

Information for running the PCASA STATE CHAMPIONSHIP ODE Grades 1 to 5.

The State has a template for all State event Programs, contact head office to get the template. If the host wish to hold any other classes/competition eg Combined Training, for grades 1 to 5 at the same time they must include wording clearly stating that these extra events are not State Championship events.

All you will need to do is make sure tests, etc are correct for the current year, and add your Club/Zone specific information such as camping, etc

The programs are to be submitted to the RAC at least 4 months prior to the event for approval at RAC and then Executive level prior to distribution.

Running State events is a large undertaking, and it is preferable they be held as an event on it's own to avoid any confusion. If it must be combined then all advertising/PA etc must ensure the State events are given priority attention.

Ribbon Contact/Ordering Process

The person responsible for the State Ribbons checks stock and orders ribbons needed. They will sort the ribbons into class groups for ease of presentations.

Ribbons are ordered for all Championship classes

Ribbons not presented, remain the property of PCASA, and any unused ribbons not returned may be charged to the hosting Club/Zone.

Perpetual trophies are only to be used for photo purposes, and to be given straight back to a representative from Senior Executive to take back to PCASA Head Office – or winning Zone/Club may be invoiced for a replacement.

Grade 1, 2 & 3 Teams Trophies - Donated by Carpet Court – Angie Grant & Co

PCASA State Shield -- Grade One Individual

Overall Club - Donated by Enfield Pony Club

All One Day Events have a rider levy – this is paid to PCASA after the event with a list of how many riders. Refer to ODE pack for Rider levy's.

State Representatives

Ensure that you send a formal invitation to the State President, and Vice Presidents & partners.

You will need to book them accommodation – the State does pay for this, but it is up to the hosts to arrange it.

It is also courtesy to invite the State Patron – although accommodation is not necessarily arranged for them.

Technical Delegate: ensure you arrange accommodation and have the invoice/receipt for this sent to PCASA for payment/reimbursement.

Judges – it is up to the hosting Club/Zone to arrange all judges and their accommodation and travel, and to pay for it.

MC – it is up to hosting Clubs/Zones to arrange their own MC, photographer and equipment.

Presentations - Generally done by the President of the State and hosting Zone together, accompanied by the State Patron if in attendance. While Racing SA are a PCASA sponsor each class should have a section for OTTB's – if a representative from Racing SA is at the event they should be asked to do the presentation of the OTTB awards.

EVENT SECRETARY

The Event Secretary will need to consult with the host club re camping fees, fees for horse yards, catering and any other local club/grounds conditions.

Obtain Bank deposit details from the Zone Treasurer to be included in the schedule so clubs can pay fees via direct deposit payments.

When entries are received, send to scorer as required.

On the morning on the event, be at the host club's clubrooms early. Have a list of all competitors and a highlighter to mark off names. All riders will need to bring Pony Club® cards to the secretary's office prior to the event starting. No Card, No ride.

Check each card for the required qualifications and file in alphabetical order or in club order as well. This makes it easier to record any placings on the cards later in the day and when riders collect them after the competition has been completed.

Liaise with personnel from the clubs organising each of the disciplines and check with your Treasurer if fuel payments are ready for Judges etc.

Make sure invited judges and other visiting personnel are looked after.

As results are announced, begin to draw up a list of place getters for all competitions. (Much easier to update during the day than to leave it all until just before Presentations).

After the protest time you can note any points/placings on members Cards.

Set up ribbons, trophies and rugs/prizes ready for presentation.

Liaise with the State & Zone President and assist them at the Presentation ceremony.

Delegate someone to hand Cards back to members after any results have been recorded.

Write any thank you letters to outside helpers / sponsors.

PRIOR TO EVENT:

People may be required to help with course building on the cross country course (you will be asked by the Chairperson or course designer if needed) The grounds need to be made safe ie. any rubbish laying around needs to be removed, cross country course may need to be slashed around jumps, dressage arenas need to be put up and may need mowing. Facilities should be clean and presentable.

A written risk assessment of the venue/facilities/equipment should be completed and a copy given to the Technical Delegate.

Event Coordinator (Chairperson): is the person whom you need to speak to should you have any difficulties with your club, other clubs or understanding your duties. Is ultimately in charge of running the entire event.

SECRETARY SHED:

The Event Secretary is the person who is ultimately in charge in the Secretary Shed. Assistants need to respect that the Secretary has already put in many hours of work prior to the event, and that you are there to assist in any way you can.

Clubs may choose to roster people on in 2 –3 hour shifts as secretary assistants.

Responsibilities: The Secretary's Shed is the main point of contact between The Coordinator, Secretary, riders, parents, emergency personnel, other officials and P.A. Commentators.

It is the first point of call for most people and therefore is very important that the person on duty have a list of all personnel for the event. A copy of the current rule book is essential.

Queries regarding rule interpretation should be referred to either the Pony Club® Technical Delegate, Event Coordinator or the Secretary.

Entry fees must be paid before a rider can compete. You will also be supplied with a list of all competitors. You need to "tick off" competitors as they arrive. Put a line through any scratchings and make sure you notify computing, judges, gear checkers, marshalls, and announcer of all changes. (otherwise they get very grumpy!!!)

On many occasions, riders will tell you they have forgotten their performance card.

NO CARD NO RIDE

2 way radios should be supplied, if you have to leave the shed unattended, then please take the radio with you. Leave notice on display saying where you can be located.

Duties:

To have knowledge of all aspects of the event and to know who to contact in relation to different problems/queries.

If you are unsure, ask for help.

If anyone requires medical attention, either call on the 2 way for first aid personnel, or if after hours and they are not on the grounds, and it is not an emergency, first aid kit?

If a horse is ill or injured, contact the vet via the 2 way, if the vet is not on the grounds, it is the responsibility of the owner to contact (you can ring for them) and pay for the service.

Hand out body numbers and programmes - pre-printed.

Take attendance/performance cards, check cards for grading, financial status and qualifications. Riders must have 4 quallies within a 18 month period 2 of these must be within the previous 12mths) & they must have event completion as per current PCASA rules – for Championships copy of cards should have been checked when entry received.

If OK, cards can be filed. If you have a query with a card, advise the Pony Club® Technical Delegate, who will chase the matter up with the competitor.

It is a very busy time at the conclusion of an event.

Performance Cards must be checked prior either Show Jumping or Cross Country for the class entered.

As final scores are completed (without protests) all placing points must be allocated before they can take their cards. It is very much appreciated by the Secretary if you can have these cards out for the Secretary to fill out. All competitors who start the event to have the appropriate patch put in with their performance card.

COMPUTING:

People required are:

Saturday – Dressage : 2 persons from start of competition until finish.

1 or 2 persons to collect scores
from the dressage arenas.

Sunday – S/J & C.C.: 2-3 persons from start of competition until finish.
(this is the busiest day)

MANUAL SCORING: If the unforeseen should ever happen, and there is not a computer available to be used for scoring (or if the power is out etc.) The following is how to score manually. You will need a calculator to 3 decimal places.

Dressage :

Using a Prelim 1D as an example.

Add up all good scores (making sure you multiple by 2 were the test requires). Good scores are the scores the judge writes in.

Add both good scores together ie. 1 judge gave 100, the other gave 109. $100 + 109 = 209$. Divide by 2 = 104.5. Deduct any error of course from the good mark, if done after averaging the two scores only take off one set of error penalties.

Divide 104.5 into 250 (this is the total possible amount on the 1D test).

$104.5 \div 250 = .418$. Multiply by 100 (or move 2 decimal places)

Your percentage is 41.8% (this poor rider had a bad hair day!)

The above is for pure dressage. (if there are any errors of course they must be deducted before dividing into 250. (making sure you only deduct one judges errors).

The following is how to convert to a penalty point for event scoring.

take the good % from 100 (100 – 41.8 = 58.2

58.2 = penalty score.

Cross Country:

As these penalties change regularly, please check your PCASA Eventing rules for Cross Country for time penalties and jumping penalties.

Showjumping:

As these penalties change regularly, please check your PCASA Eventing rules for Showjumping.

DRESSAGE:

Personnel required and their duties:

Co-ordinator – to liaise with the Clubs responsible for this phase and the Chairperson/Secretary. It is the co-ordinators job to contact the Secretary prior to the event to find out how many arenas and what size arenas are required.

Either the Co-ordinator or an elected person from either club is to arrange all judges and pencilers (usually one club will arrange judges and the other arranges pencilers, Judges need to be booked at least 4 weeks before the event. Do not leave it until the last minute.

Confirmation letters need to be sent via email to all dressage judges the week before the event, advising them of their start time, arena number, where to meet you, etc.

On the day of the event, please be at the Secretary Shed at least an hour before the designated start time to collect the dressage boards (which will have been set up by the Secretary (or designated person), including all tests, scratchings and notes for judges.) Your box of goodies should include judges boards, gear check board, dots and vest, marshall/s board/s and vests, whistles, bells, pens, 2 way radio (to communicate with Secretary Shed) and spare programmes.

Take your 'goodie box' down to the dressage where you have asked the judges and pencilers to meet you.

Gear checker: If possible it is best to have a qualified gear checker. Two gear checkers are preferable as it's a tiring job. They will need a copy of the up-to-date PCA National Gear Rules and if possible a copy of the PCASA general rules.

The Dressage Co-ordinator will supply you with a copy of the draw, dots and a Hi-Vis vest.

Marshalls/Stewards: Depending on how many arenas there are, it is best to have two marshall/stewards. Your duty is to ensure that riders are moving to their correct arenas, that riders and horses are not crowding areas they are not supposed to be in, and that all is going well with judges, riders etc.

All marshalls/stewards will be provided with a Hi-Vis vest, a copy of the draw and a pen (and usually a radio). These items will be available from the dressage shed by your coordinator.

Gate Stewards: Gate Stewards should be supplied for all classes in State Championships ODE. This can be a shared job (usually by younger riders), but please make sure the people doing this job are aware on when to open the gate and when to close the gate without interfering with the competitor.

CROSS COUNTRY:

The Cross Country phase is run on the Sunday of the event. Most of the work for the CC phase is completed the weekend before the event.

This consists of flagging and numbering the course, putting up start and finish flags, cleaning up around jumps setting up a practice fence at the start and dressing the course.

The Course Designer is the person who is responsible for designing all of the courses and will either build jumps him/herself or allocate this job to persons who have knowledge in this area.

All maps will be placed somewhere visible at Secretary Shed when the course is announced for walking.

It is also the coordinator's responsibility to make sure that all of the personnel required for this phase have been contacted and are aware of their commitments. There is a check sheet attached to this section for you to fill out (make sure you give a copy to the event coordinator).

The following personnel will be required and this is their responsibilities.

- Start & Finish (timers)

You will need 2 people on the start and 2 people on the finish.

All of these persons will have a stopwatch. The stopwatches need to be synchronised before the start of the cross country phase. One of the Starters and one of the Finishers will also be the penciller. Updated sheets will be supplied with all starting competitors on them from computing. Your responsibility is to make sure the correct time is written on the start/finish sheets.

The Start will be advised of what time intervals each class will be running at.

- Runner

If possible it is best to have two runners and preferably on motorbikes. The responsibility of the runner/s is to collect the jump score sheets from the jump judges and take them to the computing personnel. It is very important to pick up sheets at regular intervals so as the computing personnel can chase up any queries as soon as possible. It is also handy for the Runner to carry spare Score sheets & pens/pencils in case a jump judge runs out. You will also be supplied with a copy of all maps.

- Gear Checker
The Gear Checker is responsible for checking all combinations before they go on the cross country course. You need to have a copy of the latest Gear Check rules and a copy of the PCASA General rules.
supplied with an orange vest, dots, a copy of the draw (with up to date scratchings) and pen.
- Marshall/Steward
The marshall/steward will be responsible to ensure riders are ready to compete on time and in the correct order (some riders will have permission to ride out of order) to keep this phase moving as smooth as possible.
Jump Judge Marshall/coordinator is responsible to check on all jump judges to make sure they are at their correct jumps and to answer any queries they may have in regard to their jump, ie options, flagging etc. This must be done every time there is a change in height classes.
- PA Announcer
The cross country should have a PA announcer. This person's job is to commentate on the riders as they go around the course and can often put out important announcements if required. The announcer will be provided with commentary details from the computing personnel, and maps from Cross Country Coordinator
- Fence Repair/crash Crew
It is best to have a couple of crews, their job is to keep an eye on the courses as the riders go around. If at any stage a jump has to be repaired, the crew responsible will radio the co-ordinator and/or the start to advise of the damage and how long it will take to repair. All fence repair crew will be given radios and maps and will be told in which order the riders will be run.
- Jump Judges.
ALL RIDERS SHOULD SUPPLY A JUMP JUDGE/HELPER – if requested on entry form – preference given to those who supply a jump judge if numbers are to be balloted. Helper patches will be given to those who cross Country Jump judge for all classes.
These names are to be given to the Cross Country Coordinator from entries and they will allocate jumps/jobs to either these people or the clubs. A Jump Judges briefing will be held approx. 1 hour before the start of the cross country. it is very important for Jump Judges to attend the briefing, just in case there have been any rule changes that you are unaware of.
- Jump Judges Boards/Pack
2 people will be required to assist the Cross Country Coordinator put together the cross country boards. This consists of names of judges, number of jumps, bags with score sheets, whistles, programmes etc in them. Also included will be to set up the start/finish, boards. This may take 1-2 hours.
- Briefing Person
This can be the Cross Country Coordinator, an experienced cross country person or the Pony Club® Technical Delegate (need to be asked). They will run through the rules and definitions of faults etc. This must be done before cross country.
- Road Crossing (if applicable)

As well as jump judges (if jump in fence line), there must be two people used at each end.

This is only applicable when cross country course involves public roads. It is also advisable to use signage.

End of Cross Country

At the completion of the cross country, it is also the responsibility of the co-ordinating club/s to collect all the flags and numbers from the cross country course. These need to be put back in the shed from where they came in a neat orderly fashion.

SHOWJUMPING:

The Showjumping phase is to be run after X/C for Grades 1,2,3. Grades 4 & 5 may do showjumping before or after X/C. The Event Secretary will advise the Show Jumping Coordinator of entry numbers and if the Showjumping requires one or two arenas.

Co-ordinator

The co-ordinator's responsibility is to organise a judge, course builder and other following personnel. Book the judge and builder at least 4 weeks prior to the event. Also to be available to ensure the smooth running of this phase.

All your score books, bells, stopwatches etc. and gearcheck, marshall boards will be made up and ready for you to collect from the Secretary's Shed. You will be supplied with a radio so as to keep in touch with the Secretary.

As each course is ready to be walked, you must notify the Secretary to arrange for the announcer to broadcast it, and make sure the Pony Club® Technical Delegate has checked the course.

It is also advisable to take down to the showjumping area, thermos' with tea, coffee, biscuits, cakes etc. as you will not have a lot of time to come back to collect these for the Judges and other personnel. Organise lunch arrangements with the Chairperson prior to the event.

A map of the course needs to be posted at the showjumping area for the competitors to see.

Course Erectors

The Co-ordinator will advise who the course builder is, then you will require 5-6 people to help build the course.

In the warm up area (this area must be bunted) you will also need to build two practice fences, these need to be flagged.

One must be a cross bar and the other a parallel. These fences must not be higher than the course maximum.

The showjump arena must be bunted off and have a gate.

Gearchecker

Will be required to check all riders prior to this phase. Your information will be provided by the Co-ordinator. It is advisable that you have an updated copy of the PCA National Gear Rules and any current addendums.

Marshall/Steward

To keep the riders coming in quickly and in order (bearing in mind there will be competitors that need to ride out of order due to other rides in different classes.) Making sure that the riders jump the practice fences correctly and not too often. You will also be provided with all relevant information by the co-ordinator.

Rail Stewards

It is best to have 2-3 rail stewards. Their job is to replace rails that have been knocked down and to help the Course Designer/builder to put up the course when required.

Score Runner

A person is required to collect the scores as soon as the class has finished and take them up to the computing personnel.

It is very important that these scores are computed as soon as possible.

Time Keepers

You will be required to use a stopwatch, and stop and start the watch as a horse goes through the start/finish flags and if at any time the Judge requests you to stop the watch.

Then tell the Judge's penciller of the time to be recorded.

Penciller

The penciller is required to sit by the Judge and he/she will tell the penciller if the rider is clear or has faults. It is the penciller's job to record this information correctly as well as record the time from the time keepers.

The Score sheet must also have the optimum time on it.

PA Announcer

It is not imperative, but is nice to have a PA Announcer to keep things lively and keep spectators informed of the why's, the who's and what is going on.

Helpful checklist (Credit to Monarto Equestrian Centre SZ)

DRESSAGE PHASE

CO-ORDINATING CLUB/S _____
PERSON TO CONTACT: _____
GRADE _____
ARENA _____
JUDGE _____
PENCILLER _____
ARENA ERECTORS/ DISMANTLERS _____

PUT OUT DRESSAGE LETTERS (EARLY SAT AM) _____

MORNING TEA _____
GEAR CHECKER/S _____
STEWARD/S _____
P.A. ANNOUNCER _____
Any other relevant information: _____

CROSS COUNTRY PHASE

CO-ORINATOR/S: _____
CONTACT PERSON: _____
COURSE DESIGNER: _____
COURSE BUILDER/S: _____
BRIEFING PERSON: _____
MARSHALL/S: _____
GEAR CHECKER/S: _____
STARTERS X 2 _____
FINISH X 2: _____
RUNNERS: _____
ANNOUNCER: _____
FENCE REPAIR CREWS: _____

ROAD CROSSING X 2: _____
COURSE FLAGGING & NUMBERING: _____

CLEANING UP COURSE/DRESSING: _____

BOARD COLLATORS: _____

OTHER COMMENTS: _____

SHOWJUMPING PHASE

CO-ORDINATOR/S: _____

COURSE BUILDER: _____

JUDGE: _____

CONTACT PERSON: _____

MARSHALL/S: _____

GEAR CHECKER/S: _____

PA ANNOUNCER: _____

PENCILLER: _____

TIME KEEPERS: _____

RAIL STEWARDS: _____

COURSE ERECTORS: _____

SCORE SHEET RUNNER: _____

TEAS/LUNCHES ETC. (if applicable) _____

OTHER COMMENTS : _____

Please ensure a copy of this information is passed onto the Event Coordinator/Secretary

CHECKLIST

The Zone will:

- Get the Program template from PCASA, and adds the contact, bank, camping details etc specific to the hosting Zone/Club requirements.
- Collects the following from the PCASA Head Office
 - Ribbon Container and returns it to a PCASA Executive Representative after the event.
 - Perpetual Trophies and return them to a PCASA Executive Representative after the event.
 - Helper Patches - the number of patches required for members who physically helped at the event. No charge for these patches, but unused ones are to be returned.
 - State Patches (Attendance) - number of patches required for entries at the event. No charge for these patches, but unused ones are to be returned.
 - Rugs.
- Arrange accommodation for Pony Club® Technical Delegate.
- Invite and arrange Accommodation for State President & Vice Presidents including partners.
- Arrange Judges and other required personnel & Accommodation
- Pay for Judges, other required personnel & Accommodation/travel expenses
- Arrange Equine & Human First Aid as per PCA requirements (these should not be people who are riding at the event)
- Provide food and drinks for all PCASA officials throughout the event

The State (PCASA) will:

- Arrange & pay for Ribbons for each event
- Supply Helper Patches
- Supply State Attendance patches
- Pay for Pony Club® Technical Delegate accommodation
- Pay for State President and Vice President's and partners accommodation
- Pay for and Supply Rugs for all grades
- Pay the Zone \$500 towards veterinary costs upon application
- Pay the Zone \$500 towards medical costs upon application

Programs handed out on the weekend (or available in electronic form) should list

- PCASA Senior Executive
- PCASA Technical Delegate
- Main Event Personal eg Secretary, each section Co-Ordinator.
- Name & Contact details for Medical & Veterinary Personal.
- All Sponsors (contact PCASA for any specific requirements regarding sponsor advertising)
- Draw for all Grades (Clearly noting which classes are State Championship Classes if the host is holding other competitions at the event)
- Timetable for the weekend.