

PCASA Programs/Events

Things to remember when putting together a program/event that is going to be published, on any form of media.

1. Programs/flyers/entry forms should always be in word or publisher format and sent to proof reader at ([insert email](#)) make sure you allow room at the bottom of page for the PR logo to be added.
2. Make sure that you monitor your email to answer any queries relating to the program from the proof reader – after all questions/queries have been resolved, there is a 48 hour turnaround for return and placed on PCASA website
3. Day participation (General Public)– not allowed at any competition where a graded card required, check the Information booklet on web page to check who can take part in your activity.
4. Rallies where non pc members attend under rally participation must have instructors - this must be displayed on the program that instructors are available, and must be made available.
5. It is each rider's responsibility to ensure that their helmet has been tagged in accordance with purchase date
6. If unsure if your event information needs to be proof read – send it anyway, you just never know.

**IF THE FOLLOWING ISN'T ON THE FORM IT WILL BE
RETURNED FOR CORRECTION**

7. Disclaimer – ensure the correct disclaimer is used – do not amend it

“Neither the organising committee of any event to which these rules apply nor the Pony Club Association of South Australia Inc. accepts any liability for any accident, damage, injury to horses, owners, riders, grounds, spectators or any other persons.”

8. All programs need an event date, contact person, and number/email
9. If allowing EA riders mention the waiver form to be filled in and the waiver fee try to include the form with the entry forms (or a link to it)
10. Show Jumping
 - a. for Freshmans refer riders to appropriate page in rule book for the maximum height they may jump.
 - b. list how many rounds a combination may jump.
 - c. Club members & PCASA must have graded card

11. Dressage
 - a. list how many tests they may compete in.
 - b. Club & PCASA members must have a blue dressage card if competing EA Prep/PCASA Gr5 & 4 tests or above.
12. Eventing & associated competitions (supercross, combined training)
 - a. PC (Club) & PCASA (State) members must have graded card
 - b. riders can only jump the height they are graded at and one grade above unless they accept penalty for riding down.
 - c. riders under 17yrs must have 2 qualifications on card even if riding HC.
 - d. Body Protectors compulsory on Cross Country.
13. Mounted Games & Novelties
 - a. list the games to be run – Novelties approved games in the PCASA booklet
 - b. list age groups
 - c. must have PC card either graded or non-graded
14. All competitions – provide classes for
 - a. classes can be provided for EA & PCASA State members if approved as per the list in information booklet.
 - b. PC members if they have separate age classes these classes can be combined IF necessary and program includes the clause to that effect.
 - c. EA & PCASA State members must NEVER be combined with PC classes (they can be mixed in draw but must be scored separately)
15. Make sure there is reference to the event being run under PCASA rules and where to find the rules.

If a club or zone is holding an event there must be rules in place – if the activity is not listed in either the State or National rules then it cannot be held. Eg PCASA don't have Triathlon rules but PCA do so organizers need to refer to them.