

2018

# EVENTING TECHNICAL DELEGATE

## Steps to becoming a TD



**PONY CLUB**  
WESTERN AUSTRALIA

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## Eventing Technical Delegate

The Technical Delegate (TD) is appointed by the Pony Club WA as its official representative with the following prime responsibilities:

- To ensure events are conducted in accordance with the Rules.
- To provide appropriate help and guidance.
- To inspect and approve the cross-country, jumping courses and dressage arenas before they are shown to the riders.
- To authorise appropriate alterations being made if, in their opinion, these courses are not in all respects within the limits laid down in the Rules or are unsuitable for the classes of horses expected to take part.
- To submit a report to the Pony Club WA Office within 14 days [eventing@ponyclubwa.asn.au](mailto:eventing@ponyclubwa.asn.au) & [sports@ponyclubwa.asn.au](mailto:sports@ponyclubwa.asn.au)
- To supervise all briefings or alternately present the briefing.
- The Technical Delegate shall consider all types of evidence submitted to them (e.g. written/audio/visual) purely in the interest of making a fair decision.
- The Technical Delegate may, during an event, collect any form of evidence submitted to them (e.g. written/audio/visual) that could help them make fair decisions in relation to any query or protests that may arise.
- ***The Technical Delegate may not perform any other role at the Event.***

### Duties in a Nutshell

First & foremost to ensure the **welfare and safety** of the horses and riders to the best of the Technical Delegate's ability.

Additionally:

- To approve all administrative arrangements e.g. event information, schedule & programs, communication, scoring etc.
- To provide appropriate help and guidance to organisers and competitors
- To ensure events are conducted in accordance with the Rules
- To supervise all briefings or alternately present the briefing.
- To approve Crisis Management and Risk Management Plans and procedures.
- To make sure a Medical Service is available for all phases in accordance with the current rules.
- To inspect and approve venue facilities, competition arenas, cross country course, jumping course, practice arenas, cross country and jumping practice arenas.
- To authorise appropriate alterations being made if in his/her opinion any arenas are not up to the required standard. This includes practice and warm up areas.
- To submit a written report within 14 days of the event to the Pony Club WA [eventing@ponyclubwa.asn.au](mailto:eventing@ponyclubwa.asn.au) & [sports@ponyclubwa.asn.au](mailto:sports@ponyclubwa.asn.au)
- A Technical Delegate must be thoroughly familiar with the contents of all relevant rulebooks. To be able to refer to related rules requires knowledge of their existence, and whereabouts.

- ***It is not within the Technical Delegate jurisdiction to change or bend the rules.***

#### Technical Delegate as a “Problem Solver”

Problems are best solved before they occur, set a standard and stay with it.

No one is infallible – we all make mistakes, or sometimes overlook the obvious. If something you have missed is brought to your attention, check it out and be grateful.

Before making a decision, prior to, during, or after an event, ask yourself.

- a) Is it in accordance with the Rules & Guidelines?
- b) Will the decision handicap EVEN ONE competitor?
- c) Will it give unfair advantage to ANY competitor?
- d) Have all competitors been afforded equal opportunity?

There is no such thing, under the control of a Technical Delegate as just a Preliminary/Unofficial/Training event. All One Day Events conducted by Affiliated Clubs in WA are official competitions and not training events.

***A word of warning.*** Do not allow an event to proceed without the stipulated Medical Officials. Although this point is emphasized in the Rules, if it is ignored, the future of the fixture and any insurance claims (which includes personal claims against the Technical Delegate) may be jeopardized, and the Technical Delegate may be held responsible for any subsequent claims.

## Steps to becoming a Technical Delegate

### The Basics ...

You must:

- Be at least 21 years of age
- Be a current Pony Club WA member (Can be a volunteer and as long as application form completed and on record at Pony Club WA office.
- Hold of a current Working with Children Card
- Complete the Eventing Officials Accreditation Form  
(Form available at <https://www.ponyclubwa.asn.au/coaches-and-officials/> )
- Attend a Pony Club WA approved Technical Delegate Seminar & Workshop complete the current Open Rule Book Test for Eventing TD-CD (ORBT) with a pass mark of at least 95%.
- Attend a Pony Club WA approved Cross Country Course Designer/Builder Seminar & Workshop
- complete the current Open Rule Book Test for Cross Country CD/Builder (ORBT) with a pass mark of at least 95%.

**Note:** Ideally the required Seminars and ORBTs **should** be completed and passed before undertaking the Practical Training phase. Due to circumstances beyond a Trainee's control they are unable to attend a Pony Club WA seminar or complete the ORBT, with the permission of the Eventing Committee, they may be permitted to commence Practical Training. But until there is evidence available that the Trainee has attended a Pony Club WA Eventing Seminar and completed ORBT to a satisfactory level they cannot be accredited.

### Practical Training Phase

During the Practical Training phase, the Trainee Technical Delegate is required to:

- Work under the mentorship and guidance of an **Official Technical Delegate nominated by the Eventing Committee** at a minimum of three official events over a 12-month period, at three different venues. Two of these events must be at PC95 or above.  
Trainee's will receive a copy of Pony Club WA Eventing dates for the coming year, enabling them the opportunity to select events they are able to attend for training. Once preferred events are selected, they must advise the Technical Delegate Coordinator [eventing@ponyclubwa.asn.au](mailto:eventing@ponyclubwa.asn.au) their dates. The Technical Delegate Coordinator will confirm their selected dates by advising the name and contact details of the supervising Technical Delegate and Event Organiser.  
**Trainees are entitled to some reimbursement for travel for attending official training One Day Event's. Paid from Pony Club WA TD Eventing Levies.**
- Complete a report for each event using the Technical Delegate Checklist & Report Documents, together with the Trainee **TD Self-Evaluation** and submit to the **Eventing Coordinator** [eventing@ponyclubwa.asn.au](mailto:eventing@ponyclubwa.asn.au) and [development@ponyclubwa.asn.au](mailto:development@ponyclubwa.asn.au)  
**(The Officiating Technical Delegate will complete the Trainee TD Evaluation independently of the Trainee and submit to the Eventing Coordinator who may then determine that the need for more training is identified in specific areas)**
- Subject to the successful completion of this training stage (as indicated through the Evaluation Reviews), the Trainee Technical Delegate will be invited to act as the Pony Club WA Technical

Delegate for an event, at which a nominated Pony Club WA Technical Delegate will be appointed to oversee performance.

- ***Trainee at this event where they are acting in the capacity of the event Technical Delegate they shall be entitled to the standard Technical Delegate Fee. The over-seeing Technical Delegate is also entitled to the standard Technical Delegate Fee paid from Pony Club WA Eventing Levies. Travel costs & accommodation is the responsibilities of the host club for the Trainee and the overseeing Technical Delegate.***
- Subject to the overseeing Technical Delegate confirming the performance of the Trainee Technical Delegate at this event (supported through the Trainee TD Evaluation), the Technical Delegate Coordinator recommends to the Eventing Committee that the Trainee Technical Delegate is either competent in all aspects, or that further training is needed. The Eventing Committee will either accept or reject this recommendation.
- Where the Trainee Technical Delegate is appointed as an Official Technical Delegate, they are then required to undertake an **initial 6-month Probationary Period**, during which time they will be required to officiate at two nominated events. Following the successful completion of the Probationary Period, the Technical Delegate's appointment is confirmed.  
**Note:** During this probationary period, the probationary Technical Delegate is not permitted to act as Technical Delegate at any other event.

#### Reaccreditation

- All Pony Club WA Officials are required to re-accredit every three years.

## General Guidelines

### The Dressage Phase

- Always check the arenas for suitability, safety and the lettering is correct. Spot-check to see if scores are being correctly calculated. In particular, that there are no inconsistent large variations between Movement & Collective marks from any Judge.
- If the TD is asked by a competitor to investigate dressage marks, remember Dressage marks are a subjective decision by a judge. Protests cannot be lodged in relation to dressage marks.
- Dressage sheets should not be handed out without the authority of both the Technical Delegate and the judges concerned. Scorers need to be made aware of this. Scores should not be marked “Posted” unless the dressage test sheets are available for riders.

### The Cross-Country Phase

- On the first visit, it is expected that the TD walk the course with the Course Designer/Builder, who must to be accredited
- On this visit the TD should be able to approve the plans of the course with the designer regarding;
  - The footing
  - The siting of obstacles
  - The length and way of track
  - The number of efforts, dimensions and the construction of obstacles.
  - The base of the water jump
- Question whether the course has been built to specification, or whether it is insufficient and cannot be regarded as a qualifying course.
- Observe each obstacle with an analytical mind. Do not be side tracked by decoration – be aware that it can hide or cause a problem – alternatively it can be used to improve the safety of a jump. Never hesitate to discuss additions of this nature with a designer.
- Check each portable fence, and ensure it is secured, with either ground anchors at the front of the obstacle as a very minimum to prevent it sliding or tipping (preferably ground anchors should be attached to both front and rear of a portable fence), or by posts at the rear properly attached to the obstacle.
- Keep in mind that “Alternatives/Options” are just as important as the fast track. It is very easy to view a course the way we personally think it should be negotiated. Not every rider will be aiming to win at all costs.
- If you are intending to alter a cross country obstacle, this should be done in consultation with the CD/Builder, and the intent of what the CD/Builder was trying to achieve with the obstacle established before any decision is taken.

- **Note: *The Technical Delegate shall not alter a jump including decorations in any way without consultation with Course Designer. The only exception is where the CD/Builder is not at the venue & unavailable by phone for discussion.***
- Alterations to the course should not be made after it is open to competitors. If any changes are necessary due to adverse weather conditions or other circumstances however minor, every competitor who may be affected, ***must*** be advised.
- Prior to opening the course, where an obstacle is considered unusual or difficult to judge, a decision must be made together with the Chief Cross Country Judge and the Course Designer/Builder, as to how it will be judged – the jump judge shall also be briefed.
- Time faults will always be a contentious matter. It is important to have courses accurately measured. Check that the Time- Keepers are capable and familiar with the correct procedures, particularly 'time-wasting' after the final fence.
- On your final visit, you should be able to see the course in its completed state so at this stage you will be able to check all flagging, numbers & letters are correct and the distance from the last obstacle is within the allowable distance for all grades.
- Check Course maps times and distances are correct before authorising their printing. These are not to be released until the course is open to competitors for walking.
- Once you are satisfied everything is in place you can authorise opening the course for walking by the competitors.
- Remember to check Practice Obstacles.

### **The Showjumping Phase**

- The course should be flowing with no unpleasant surprises in the form of obstacles, sharp turns or difficult striding. The standard should be representative to that of the cross-country course. Remember this is Eventing Showjumping and not pure showjumping
- The TD should approve:
  - a) The plan of the course
  - b) The length of track and calculation of times
  - c) The number of obstacles and efforts
  - d) The quality of the ground
  - e) The start and finish flags
  - f) The practice fences are legal
  - g) The Judge is up to date with the most current Pony Club WA Eventing Rules.
  - h) The showjumping cups are of the correct dimensions and size, and all spreads & triple bar obstacles have breakaway cups (including practice fences)



### **Gear Checking**

- Make sure that Clubs have current copies of the most current Pony Club WA Gear Checking Manual, including the Eventing Precis.

### **Technical Delegates Report and Trainee Report**

- Technical Delegate Event Report must be submitted to the Pony Club WA Eventing Committee within 14 Days of the competition.
- In relation, as to whether a class should be considered as a 'qualifying' class, remember it important that courses should be built to the specification in the interest of safety and welfare of both horse and rider. There is nothing worse than a combination completing a substandard course, and thinking they are capable at that level, and then going to an event where the course is built correctly, and the combination comes to grief.
- Your report to the Eventing Committee must be constructive.

### **Conclusion**

- The ultimate aim of the Technical Delegate is to try to ensure, *if in fact anyone can ever 'ensure'*, horse and rider safety at any event at which they officiate.
- As Technical Delegate, your responsibility extends beyond the current event. All courses should be built to the specifications in the interest of the future safety and welfare of the horse and rider.
- We have many talented riders and valuable horses competing in WA and knowing that we have contributed to an event being both enjoyable and safe for them can be a very rewarding experience.
- Although Pony Club WA sets out detailed Eventing Rules, reference should be made to EA Rules first, then FEI Eventing & Dressage Jumping Rules for any eventuality not covered in the Pony Club WA rules. In any unforeseen or exceptional circumstances, it is the duty of the official/s responsible to make a decision in a sporting spirit and in accordance with the intention of these rules.