water jump.
- Two judges of appropriate accreditation for each dressage ring. **For the One Star and Two Star, there must be at least two judges who are of Novice standard or above, and for Preliminary, Introductory, 12 years & under, there may be one or two judges, (2 if possible), all of whom must be approved by PCQ. In exceptional cases the Technical Delegate may approve the use of only one Judge.** EA (Equestrian Australia) qualified judges may be used. Please state the persons EA qualifications when submitting his/her name for approval.
- When people agree to officiate, confirm at once and, nearer the event, telephone/**email/text** to make sure they are still able to come.
- **Pencillers:** Do arrange pencillers before the day starts. Clubs can be asked to help based on one helper for every three riders or part thereof). Allocate jobs in proportion to the number of riders from each club.
- You should try to avoid having two judges from one club in the same ring.
JUDGES CANNOT JUDGE A MEMBER OF THEIR FAMILY or their own horse.
Please keep in mind that family, close relatives, team managers or trainers of any competitor cannot judge the class/group that the competitor is participating in.
- Judges should be notified to the Horse Trials 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. Contact PCQ Office and your information will be directed to the appropriate person.
- **Refreshments:** Judges/pencillers/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:** Payment of travel and out of pocket expenses for judges should be offered I at a rate of 68c per kilometer or \$70.00 which ever is the greater plus overnight accommodation if required or cost of airfare reimbursement if cheaper than road. If another judge comes as a passenger they do not receive mileage but do receive \$70 and may claim 68c per kilometre for any kms they travel in their own car to attend or meet up with transport, plus overnight accommodation if required. Please use the PCQ expense claim form (available on website).
- **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 pencillers for Dressage, for Showjumping as rail stewards or

timekeepers where different members of the club can carry out the duty, and for Jump Stewards for cross country. The number of helpers from a club must be relative to the number of riders from that club. Helpers from other clubs can only act as gear check stewards if they offer to do these tasks and are familiar with the regulations. State on draw the jobs allocated.

Technical Delegate:

- The Technical Delegate is PCQ's official representative at each official competition.
- Technical Delegate should be taken from PCQ ODE Technical Delegates list, but this is not extensive. If not from list, supply details of TD's experience. Ideally the TD should be from another club but not necessarily. Your recommendation will be considered by the Committee.
- **In the case of Horse Trials**, the TD will be responsible for inspecting the cross country courses prior to the event. It is up to the organisers to contact this person to arrange for an inspection of the course. The inspection to be in sufficient time to allow for any alterations to be carried out.
Variation to TD role (2020):
 - The preferred position is that the Technical Delegate has no other roles
 - Additional roles may be fulfilled under extenuating circumstances with approval by the PCQ Discipline Sub Committee. For the Technical Delegate to fulfil multiple roles, an application form is to be lodged with rationale detailing reasons
 - Application forms for TD multiple roles are to be submitted for consideration by the PCQ Sub Committee four (4) weeks prior to the event
 - In the event of an incident at the competition involving the Technical Delegate with fulfilling multiple roles, the Technical Delegate must declare a conflict of interest and the matter is to be resolved by the Ground Jury (excluding the Technical Delegate). If the matter does not involve the Technical Delegate, then the matter is to be resolved by the Ground Jury in consultation with the Technical delegate
 - If there are unforeseen circumstances on the day of the event, the TD is allowed to fulfil this role if they have the official qualifications, and it does not impinge on their primary role as TD. The only roles for Horse Trials, would be as a second dressage judge where two are required or as a showjumping coursebuilder
- **YOUR PCQ STEWARD (TD), JUDGES & COURSE BUILDERS WILL BE APPROVED BY THE SUB-COMMITTEE (or a person nominated by the sub-committee).**
- 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, or a person conversant with rules, course building regulations and scoring in this discipline.
- 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.

Teams:

- It is the organising committee's 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 grade or group in the official section. Points are awarded from 10 to 1 in all events.
- Competitions with less than 3 competitors makes the class unofficial and riders cannot form part of a team.
- 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 also organise Unofficial Teams as above. Seniors can form part of an Unofficial team.

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 the day of competition.
- Competitors must not be able/allowed to directly approach scorers.
- Protest should be in writing with the fee, and then handed to the TD.
- If in doubt, call the TD
- **The person in charge of the scoring should be familiar with the procedure, especially if 'Live Scoring is being used.**
- Horses compete in their correct class as at the first day of competition or compete in lower classes as per the rules and penalties where they apply.
- Be aware how Combined Groups are scored for the relevant discipline.
- Points are awarded from 10 to 1 if there is a Teams' Competition.
- Clubs organising official events must have the relevant Rule Book and Scoring Handbook, available from the PCQ office or on PCQ Website.
- Horses do not upgrade on the day.
- Horses meeting the qualifying criteria for state events **MUST** have a **Q** enter beside the result on the Mastersheet.
- Riders must check the Mastersheet before leaving the competition to verify the **Q** has been entered beside their result, if applicable.

Results:

- Results must be placed on the notice board during the day and kept up to date.
- 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 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
- Also a full report for the event including Judges' names and the TD's report must accompany the results.

Qualifying Criteria for State Championships:

Must have a dressage score of 50% or more (look at total good points out of the possible total points); with not more than 20 jumping penalties in the cross country phase; there is no criteria on SJ phase other than to complete the phase.

Awards:

- Ribbons must be awarded to fifth place in all events. Ribbons may read "XYZ Pony Club Official Horse Trials.
- It is up to the Club/Zone what type of award they give for first place and how many runner-up awards are presented, however it should be awarded on the 10 to 1 scoring basis
 - The number of trophies, after 1st place, is at the discretion of the organisers.
 - **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.**
- 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.

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 and receives a written request for a refund of nomination fee, including a vet's or a doctor's certificate or Chief Instructor's report 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 PCQ rules.
- The substituted mount does not have to be the same class/group as the original mount.
- No substitution of rider is permitted under any circumstances.

Communication:

- The organising committee must arrange adequate communication (ie. Two way radio) involving emergency services, Officials, cross country stewards and crash crew.

Cross Country:

- **Course Inspection:** Cross country course must be inspected by TD in sufficient time for any alterations to be made prior to the event. Ideally, the first inspection should be a few weeks out from the event. The TD is responsible for inspecting and approving the cross country, after it is flagged, and jumping courses before they are shown to the riders. Course plans need to be approved by the TD.
- **The course will be closed to mounted competitors two weeks prior to the competition**
- * **Briefing of Cross Country stewards:** the organiser must ensure that a person with thorough knowledge of the cross-country rules (generally cross-country steward) briefs the stewards before sending them on the course. The TD should be in attendance at this briefing.
- It is recommended to use Sector Controllers to oversee the jump judges in each section. If
- there are large numbers of competitors make arrangements to supply stewards with refreshments and if necessary a comfort break. A Sector Controller is responsible for a group of obstacles (preferably which can be seen by the Sector Controller). The SC can check the jump judges sheets if any incidents arise, before the sheets are collected.

- **Timing Equipment:** No matter what system is used, you must have a back up system. It is a recommendation to have a minimum of three on-course XC timers that records each rider's time at the allocated XC fence where the timer is (written on XC jump sheet).

Medical/First Aid/Veterinary Requirements

- Please follow PCA Minimum Medical Standards. [You may use a Variation Consent Application if an event organiser is unable to meet the targeted level of medical service or you feel you have reasons where all specified are not required]
- 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
- There must be separate crews for the cross-country and showjumping sections if running at the same time
- Local Ambulance and Hospital must be advised of the location and timing of the event.
- **Riders who have fallen off must be assessed by first aid people**
- Should have a **Biosecurity Plan**
- Provision for major injury to horse:-
 - If possible, a Veterinary Surgeon should be present during the cross country and jumping tests. If not possible, arrange for a vet to be on call for the duration of the event.
 - Horse float to act as ambulance if required
 - Hessian or material to use as a screen

CHECK LIST – HORSE TRIALS

Chief Steward: Overall:
Co-ordinator: Dressage phase:
Cross Country phase:
Showjumping phase:

Technical Delegate:
Judges – dressage, cross country, showjumping
Showjumping Coursebuilders
Vet:
First Aid:
Announcer:
Photographer:
Programme:
Trophies & Ribbons:
Presentations:
Canteen:
Morning & Afternoon Tea for judges/pencillers/stewards:
Lunches for judges:
Notice for food to members:
Parking:
Toilets:
Stable Supervisor (if required)
Camping Supervisor (if required):
Sort and bundle Back nos. into Club groups
Hand out Back Nos. & collect Performance cards:
Draw & distribution of it
Thank you notes & expenses for judges & guest scorer & anyone else:
Scorer:
Assistants:

Check List for Dressage Phase

TD to brief Dressage judges
Dressage Co-ordinator:

Personnel to organise:

Judges:
Pencillers:
Gear Stewards & Gate/Marshalls:
Collect sheets:
Printing of all necessary Dressage Test Sheets:
Assembling of clipboards with draw
Arena Crew: Set-up:
Pull Down:
Organiser of judges on morning of competition with Clipboards, penciller, & lunch vouchers; Gear Check/Marshaller with clipboards and UP TO DATE DRAW.

Check List for Cross Country phase:

Cross Country Co-ordinator:

Course Builder:

Contact Technical Delegate for inspection of course prior to competition, ideally 4-6 weeks, in time for any alterations to be made.

Arena Crew: Flag & Number Course
Put Away

Communication Equipment:

Stopwatches for Jump Stewards & Sector Controllers

Briefing of jump stewards:

Briefing of riders prior to cross country:

Sector Controllers:

Jump Stewards:

First Aid:

Crash Crew: to have required equipment (screening, non-ambulatory horse moving equipment etc)

Starter:

Finish (if start & finish not together):

Timekeeper:

Timing Equipment:

Collect Sheets from Timers & jumps:

Arrange comfort breaks for jump judges if required

Gear Check:

Marshaller to start:

Warm up Steward:

Printing of all necessary score sheets:

Assembling of jump steward score sheets on clipboards, refreshments:

Vet steward:

CHECK LIST – SHOWJUMPING

Showjumping Co-ordinator:

Personnel to organise:

Judges:

Course Builders:

Pencillers:

Time Keepers:

Gear Stewards & Gate/Marshaller:

Rail Stewards: Ring 1:

Ring 2:

Collect Sheets:

Arena Crew: Set-up:

Put away:

Organise judge with clipboards/bells/stop watches, penciller, vouchers for lunch:

Printing of all necessary Score Sheets:

EXPLANATION OF PERSONNEL REQUIRED TO RUN AN OFFICIAL HORSE TRIALS

CHIEF STEWARD	Should have a sound knowledge of the rules and procedure for running a ODE competition.
PCQ STEWARD (TD)	This person must be a current member of the PCQ ODE Sub Committee or an approved PCQ ODE Technical Delegate, or a person nominated by the Sub Committee; ideally from another club but not necessarily.
ORGANISING SECRETARY:	<p>Before the day:</p> <ul style="list-style-type: none"> * Obtain judges, course builders, TD 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, and check a week before event. * Arrange back numbers and all workers for the day. * Obtain Ribbons and Trophies • Do arrange pencilers before the day starts. <p>On the day:</p> <ul style="list-style-type: none"> * Issue back numbers, collect & fill out performance cards * Arrange presentation of awards <p>After the event</p> <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> <p><i>Read in conjunction with Check Lists</i></p>
SCORERS	Minimum of two. Extra people required to add up sheets depending on numbers. The Chief Scorer must be experienced with Horse Trials rules and the scoring procedure.
GEAR STEWARDS	One for each phase: Dressage – Showjumping – Cross Country. These stewards must be familiar with regulations for saddlery and dress.
DRESSAGE	2 Judges per ring. Pencilers for each. Runner to collect sheets.
SHOWJUMPING	Judge, Coursebuilder, penciler, timekeeper, rail stewards.
CROSS COUNTRY	Steward to brief jump judges Steward to brief riders prior to cross country phase Steward to pick up cross country sheets after each group Judges at least one for each obstacle
CRASH CREW	TD can ask experienced people to help out as Sector Controllers (not compulsory)
ARENA CREW	To repair obstacles and assist when necessary on course with horse ambulance. Personnel to set up and pull down dressage arenas and showjumping courses; collect numbers & flags from cross country
FIRST AID	Minimum is for trained first aid personnel to be present and to arrange for any casualty to be transported to hospital by ambulance
CATERING CREW	Provide water and refreshment to Judges, coursebuilders and workers.
VET	If possible a vet should be present during the jumping and cross country tests; if not possible to be on grounds arrange for a vet to be on call for the duration of the event.

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 pencilers, Rail stewards and Cross Country Stewards.”

SAMPLE PROGRAMME

Insert Club Logo

XYZ PONY CLUB INC Insert Club name

OFFICIAL AND UNOFFICIAL ONE DAY EVENT

PIC Number – insert

(Qualifier for insert year PCQ State Championships)

DATE: insert

Insert time to start

VENUE: Insert name and address (when gates open etc if applicable)

ENTRY FEES: \$insert

CAMPING FEES: insert

STABLING/YARDS: insert (if applicable)

ENTRIES: Suggested All nominations are to be lodged online via the Nominate website: www.nominate.com.au or JustGo

Each competitor to complete helper's details to ensure helping positions are filled (one for every three riders or part thereof. Names and mobile numbers to be given when nominating.

Entries will be capped at ??? with preference to riders in Official Classes 1-7 if the need arises.

No transferring of classes after entries close, unless horse has upgraded.

If rider transfers class after walking XC course, then rider will ride HC in new class

ENQUIRIES: Insert name of Secretary/organiser, number and email

SCRATCHINGS: Phone/SMS name and number and /or email

ENTRIES CLOSE: Insert date

AWARDS: Suggested

Ribbons To fifth place in each class—points to 10th place

Trophies To overall winner in each group OR how your club does this

(Trophies in Official classes should be of a greater value than those for unofficial)

Medallions To winners of Teams section (only a suggestion)

Technical Delegate (if known): name

STARTING TIMES: When XC course will be open to walk

When Dressage starts (when Gear Check is open)

Approximate times for XC Jump Judges' briefing and Riders' Briefing

Should advise which classes will be showjumping prior to XC

DRAW: where available for viewing and/or will be emailed

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

OFFICIAL/UNOFFICIAL PROGRAMME

Class 1	12 Years & Under (Pre-Introductory)	60 cm (green)	Ev Test A 45 & 60 2020
Class 2	12 Years & Under (Introductory)	80 cm (orange)	EvA Test A 80 2020

Class 3	Pre-Introductory (13 – U26)	60 cm (green)	Ev Test A 45 & 60 2020
Class 4	Introductory (13 – U26)	80cm (white)	EvA Test A 80 2020
Class 5	Preliminary (13 – U26)	95 cm (red)	EvA Test A 95 2020
Class 6	One Star (13 – U26)	1.05m (pink)	Ev-Test-A-CCN1-2020
Class 7	Two Star (13 – U26)	1.10m (yellow)	CCI 2star Dressage Test A
Class 8	Seniors (26 & Over)* - unless stated, height is 80cm (may choose height they wish to ride XC and Showjumping when nominating)		EvA Test A 80 2020
Class 9	Beginners	**	Ev Test A 45 & 60 2020
*	Seniors to choose their jumping height if not stated will jump height same as class 4		
**	Height (and class indicator colour) to be selected by committee but height should be less than 70cm		

Can use Eventing tests B

<https://www.equestrian.org.au/Eventing-Dressage-tests>

TEAMS (Optional): 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 Programme (excluding Seniors & Beginners).

DISCLAIMER: Neither the organising committee of this event nor PCAQ accepts any liability for any damage, accident, injury or illness to horses, riders, grounds, spectators or any other person or property whatsoever.

RESERVATION OF RIGHTS

The organising committee reserves the right to; cancel any class or event, combine or divide classes according to the numbers nominated and the rules governing splitting of groups, alter advertised times, transfer competitors between sections of a class and to refuse any entry with or without stating a reason.

RULES:

- All riders must wear body protectors (BETA 2018 Level 3, BETA 2009 Level 3, EN13158:2009 Level 3, EN13158: 2018 Level 3) and medical armbands on cross country phase.
- Run under PCQ rules. Judges' decision is final. ALL COMPETITORS MUST BE CURRENT 2024 RIDING MEMBERS OF PCQ/PCA.
- Riders may enter two horses in the same or different classes
- Bad language, excessive striking of the horse, abuse or disrespect to the judge or officials will result in disqualification.
- Performance cards are required for Classes 1 – 7 and must be handed to the Office prior to the commencement of event (please complete details of day in your cards before handing it in).
- HORSE HEALTH DECLARATION MUST BE HANDED IN TO THE OFFICE UPON ARRIVAL, when collecting bib numbers
- If rider does not have performance card on the day of competition, ribbons and trophies may be withheld until it is produced. Nominations that do not have Horse Registration Number AND riders do not have performance card on the day, riders will compete HC
- Riders cannot choose to upgrade on the day of the competition. This must be applied for and approved prior to the competition. Riders MUST compete in the class that is on their card. Those with an Introductory card, may also compete in Pre-Introductory (Sect 8c). A horse is allowed to ride down one level from that stated on the performance card without penalty. If the horse competes at two or more levels down from what it has on its performance card, ten penalties will be added to its total.
- Seniors nominating in Preliminary or above, must be competing in this level at EA events. If horse/rider are riding up from Introductory for the first time, then copies of 3 MERs need to be supplied to the Club with the nomination. **Preferably, rider should complete the "Application for Horse Trials Upgrade" form and send this to PCQ with copies of the relevant MERs. They will be issued with a card stating their grade. This is to be sighted by the Club (there is no need for the Club to record results at a competition).** If rider/horse has no previous eventing history, Senior is to compete in Pre-Introductory or Introductory only (preferably Pre-Intro).

PROTESTS: Should be lodged in writing 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

REFUNDS: No refunds of entry fee, with the exception of scratchings prior to the commencement of the event AND a written request for a refund of nomination, including a vet/medical certificate or Chief Instructor's report, to be received within 7 days after the event. 10% of the entry fee may be retained by the organizing committee to cover administration costs

CANTEEN: Insert what is available and time

Club-endorsed Photographer: if applicable

NO DOGS allowed on the grounds – if applicable

BIOSECURITY FACT SHEET must be included in programme (<https://ponyclubqld.com.au/wp-content/uploads/2020/10/Biosecurity-Fact-Sheet-v2.pdf>)

Approval of Personnel
OFFICIAL ONE DAY EVENT
To be submitted 3 weeks prior to event

ORGANISING ZONE OR CLUB

Official Competition OR Zone Championships Delete what is not applicable

DATE: VENUE:

TECHNICAL DELEGATE:.....

CHIEF STEWARD:.....

DRESSAGE JUDGES:

Name	Grade
.....
.....
.....
.....
.....
.....
.....

CROSS COUNTRY COURSE DESIGNER.....

SHOWJUMPING JUDGE

COURSEBUILDER

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

Judges should be on the official PCQ List as supplied or be EA accredited state EA accreditation beside their name.

Signed: Phone No.:.....
Club/Zone Secretary

REPORT ON OFFICIAL ONE DAY EVENT

Please complete and return with your results to PCQ within 2 weeks of the event

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

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

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

Officials on the Day were:-

Chief Steward:

Dressage Judges

.....

.....

Showjump Judge 1) 2)

Coursebuilder 1) 2)

Cross Country Course Designer:

PCQ Technical Delegate:

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

SECRETARY'S REPORT

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TECHNICAL DELEGATE'S REPORT SEE ATTACHED FORM

SIGNED **DATE**.....

TECHNICAL DELEGATE REPORT on Horse Trials

Club/Zone.....DATE.....

OFFICIALS	GOOD	SUITABLE	POOR	COMMENT
Chief steward				
Judges				
Admin/Secretarial				
Scoring team				
Gear Check				
Pencillers				
Runners- sheets				
1 st Aid – human/horse				
Programme				
Draw				
Communication				
Judge Allocation				
Accommodation if applicable				
Meals- officials				
Transport/car if required for judging				
GROUNDNS	GOOD	SUITABLE	POOR	COMMENT
Stabling-if applicable				
Bedding- if applicable				
Yards – if applicable				
Wash Bays				
Camping				
Parking				
Lighting- if applicable				
Spectators areas				
Canteen				
Trade Stands-if applicable				
Safety – general? dogs				
COMPETITORS	GOOD	SUITABLE	POOR	COMMENT
Arenas				
Surface				
Warm-up				
Lungeing area				
Draws				
Presentations				
Prizes				
Horse/public safety				
Communication/PA				
Grading cards				
Result Boards				
Accident/incident reporting				
ONE DAY EVENT	GOOD	SUITABLE	POOR	COMMENT
Dressage Equipment				
Dressage Judges				
Showjump Equipment				
Showjump Officials				
X-Country Equipment				
XCountry Stewards/Officials				
Warm-up area				