

**PONY CLUB ASSOCIATION  
OF  
SOUTH AUSTRALIA INC.**



**ONE DAY EVENT  
PACKAGE  
2016**

**TO ASSIST IN THE SMOOTH RUNNING  
OF YOUR EVENT**

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N.B. All clubs must ensure they have an INCIDENT record book on hand for the ODE

# NOTES FOR ORGANISERS

AS AT THE JANUARY 1<sup>ST</sup> 2016

## THE PONY CLUB STEWARDS REPORT

State office will post out to the steward the appointment notification letter. This letter will include the venue date and organiser's contact details.

## ORGANISERS

Ensure completed list of all results is forwarded to the state office with **payment of ODE levies within 14 days**. Make sure you retain a copy for your records.

**It is necessary to provide a designated car parking area – no horse floats or horses to be in this area.**

## ODE LEVIES

**Levies must be paid for all riders - adult riders \$5.50 each (this incl gst); Pony Club riders \$3.30 each (this incl gst) Eliminations must still be paid for. The only exceptions are scratching prior to the event**

## DUTIES OF A PONY CLUB STEWARD (PCS)

The PCS has the following duties and responsibilities from the time of appointment until the conclusion of the event.

1. To ensure that competitions are run in accordance with the rules.
2. To inspect the courses and arenas, before they are shown to the riders, and to satisfy themselves that the technical details are in accordance with the Rules.
3. To satisfy themselves that the course is fair.
4. They have the authority to instruct the Organising Committee and the Course Designer to make any alterations to the arena or to the course, or to any technical detail associated with the conduct of the competition that they consider necessary.
5. To help the organisers in the conduct of the competition and endeavour to resolve problems wherever possible.
6. To advise the Disputes Committee and Appeals Committee (as the case may be) in relation to any dispute - particularly as to any rules which apply? The Pony Club Steward must not interfere in the decision-making process of the Disputes Committee and must not attempt to unduly influence its decision making.
7. To mediate on competitor problems where possible.(Hold rider briefing)
8. Ensure incident reports are completed for all falls/accidents.
9. Ensure report is completed and forwarded to PCASA State office within 14 days.

## **DUTIES OF THE ORGANISERS**

Organisers must provide the Pony Club steward with suitable accommodation and meals.

## **BODY NUMBER HOLDERS AND MEDICAL ARMBANDS**

Body number holders are **compulsory**. All riders are required to wear a body number, and medical armbands, regardless of class entered. Organisers are requested to purchase a quantity to keep on hand for sale.

## **IMPORTANT RULE CHANGES**

Ensure that you have a **rule book** for the current year.

**NOTE:** On all entry forms PIC number is required as per PIRSA and all application forms and program to be sent to State Office to be held for 1 month then destroyed. This is a biosecurity measure in case a problem with a horse is detected; PIRSA can then check what animals had been in contact with it.

## **DRESSAGE SCORING (FROM FEI RULES)**

The good marks from 0 to 10 awarded by each judge to a competitor for each numbered movement of the Dressage Test are added to the collective marks, and any points for error(s) of course or test are deducted. Judges must **not** allot fractions of whole numbers.

For each judge the percentage of maximum possible good marks obtainable is then calculated. This is done by dividing the total good marks of the judge (minus any error of course or test) by the maximum possible good marks obtainable and then multiplying by 100 and rounding the result to three decimal places. This value is shown as the individual mark for that judge.

Average percentage for the competitor is obtained by adding together the percentage for each judge and dividing by the number of judges always rounding the result to two decimal digits.

In order to convert average percentage into penalty points, this must be subtracted from 100 and multiplied by 1.5 with the resultant figure rounded to two decimal places. The result is the score in penalty points for the test.

**PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC.**

**EVENT ORGANISER'S PLANNING SHEET**

Name of Event: .....

Date of Event : .....

Classes offered: .....

.....

.....

Secretary's Name: .....

Secretary's Phone Number : .....

**1. PLANNING DOCUMENTS:**

Do you have current copies of?

PCASA Rules, Information and Policy

Yes/No

EA rules for Horse Trials

Yes/No

**2. OFFICIALS**

List the persons who will be responsible for the following functions:

<b>FUNCTION</b>	<b>NAME OF PERSON</b>
Co-ordinator of the Event	
Pony Club Steward	
Disputes Committee	1.
	2.
	3.
	Reserve
Dressage co-ordinator	
Cross Country co-ordinator	
Showjumping co-ordinator	
Scoring/Computing persons	
Medical Officials	
Veterinarian	

### 3. PERSONNEL CHECKLIST

Will there be sufficient personnel to perform the following functions and have adequate plans been made for their briefing:

<i>CHECK</i>	<i>JOB</i>	<i>PERSON ALLOCATED</i>
	Dressage judges	
	Dressage pencillers	
	Dressage marshall	
	Dressage gear checker	
	Dressage test collector	
	Dressage commentator (optional)	
	Dressage gate openers for Grade 5	
	Cross Country course designer	
	Cross Country jump judges	
	Cross Country Marshall	
	Cross Country start/finish stewards	
	Cross Country fence repair crew	
	Cross Country score runners	
	Cross Country judges Briefing Person	
	Cross Country gear checker	
	Cross Country commentator	
	Showjumping judge	
	Showjumping marshall	
	Showjumping gear checker	
	Showjumping penciller	
	Showjumping timekeepers	
	Showjumping commentator	
	Showjumping rail stewards	
	Showjumping score sheet runner	

### 4. ORGANISING FACTORS:

Are the plans which the organisers have for the following factors practical and workable:

<i>CHECK</i>	<i>ITEM</i>	<i>PERSONNEL</i>
	Stabling, watering and feeding of horses?	
	Catering for competitors and spectators?	
	Viewing area and/or seating for spectators?	
	Sufficient toilet facilities for officials, competitors & spectators?	
	Evacuation procedures for injuries of competitors, horses and/or spectators?	
	Removal and disposal of dead horse from competition site?	
	Fire protection?	
	Traffic Control?	
	Parking for competitors and spectators?	

## 5. EQUIPMENT

Is the following equipment on hand and in serviceable condition or has adequate planning taken place to procure it in sufficient time for the event?

<i>CHECK</i>	<i>ITEM</i>	<i>PERSONNEL</i>
	Score sheets for all appropriate areas?	
	Timing equipment for cross country and showjumping?	
	Stopping flags for cross country fence stewards?	
	Stop watches for cross country stewards and showjumping judges?	
	Communication equipment (PA and Radio's)	
	Whistles for cross country fence stewards?	
	Flags, numbers and colour indicators in proper colour coding for cross country?	
	Bells for showjumping judges?	
	Whistles, bells for Dressage judges?	
	Flags and numbers for show jumping?	
	Showjumping practice fence?	
	Dressage arenas and letters?	
	Prizes and ribbons for every class offered?	
	Trophies (if applicable)	
	Body Numbers?	
	Scoreboards?	
	Parking Signs for competitors, and spectators?	
	Crowd control?	
	Identification for officials?	

## 6. SCHEDULE

<i>CHECK</i>	<i>ITEM</i>
	Does the time schedule for Dressage allow adequate time for judge's break?
	Does the cross country schedule allow adequate time between horses and adequate time for shifting fence stewards and other personnel between classes?
	Does the showjumping schedule allow for the compulsory time break between cross country and showjumping?

## 6. LOSS PREVENTION AND CONTROL

Loss, prevention and control are primarily concerned with pre-loss consideration – not post loss “patching up”. Loss Prevention and Control is as the name states – it seeks to identify and evaluate risks before they become losses.

Members of a Club Committee have the responsibility to protect and manage the Event properly. As such, it is necessary to them to carry out the ongoing role of risk identification And evaluation to protect and prevent personal injury and suffering before the damage or injury occurs.

<i>CHECK</i>	<i>ITEM</i>
	<p><b>Condition of the Grounds:</b>            Pot holes, ditches, wet or boggy patches            Rubbish, waste, tin or wire            Long grass, overhanging bushes, trees</p>
	<p><b>Car Parking:</b>            Parking for vehicles with horses            Separate parking for vehicles not attached to floats            Ambulance and vet vehicles            Have the traffic marshalls been instructed on their authority, speed limit, special parking etc?</p>
	<p><b>Pedestrians</b>            Are ground conditions okay (free from tripping hazards, also independent of the main vehicle traffic flows etc.)            Is sign posting adequate.            Are pedestrian areas safe for all classes of persons expected to attend the event (very young, very old, disabled)?            Safe and secure holding or tie up provision provided for horses?</p>
	<p><b>Mechanical Services</b>            Have electric power cables, hoses etc been buried or arranged overhead (no tripping hazards on the ground)?            Is mechanical equipment in safe condition (guards in place)?</p>
	<p><b>First Aid and Medical Emergency</b>            Notify local medical services, police and CFS that there is an event on.            Is an Ambulance Officer or certified First Aid attendant rostered for duty at all times when competitors are competing?            Is there a designated First Aid post with rest room(or shelter) and means of contacting the local hospital or a doctor?</p>
	<p><b>Stands and Temporary Structures</b>            Are structures in good repair, stable and safe to occupy?            Are the approaches, ramps, steps etc., firm, clean and non-slip? Are handrails provided?            Have hazards recognized from previous events been corrected (loose boards, slippery floors, inadequate guard rails etc.)?            Is there any loose iron or other projections liable to injure, or cause damage to a people, horses, motor vehicles or other property?</p>



# PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC.

## LIST OF PONY CLUB STEWARDS

As at January 1<sup>st</sup>  
2016

**JENNY ADAMS**  
P. O. Box 254  
ECHUNGA. 5153

Mountain P/C  
C/S Badge No:

**GREG BAILEY**  
2 Noolinga Way  
SALISBURY NTH 5108

8258 4831/ 0417844540  
bails.1@bigpond.com

West Wind P/C  
C/S Badge No. 1

**DI BIRMINGHAM**  
10. Para Para Close  
GAWLER WEST 5118

8522 4419  
0417806747

Gawler River P/C  
C/S Badge No. 16

**LAURIE BURGESS**  
P.O. Box 72  
GREENOCK 5630

8563 4006

Barossa Valley P/C  
C/S Badge No. 3

**BRIAN CONWAY**  
P.O. Box 114  
ANGASTON 5353

8563 4027

Barossa Valley P/C  
C/S Badge No. 2

**JULIE DEVINE**  
Post Office  
ALLENDALE 5291

87382641

Mt Gambier P/C  
C/S Badge No.

**TESSA FAIRWEATHER**  
P. O. Box. 598  
MACCLESFIELD 5153

83888886

Mountain P/C. (Trainee)  
C/S Badge No:

**HUGH FOLETTA**  
P.O. Box 520  
LOBETHAL 5241

8389 8197

P/C & EA  
C/S Badge No. 8

**KIM JAMESON**  
P.O.Box 131  
WILLASTON 5118

85221661  
[bokani@bigpond.com](mailto:bokani@bigpond.com)

Gawler River P/C. (trainee)  
C/S Badge No:

# PONY CLUB ASSOCIATION OF SOUTH AUSTRALIA INC.

## LIST OF PONY CLUB STEWARDS

**PENTI PURO**  
161 Hayman Road  
LEWISTON. 5501

85243098  
[pandkpuro@bigpond.com](mailto:pandkpuro@bigpond.com)

Two Wells P/C & EA  
C/S Badge. 20

**LIZ MORETON**  
"Benelle"  
P.O.Box. 11  
Saddleworth 5413

0400474011  
88474114

The Gums P/C  
C/S Badge No:

**BOB SCHAEFFER**  
P.O. Box 42  
HAHNDORF 5245

8388 7265

Mountain P/C & EA  
C/S Badge No. 14

**TREVOR WATSON**  
138 Jenkins Street,  
NARACOORTE 5271

0428583201

Naracoorte P/C  
C/S Badge No: