



Pony Club Queensland

PO Box 293
NORTHGATE QLD. 4013

Phone. 07 32161255
Email. admin@ponyclubqld.com.au
www.ponyclubqld.com.au

2025 STATE EVENT KIT FOR ORGANISERS

State Formal Gymkhana, Sporting Stockman's Challenge, Campdraft 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 **Technical Delegate** 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) person familiar with scoring large events.
- 8) Other personnel may include:
 - a) Deputy for each Section
 - b) Co-ordinator for:
 - i) Gear Checks (**Gear Checkers should be from host zone and accredited as PCA Gear Checker**)
 - ii) Marshalls
 - iii) PencillersGear Check personnel should preferably be from host zone and familiar with PCA Gear & Saddlery rules.
 - 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. **When more than one application for the same event is received from different areas, preference will be given to the one from the area due for rotation.**

Host Club/Zone is entitled to apply to PCQ for the subsidy to run State Championships.

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 (to be approved by 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 from 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 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 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 Sub-committee Secretary, the Judge Coordinator, 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.

7. 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. **The organising committee is entitled to some images for promotional purposes at no cost, please speak with the photographer regarding benefit.**

8. 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 be used for the event, will be noted with programme.
- Souvenir Polo shirt Order details if committee wishes to offer them.
- **Team Managers' Role and responsibilities** MUST be on the printed programme with the draw and running order and also emailed out.
- **PCQ Sponsors Logos to be included on the event program, draws and any promotions.**
- **QUALIFYING CRITERIA – refer to PCQ Website.**

9. 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.**

10. Scoring

You must liaise with State Chief Instructor or Judge-in-Chief to verify the appointment of your Scorer before finalising arrangements.

You must also liaise with State Office/Chief Scorer re:

- 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.

11. “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.

12. Travel and Out of Pocket Expenses:

The organisers are responsible for the payment of travel subsidy of 80 cents kilometre each way, to judges and officials, plus

- Travel meal claim Expenses now \$20 for distances above 200kms and \$35 for Travel exceeding 400kms
 - Judges and Officials to be paid travel and/or \$80 (whichever is greater)
 - Where officials share a vehicle to travel to the event, passenger official is entitled to meal allowance, and is then paid \$80 per day while officiating.
 - Plus a minimum of \$80 per day thereafter they are performing duties eg if judging for more than day 1, would receive \$80 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. 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.
 - Their claims are to be paid before they leave the event or Bank Details obtained
- Out-of-pocket expenses are not to be paid unless substantiated with receipts.**

13. While the Judges-in-Chief, and the Technical Delegates and Chief Scorer for each discipline are appointed by the relevant 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 travelling, meals and accommodation expenses** on receipt of application from Organising Secretary.
- **There will be a separate claim form for the payment of the daily rate to the Judges-in-Chief, and the Technical Delegates and Chief Scorer available from PCQ on request. This will be paid directly by PCQ**
-

14. Course Builders:

Course Builders must be available by mid-afternoon on the day prior to the jumping commencing, When they are invited this is to be stipulated in their invitation

15. Judges Briefings:

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

16. 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. **Trophies are needed for the winning Zone Team and the State Team, the winning Zone for the Coombe Trot Up Trophy and the winner of the Percy Bishop Trophy.**

Please let us know early if you require PCQ to purchase the trophies.

PCQ will reimburse up to \$55.00 per trophy to include engraving.

17. 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.

18. 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.

19. 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

20. 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.

PERSONNEL NEEDED

21. General Personnel;

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

You will need:

- Pencillers
- Rail Stewards
- Timekeepers
- Marshalls
- Runners to collect sheets

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. **It is suggested that Team Managers be given lists of those who have logged in to assist so that this can be monitored and work is shared fairly.**

Please note that if helpers are not provided by their Zone their riders will not be allowed to compete

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.

22. Administration personnel:

- Office attendant – usually needed afternoon before and first morning of event for any enquiries, collection of merchandise etc.
- Scorers
- Assistants to prepare clipboards for: Judges, Gear Stewards, Marshalls, JIC & TD, Announcer, Stabling and Camping supervisor, etc
- Reliable runners to collect sheets from judges
- 2 Others for Distribution & Collection of Back Numbers: will need sufficient room to spread out and sort/resort numbers:

Team Managers return the numbers before the Mounted Presentation

23. 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
- **Regular recognition of sponsors**

24. 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.

25. 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.
- 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, if not at change of people. 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.

26. Chief Scorer:

Responsible for:

- Scoring event.
- 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.

27. 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,
- 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

28. 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

29. Organising Secretary

Arrange printing of sheets

Attach to clip boards for each judge.

Also Copies of draw for Judges.

i) Liaise with Chief Scorer re;

- Master Score Sheets,
- Scratchings

ii) Arrange with PCQ Office for transport of back Numbers, Medallions and Rugs.

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

iv) 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.

v) Arrange with PCQ Office for transport of Back Numbers. **Back numbers need to be returned, cleaned and in order, to the PCQ Office**

vi) Arrange with Australian Show Ribbons for ribbons for event. (Refer Para 15)

vii) **Ensure PCQ Sponsorship requirements are met.** (Refer Information following)

30. 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

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 **Technical Delegate** 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.

31. BIO-SECURITY – refer to Website

32. Equipment Required:

- Ring numbers,
- Cars/shelters for judging.
- Walkie Talkie for each Ring
- Pegs – start & finish etc.
- Communication equipment e.g. walkie talkies
- Timing Equipment for start and finish
- Clip Boards
 - Horse float in case of emergency
 - 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.

PCQ Responsibilities:

1. Copying and Distribution of Nomination Forms

- 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 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 **and also pay their daily rate.**
Please forward receipts for these expenses so that you can receive reimbursement within 60 days of the event
- PCQ will cover cost of transport of 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 \$55 per trophy.
- PCQ will print programme and distribute

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 may be slow to arrive if not using online nominations. 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:

Perpetual Trophies

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.

Replicas Trophies

It is the organiser's responsibility to purchase and pay for replica trophies, you may prefer to use a local supplier for these trophies, however you can request PCQ to purchase 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 **\$55.00** per trophy to include engraving.

Medallions:

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

Keyrings:

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

Flags & Banners:

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

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.

5. 2025 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 **Aussie Blue Heeler Products and L P Equestrian**, Oz Shotz Riverina Stockfeeds and Aussie Show Ribbons . They will be advised, annually, re the dates and venue of the State Championships. Please note, there are NO naming rights available for each of these events, nor **are there to be other sponsors with similar products without express permission through PCQ**. 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:

* **Aussie Blue Heeler Products & L P Equestrian** - 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.

• * **Australian Show Ribbons** – sponsor is to have exclusive rights to supply Show Ribbons and the ability to display signage. The Partner is to provide all equipment to the host zone at their own expense and organise setup through the host zone.

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.

Aussie Blue Heeler Products & L P Equestrian:

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

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.

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:

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.

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 Margie at the PCQ Office for any questions or further information if needed.

RIBBONS & SASHES REQUIRED FOR A STATE EVENT

COLOURS FOR ALL RIBBONS:

1 st	Blue	6 th	Fushia
2 nd	Red	7 th	Orange
3 rd	White	8 th	Teal
4 th	Yellow	9 th	Magenta
5 th	Green	10 th	Cyan

Formal Gymkhana

Individual: Ribbons to 5th placing in each event

Age Group Championships: Sashes to 10th placing

Zone Teams: Sashes to 3rd placing overall

State Team: Sash to winning State Team

Campdraft

Individual: Sashes to 5th placing in each round

Age Group Championships: Sashes to 10th placing

Zone Teams: Sashes to 3rd placing overall

State Team: Sash to winning State Team

Sporting

Individual: Ribbons to 5th placing in each event

Age Group Championships: Sashes to 10th placing

Zone Teams: Sashes to 3rd placing overall

State Team: Sash to winning State Team

Stockman's Challenge

Individual: Sashes to 5th placing in each round

Age Group Championships: Sashes to 10th placing

Zone Teams: Sashes to 3rd placing overall

State Team: Sash to winning State Team

Percy Bishop Highest Overall Points Horse & Rider Combination

(Formal Gymkhana, Sporting & Campdrafting)

Replica trophy supplied by organising committee or PCQ

Tekna Brand Saddle supplied by Greg Grant



State Event Reconciliation Form

PCQ, PO Box 293 Northgate Qld 4013
Email: accounts@pcaq.asn.au

Host Club to reimburse claimants; PCQ to reimburse Host Club.

This form to be forwarded to PCQ within 30 days of conclusion of event with all supporting documentation (claim forms/receipts) duly authorised.

Name of Event: _____ Date of Event: _____

Claims to be authorised by:

Name: _____
Print Name

Signature

Position Held: _____

Dated: ____ / ____ / ____

****Position of Claimant: Judge in Chief; Technical Delegate; Chief Scorer**

Name	Claim (e.g. accomm etc)	**Position	Claim \$
Total Paid			\$

Payment will be made by EFT: Please complete below details.

Account Name : _____ (please print)

BSB: _____ A/C No: _____

PCQ Office Use Only:

A/C No: _____ Entered: _____ Paid: _____ Dated: _____

**Please note: Full state event subsidy to be paid on the approval of the event program & officials and the receipt of names of the members of the organising Committee.
50% of the subsidy will be withheld until the judges list is approved.**

Please tick box below for relevant event:

- State Showjumping & Jumping Equitation** **Subsidy Amount: \$3,500**
Event Date: from ____/____/____ to ____/____/____
- State Dressage & Combined Training & Horse Trials** **Subsidy Amount: \$ 3,500**
Horse Trials Subsidy Amount: \$ 3,000
Event Date: from ____/____/____ to ____/____/____
- State FG, Sporting, Campdrafting, SC, MG** **Subsidy Amount \$ 3,500**
Event Date: from ____/____/____ to ____/____/____

Event Host: _____
 Organising Secretary: _____
 Contact Number: _____ Email: _____
 Signature: _____ Dated: _____

Payment will be made by EFT: Please complete below details. [] Details on File (tick if applicable)

Account Name: _____ (please print)
BSB: ____ -- ____ **A/C No:** _____

PCQ OFFICE USE ONLY:

PCQ Authorisation:

Authorised by: _____ Position: _____
Print Name

Signature: _____ Dated: _____

Account Code	Description	\$	GST	N-T	FRE
	State Event -				
TOTAL PAYMENT		\$	\$		

Date Approved: ____/____/____ **Approved by:** _____ **Date Paid:** ____/____/____



State Event Reimbursement Form

Email: accounts@ponyclubqld.com.au

Host Zone/Club to re-imburse claimants.

PCQ to re-imburse Host Zone/Club for TD, JIC & Scorer travel, accommodation & meals.

Travel will be reimbursed at 80c per km each way

This form to be forwarded to PCQ within 30 days of conclusion of event with all supporting documentation (claim forms/receipts) duly authorised & completed.

Event: _____

Date: _____

Claims to be authorised
by: _____

Position: _____

_____ Signature

_____ Dated

Postion: Judge In Chief; Technical Delegate; Chief Scorer

Name	Claim (accomm/travel/meals)	Position	Claim \$
Total Paid		\$	

Proudly Sponsoring PCQ

