

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



**ONE DAY EVENT
PACKAGE**

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

CONTENTS OF ODE PACKAGE

NOTES (listed as multiple files on webpage)

1. Organisers notes
2. Event organisers planning sheet
3. List of PC Technical Delegates
4. Instructions for cross country jump judges
5. Cross-Country Briefing sheet
6. Rider briefing sheet
7. Presentation protocol

FORMS

1. Technical Delegates report
2. One day Event score sheet
3. One day Event result sheet
4. Event affiliation form
5. Body number order form

N.B. ONLINE INCIDENT REPORTS must be completed (available on the PCA website)

Organizers please note courses are inspected 6-4 weeks prior to an event at the request of the organizers if the course has not been in use for some time. Preliminary inspection at least 1 week prior to the event (if the event is run over two days the course should be inspected day before cross country phase) & then immediately prior to the course being open to the riders.

NOTES FOR ORGANISERS

All schedules/program/entry forms must be submitted to your Zone for proof-reading prior to distribution (only approved programs can be distributed)

THE PONY CLUB ® TECHNICAL DELEGATES REPORT

Once request for Technical Delegate is received the person nominated to appoint them will see who is available, when possible TD is found they will be contacted either by email or phone to confirm availability, when a person is appointed to an event they will be listed next to that event on the PCASA webpage.

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 (payable on all events that require a Technical Delegate)

Levies must be paid per combination per class – within 14 days of the event

All Pony Club® Riders \$6.60

If Open Classes Held - EA riders \$16.50 PCASA STATE Members - \$6.60

Eliminations must still be paid for. The only exceptions are scratchings prior to the event

DUTIES OF A PONY CLUB TECHNICAL DELEGATE (PCTD)

The PCTD 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® Technical Delegate 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 submitted 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® Technical Delegate with suitable accommodation and meals.

BODY NUMBER HOLDERS - MEDICAL ARMBANDS – BODY PROTECTORS

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. From 1/7/2022 Body Protectors as per PCA national gear rules are **COMPULSORY** when jumping any fixed fence.

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 entry information 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.

PCASA ODE/STATE ODE CHAMPIONSHIPS – Host Zone/Club to refer to appropriate section of current PCASA rule book.

DRESSAGE SCORING (FROM FEI RULES)

The good marks from zero to ten (10) awarded by each Judge to a competitor for each numbered movement of the Dressage Test together with the collective marks are added together deducting any error of course or test. (1/2 marks are allowed under PCASA rules – from 1/8/19)

For each Judge the percentage of maximum possible good marks obtainable is then calculated. Percentage is obtained dividing total good marks and errors of the Judge by maximum possible good marks obtainable and then multiplying by 100 and rounding the result to two decimal digits. This value is shown as the individual mark for that Judge. Rounding the result to two decimals includes any score of “x.xx5” and above is round up and any score less than “x.xx5” in rounded down.

Athlete’s percentage is calculated on the average good marks and errors obtained by adding together the total good marks for each Judge and dividing by the number of Judges. The Athletes percentage will always be rounded to two decimal digits.

In order to convert Athletes percentage into penalty points, this must be subtracted from 100 with the resulting figure being rounded to one decimal digit. 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:

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Secretary's Name:

Secretary's Phone Number :

1. PLANNING DOCUMENTS:

Do you have current copies of?

PCASA Rules, Information and Policy

Yes/No

PCA National Gear Rules

Yes/No

EA rules for Horse Trials

Yes/No

2. OFFICIALS

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

FUNCTION	NAME OF PERSON
Co-ordinator of the Event	
Pony Club® Technical Delegate	
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?	
	Hard Copy of Cross Country Maps for TD	

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>Condition of the Grounds: Pot holes, ditches, wet or boggy patches Rubbish, waste, tin or wire Long grass, overhanging bushes, trees</p>
	<p>Car Parking: 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>Pedestrians 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>Mechanical Services 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>First Aid and Medical Emergency 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>Stands and Temporary Structures 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>