

State Championships & State Gymkhana

Much of this Information relates to ALL State Events

The State has a template for all State event Programs, contact head office to get the template.

All you will need to do is make sure Dressage Tests, Working Equitation, Mounted Games etc are correct for the current year, and add your Club/Zone specific information such as camping, etc.

As per the rulebook a separate program needs to be produced for the State Championships & the State Gymkhana.

The program is 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 a State event is a large undertaking, please ensure you start planning early.

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 Dressage, Show Jumping, Mounted Games, Teams on The Flat and Horse & Rider of the Year, only in the relevant placings, no ages, or dates are to be printed on them. Rosettes are ordered for Quiz.

Ribbons for the State Gymkhana will not be class or year specific, they will only say PCASA State Gymkhana

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

Perpetual trophies State Championships - (Team on The Flat, Gillian Rolton, SADA, Quiz, Pharoah, Highlander, TRSA, PCASA, Weltman, Hygain) plus State Gymkhana Sunsmart, Pridham & Heine 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.

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.

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 the PCASA mounted Games trailer is available.

State Championships Presentations - Generally done by the Presidents of the State and hosting Zone together, accompanied by the State Patron if in attendance.

The general order of events for State Championships shall be

SATURDAY

- Team on the Flat, Gear Check, Turn out, ride
- Preliminary HOTY test
- Preliminary Individual/Team tests
- Novice HOTY test
- Novice Individual/team tests
- Elementary Individual/team tests
- Medium Individual Team tests
- HOTY Working Equitation – **MUST be run before HOTY Show Jumping**
- If time/entries permit – HOTY Prelim/85cm Show Jumping, HOTY Novice/1m Show Jumping
- Quiz competition (to be held before presentations)
- Presentations for Dressage & HOTY(if all phases held on the Saturday)

Dressage needs to be run over at least two dressage arenas, always ensure that your Teams on the Flat run first, then if needed the TOF arena can be changed to a 60 x 20m arena. If one class of dressage needs to be split over 2 divisions/rings then zone teams must be split so 2 riders from each team ride in each ring)

SUNDAY

- Mounted Games
- HOTY Prelim/85cm Show Jumping (if not held on the Saturday)
- C Grade Show Jumping
- HOTY Novice/1m Show Jumping (if not held on the Saturday)
- B Grade Show Jumping
- A Grade Show Jumping
- Presentations for Mounted Games & Show Jumping, Quiz (and HOTY if Jumping held on the Sunday)

GYMKHANA

Depending on numbers in the Championships, if the Championship Sunday program can be finished before lunch, then the Gymkhana program can commence after lunch Sunday with any of the classes/events except the A, B, or C grade show jumping which are held on the Monday with any remaining events. Ideally the Gymkhana will be finished by lunchtime Monday . However if the Championships cannot be finished by lunch Sunday then the Gymkhana will be held totally on the Monday.

State Championship Entries are submitted via Zones ONLY, State Gymkhana Entries are, submitted by individual clubs ONLY. And all entries MUST be accompanied by copies of each riders card(s) – as you will need to check, their grading corresponds with classes entered, and that they are financial, and qualified.

Follow any inconstancies up as soon as possible to avoid delays and tears on the day of the event.

Process for organising events

Dressage:

Book Dressage Judges and other personnel. Judges for Championships should be experienced and preferably EA qualified (as per rule book).

Team on the Flat Judges

- Turn Out Judge
- One Rider Judge to sit on the sideline
- Two Judges to sit at C end

Ensure all Judges for the Team on the Flat Ride are given a copy of the rules of competition for the Team on the Flat so that they are able to familiarise themselves with what they are being asked to judge.

Dressage Judges

- Judges.(see rule book – State Championship Part 02 – Dressage Judges for number of judges required

Ensure all Judges are given a copy of the Guidelines for the Rider and Judge so they know what is expected in Pony Club Dressage. Also, copies of any Tests they are to judge so they can familiarise themselves with the test prior to the day.

How Many tests to print?

When entries have closed, obtain a list of the numbers competing in each test and print off enough tests for each Judge, plus an additional 4 or 5 tests. Ie, if 15 competitors are competing in Prelim test & you have 2 judges you will need to print off 30 plus 4 or 5 extra copies. One for each competitor per Judge, one for each Judge to refer to and a couple of spares. These are needed for all classes that each Judge will be judging on the day.

Pencillers

- Organise Pencillers before the day and ensure they are familiar with the terms Judges use when asking pencillers to record notes. One Penciller per Judge is required.
- Closer to the competition date, advise Pencillers of the estimated time that they will be required at the competition.
- Prepare clip boards, dressage sheets and Pens. Make sure to allow 2 sheets per competitor for each class (if using 2 judges), plus a couple of spares. Allow a clip board and a copy of each test for the Judge also.

Stewards

One or two people to marshal riders and direct them to the correct arenas.

Gate openers and closers.

Refer to PCASA rules.

Each arena should have a gate opener.

Collectors (to take the completed tests from the arenas to the Scorers) are to be organised by the club rostered to supply runners. Prior to the day, check this has been done. On the day, ensure the Runners know when to collect tests and where to deliver them to the Scorers. Provide a bag or folder (waterproof if wet weather) for the runners in which to transfer the completed sheets.

Organise dressage arenas and markers.

Prior to the competition day, prepare area and set up the arenas. Refer to PCASA Rule Book for measurements for arenas and rulings on the distances of letters from the arena, gate size, distance between arenas, and letters placed around each arena. Double check that the letters are in the correct places! Mark the arenas clearly so that competitors and stewards can easily identify which arena they are meant to enter.

Check with Committee re payments for the Dressage Judges prior to the event being held. (Some Judges require payment; all – especially those travelling long distances - should be offered compensation to cover fuel costs.) Organise with your Treasurer for cheques to be ready to hand to Judges before they leave the grounds on the day of the competition.

The day of competition.

- Check arenas
- Complete Clip boards for the Judges and Pencillers by adding a list of competitors for each class, with any known cancellations crossed off the list. As they arrive, introduce the Pencillers to the Judges and give them their clipboards.
- Direct them to their arenas and ensure they are in their required positions at least 10 minutes prior to the starting time.
- A complete list of competitors and the arenas in which they are riding must also be given to all stewards before the start of the competition. Any known scratchings should be crossed off the list. These should be placed on a clip board, along with a highlighter for the steward to mark the list as competitors pass through. And also notify the scorer of any scratchings.
- Ensure Runners are available and know when to collect tests & when to offer refreshments, etc.
- Ensure stewards are in place and ready to mark off competitors, close and open gates, etc.
- Have a steward present to keep riders flowing and have one rider in the arena, the next one ready and a third rider warming up. Make sure all stewards have a competitor list and highlighter.

- Runners should offer Dressage Judges and Pencillers refreshments at appropriate times; make sure these happen between tests.
- When all riders have completed their tests, make sure all the tests have been delivered to the Scorers.
- Advise Judges they will need to remain at the venue until 30 minutes after results have been posted.
- Offer refreshments and a meal/snack during the waiting period.

After finish of competition.

- Thank Judges and provide with appreciation gifts before they leave. If Judges have travelled any distance, they should be offered payment for fuel costs. This will be provided by the Hosting Club/Zone.
- Advise a suitable timeframe for Presentations – must be at least 30 minutes after final scores posted.

*** If number of entries for the Team on the Flat Ride are small, it is quite possible that this arena can also be used for individual dressage tests. This will require alteration of the arena and markings when the Team Ride competition has finished to prepare the arena for the individual tests. Make sure you have personnel on hand and ready to undertake this task. If possible, have corner points and letter placement points painted on the ground beforehand in preparation for a quick change. (But not so obvious as to distract riders in the Team Ride). *****Ensure the side to be changed is furthest away from any dressage been ridden so no distraction/disturbance is cause to anyone competing in next ring)******

Horse and Rider of the Year – Ease of Handling (previously called Working Equitation) – timed event.

Can also be run as part of Gymkhana

Personnel Required:

- 1 person to reset gear moved during the run (this can be one of timekeepers)
- 1 or 2 time keepers (second time keeper to confirm times!)
- 1 person to confirm combinations details prior to start, ensure all tasks completed correctly & note any penalty(with reason on score sheet, record time taken on score sheet.

Equipment required:

- A copy of the correct course.
- Equipment as specified for the course.
- Record sheet with list of rider's name, horse's name and zone (this can be the score sheet)
- Clipboard and pens
- Stop watches
- Bell/Whistle

Process for organising Horse and Rider of the Year Ease of Handling Course;

Prior to the competition:

- Check the equipment list for the course. Check with hosting club what they have available to save transporting it to the venue.
- Ensure you have helpers to assist with setting up prior to the competition.

On the day of competition:

- Have one person dedicated to recording names and times and another to move equipment back into place after each competitor has completed the course.
- Have 2 people with stop watches to time each competitor. This avoids any disputes or confusion if one stop watch doesn't work.

On completion of the competition:

- Deliver all results to the Scorer
- Pack up all equipment and return to storage areas
- Thank all helpers for their assistance.

Ease of Handling may be run as part of the State Gymkhana the same course as used for Horse & Rider can be used and it may be run as a performance event and/or a timed event.

Show Jumping

(applicable for both Championships & Gymkhana, exceptions Horse & Rider only at Championships & Gymkhana also have E & D Gr classes)

- 85 cm Preliminary Horse and Rider of the Year
- 1 m Novice Horse and Rider of the Year
- Individual C to A Grade Show Jumping
- Team C to A Grade Show Jumping

It is important to check the rules on how the Horse and Rider of the Year, individual show jumping and team show jumping competitions are run. Some issues which need to be considered are:

- Individual and team events are to be run concurrently. Ie: competitors will only ride once and their score will be used for both the individual and team competition.
- Is the competition to be over one or two rounds. (see PCASA rule book for current rules on each class)
- In what order is the team event to be run; ie, do all number 1 riders in each team ride first, then all number 2 riders, etc
- Horse and Rider of the Year show jumping consists of 2 rounds, and both need to be timed. The first round is on optimum time, the second round is over the same jumps but a shortened course against the clock.

Personnel required are: (for 1 show jumping ring)

- Course Builder
- Judge
- Penciller
- Time Keeper
- 2 rail stewards (minimum)
- Gate/Practise jump Steward

Equipment required:

- Measuring stick
- Tape measure
- Measuring wheel
- Stop watch
- Calculator
- Score sheets
- Clip board
- Course plan
- Bell
- Chairs
- Suitable shelter eg: Float/Gazebo or open ended van for Judge and crew
- Current PCASA Rule Book
- EA Show Jumping Rule Book or access to these rules
- List of competitors in each class.

Process for organising show jumping:

Prior to competition

- Organise the personnel listed above
- Ensure Judge has/is given a copy of the rules relating to the running of the Horse and Rider of the Year and the individual and team show jumping competitions in Pony Club ®
- Contact the club running the events and find out what area is available for the show jump arena, what equipment is available and what shelter is available for the Judge.
- Organise suitable time with the course builder to build the course and make sure there are plenty of helpers to move equipment around and help with setting up.
- Check with both Judge and Course Builder what payment they require. Many will do on a voluntary basis, but all should be offered compensation to cover fuel and travelling costs.
- Organise with your Treasurer to have cheques ready to give to both the Judge and Course Builder before they leave the venue on the day of the competition.

On the Day of Competition:

- Ensure a ring schedule and a complete list of competitors (and scratchings) is given to the Judge and stewards
- Supply Judge and Penciller with required equipment – show jumping score sheets, rules, pencils, calculator, stop watch (plus a spare), chairs.
- Have helpers available for stewarding, time keeping, picking up rails, assisting course builder to alter course between classes, gate and practise jump supervision.
- Ensure runners collect score sheets and take to Scorer at the end of each class
- Make sure the steward monitoring the warm up area and practise jump knows not to allow the warm up area to become overcrowded and that competitors are only allowed access to the practise jump in the order in which they are to compete.
- Offer helpers refreshments during the course of the day

At the completion of the competition:

- Make sure all score sheets have been delivered to the Scorer after each class.
- Ask Judge to remain at the venue for 30 minutes after final results have been posted to allow for any protests. Offer refreshments while waiting.

Presentations held no less than 30 minutes after final scores are posted

Mounted Games

Personnel Required:

- As many helpers as possible to help set up game lanes and organise placement of games equipment. Very often, equipment for the Mounted Games is not set up until Dressage or Show Jumping has been completed. Thus, it is imperative to have several helpers available to assist).
- A Chief Steward who is familiar with the running of and the rules for each of the games to be run on the day
- Minimum of 2 line judges to decide the placings in each event
- Helpers to change equipment as each game is completed.
- Scorer X2
- Gate keeper

Equipment Required: Much of this equipment will be in the games trailer.

- State games trailer
- PCA Mtd Games Handbook Book and rule book for mounted games.
- Equipment specified in Rule Book that is required for each of the 12 games that have been selected for the PCASA Championships. Multiply the equipment required for each lane by the number of lanes to be set up.
- The area needs to be open and flat, and preferably recently mown and enclosed. Set up enough lanes so all teams can compete at the same time.
- Line marker and white paint; sufficient to mark the number of lanes required as detailed in the arena plan in the PCA Rule Book
- A can of spray paint. Useful for marking places where you will need to set up equipment for subsequent games. This can save time in measuring distances between games on the day of the competition.
- Measuring wheel and tape measure
- Flags for starter and lane marshals
- PA
- Whistles
- Hat covers

Process for organising Mounted Games:

Prior to the Competition:

- The games (two groups of 6) are selected by PCASA each year at the AGM in October.
- Organise a Chief Steward and make sure this person is familiar with the rules and the running of each game.
- It is best to organise the games in order of ease in setting up of equipment, with the game requiring the most setting up to be run first. Moving equipment around and re-arranging between games can be quite time consuming, so is best to have plenty of helpers on hand. If at all possible, and space allows, set up the lanes and equipment for the first game the previous day. Follow the arena plan in the PCA Rule Book for line markings.
- Prior to the day of competition, mark out the lanes with white paint.

On the Day of the Competition:

- Ask all competing clubs to provide 2 Lane Stewards. If not already set up, set up equipment for the first game to be run. Ensure all equipment needed for subsequent games is placed at top of each lane in order to ensure smooth setting up between games.
- Ensure plenty of helpers on standby to help with change-over of equipment between games
- Make sure you have enough vests, flags for the Marshals in each lane
- Organise for the Chief Steward to give a Briefing to all Marshals and Team Managers prior to commencing the games, and for a brief explanation to all competitors before each individual game is run. As this is a championship event members should know how each game is run, thus only a brief explanation will be given before the game is run.
- The Chief Steward is responsible for the safe running of the competition and to ensure that it is run in accordance with PCA rules. The Chief Steward will also adjudicate on any objections and decide if any team is to be disqualified or eliminated.
- Lane Stewards are to report any concerns to the Chief Steward after each game, the Chief Steward will make any decision whether or not to penalise the team concerned. All other queries or concerns must be directed to the Chief Steward through Team Managers only.
- Ensure results of each game is recorded by the scorer
- Make sure final results have been delivered to the Scorer
- Organise helpers to pack up all equipment and put away. Arrange for any borrowed equipment to be returned.
- Thank all helpers for their assistance.

Hack Rings (Gymkhana)

The day of competition.

- Check arenas
- Complete Clip boards for the Judges and Pencillers by adding a list of competitors for each class, with any known cancellations crossed off the list. As they arrive, introduce the Pencillers to the Judges and give them their clipboards. Pencillers will need paperwork listing all classes and sufficient room to record the place getters to 4th place of every class, this MUST be handed to scorer/secretary so that points can be allocated for the Association Cup award.
- Direct them to their arenas and ensure they are in their required positions at least 10 minutes prior to the starting time.
- A complete list of competitors and the arenas in which they are riding must also be given to all stewards before the start of the competition. Any known scratchings should be crossed off the list. These should be placed on a clip board, along with a high lighter for the steward to mark the list as competitors pass through.
- Ensure Runners are available and know when to offer refreshments, etc.
- Ensure stewards are in place and ready to mark off competitors, close and open gates, etc.

After finish of competition.

- Thank Judges and provide with appreciation gifts before they leave. If Judges have travelled any distance, they should be offered payment for fuel costs. This will be provided by the Hosting Club/Zone.
- Advise a suitable timeframe for Presentations – must be at least 30 minutes after final scores posted.

Show Jumping - Gymkhana follow same procedure as required for State Championships – difference you will possibly need 2 rings depending on numbers as you need to cater for E grade up to A grade, classes to be run as per the PCASA rule book.

Novelties – Gymkhana

Personnel Required:

- As many helpers as possible to help set up game lanes and organise placement of games equipment.
- Novelties are run throughout the day in timed heats, so that riders can compete in Hack and Show Jumping classes
- A Chief Steward who is familiar with the running of and the rules for each of the games to be run on the day
- A time-keeper for each lane
- Helpers to change equipment after each game is completed.

Equipment Required:

- PCASA Novelties Rule Book
- Equipment specified in Rule Book that is required for each of the games that have been selected in the program.
- Check with the host club the size of the area where you will be setting up the Novelties to work out how many lanes you can set up. The area needs to be open and flat, and preferably recently mown. If possible, set up 4 lanes
- A can of spray paint. Useful for marking places where you will need to set up equipment for subsequent games. This can save time in measuring distances between games on the day of the competition.
- Measuring wheel and tape measure
- Flags for starter
- A stopwatch for each lane timer; and a couple of spares!

Process for organising Novelties:

Prior to the Competition:

- Organise a Chief Steward and make sure this person is familiar with the rules and the running of each game.
- Prior to the day of competition, mark out the lanes with white paint. (this may not be necessary as it is likely the area used for Mounted games can be utilized)

On the Day of the Competition:

- You will need to have someone at all times at the novelty area – to time riders as they come along and enter the scores – it is a good idea to establish a roster for this, and have at least two people in each timeslot. If not already set up, set up equipment for the first game to be run. Ensure all equipment needed for subsequent games is placed to sides of arena in order to ensure smooth setting up between games. All ribbons are given out at end of each class, novelties are handed at once each allocated game/timeslot
- Ensure plenty of helpers on standby to help with change-over of equipment between games

- Results will be announced at the end of the day, after they have been entered by the scorer and printed.

At the conclusion of the Competition:

- Make sure all results have been delivered to the Scorer, so that the points can be tallied for the Association Cup.
- Organise helpers to pack up all equipment and put away. Arrange for any borrowed equipment to be returned.
- Thank all helpers for their assistance.

Gear Checking

Personnel Required:

- 2 to 3 Gear Checkers at any one time. More required if covering the day on a roster basis.

Equipment required:

- PCASA Rule Book
- Current PCA Gear Manual
- List of competitors and marker
- Sticky dots or similar for marking rider's numbers or helmets
- Measuring tape
- Stirrup block measurer
- Coloured Safety vest

Tips for Gear Checkers:

- All competitors must have a gear check prior to entering each discipline
- It is not the Gear Checkers responsibility to chase competitors to have a gear check prior to each competition. If a competitor does not present for a gear check prior to a competition, the Gear Checkers should advise the Technical Delegate on duty in the specific competition area concerned.
- Gear Checkers must not alter any gear of any competitor. Ask the rider to get a parent or guardian to make any adjustments necessary and then to represent.
- Always ask the name of each competitor and their mount, regardless of whether or not you know them.

It is imperative that the Gear Checker is up to date with all of the latest rules regarding gear allowed as the rules do change quite frequently.

PLEASE ENSURE YOU HAVE THE CURRENT PCA GEAR CHECKERS MANUAL AND ANY ADDENDUM plus the PCASA RULE BOOK WITH YOU AT ALL TIMES WHILST GEAR CHECKING.

RUNNERS

Runners are required throughout the course of the event. Often, they are junior members who are not riding at the event. However, the club responsible for providing the runners must ensure they are responsible enough to undertake this role responsibly.

Runners will be required to:

- wear a visible vest at all times
- preferable that runners work in pairs
- collect result sheets from all the disciplines and arenas at intervals throughout the running of the event and deliver them to the Scorer
- take refreshments to Judges and other nominated personnel undertaking their roles in the various arenas
- run any messages as required for the Event Secretary or Technical Delegate
- remain at the venue until the Event Secretary advises them that they are no longer required

SCORING –

One or two people will need to be appointed to carry out the scoring for Championships. A specific area needs to be set aside, preferably a room or secluded under cover area away from the noise and activities and people moving about.

Scoring at State Events is to be done electronically, and printed to save any delays with protests, and presentations.

It is important to have someone with computer skills and who is conversant with the various programs to be used. It is recommended to enter all the details for each competitor in all the competitions before the event commences.

Make sure to obtain a list of any scratchings before the competition commences. This avoids any delays if waiting around for more results to come in, but the competitor has not actually entered the competition.

For show jumping and mounted games, the results are often worked out by the Judge and his team prior to the score sheets being delivered to the Scorers. However, the results must still be typed/entered and put up for display

The first results to come in will be the team and individual dressage sheets. Scores will need to be added up and placegetters identified. These need to be noted on the score sheets, a copy kept in the Scorer's office and a copy placed on the display board for competitors to view.

Scorers must note the time the result sheets are all put out for display and have the Commentator announce over the PA system that the results for whatever discipline have now been posted. Competitors have 30 minutes from the time of posting each of the competition results to lodge any protests.

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, and put together a draw as per the timeframes above. Horse & Rider must always go first in the Dressage draw for Preliminary and Novice Tests.

Draw up a list of all competitors for all competitions. Email a copy to each of the clubs responsible for the various disciplines. Eg, a list of all combinations and the various dressage tests in which they are entered to the club organising the dressage, combinations and grades entered to the club organising the show jumping, etc.

About a week prior to the event, check with each of the organising clubs if their preparations are in hand.

Every morning, 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 the Treasurer if fuel payments are ready for Judges etc.

Liaise with the caterers to provide tea/coffee and food for selected personnel helping on the day.

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).

Note any points/placings on members Cards.

Set up ribbons, trophies and rugs ready for presentation.

Perpetual trophies (Team on The Flat, Gill Rolton Cup, SADA Cup, Quiz, Pharoah, Highlander, TRSA, PCASA, Weltman, Hygain cups) 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.

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.

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 & Saddle Blankets
- Arrange accommodation for Pony Club® Technical Delegate.
- Invite and arrange Accommodation for State President & Vice Presidents and 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
- Provide Official PCASA representatives (this includes Technical Delegate, State President, State Vice Presidents.) with food & drink over the day.

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 and Saddle blankets (State Championship events only)
- Pay the Zone \$500 towards veterinary costs upon application
- Pay the Zone \$500 towards medical costs upon application