

ODE ORGANISERS & TECHNICAL DELEGATE INFO PACK

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Event Organisers Checklist

| PRIOR to EVENT | | |
|---|-----|----|
| Contacted Technical Delegate (TD is appointed by Pony Club WA as its official representative.) | YES | NO |
| Trainee Technical Delegate (If Applicable) | YES | NO |
| Appoint accredited CD for the XC phase, who must be present during the running of the XC phase. | | |
| Confirm any extra cost with TD for Travel etc. (Club Responsibility to Pay TD) | YES | NO |
| TD accommodation & Meal requirements club responsibility | YES | NO |
| Trainee TD Accommodation & Meals (If Applicable) | YES | NO |
| Emailed TD Event Schedule for approval before distribution in any form. (Rule 15) | YES | NO |
| Emailed TD copy of program prior to commencement of Event. (Rule 16) | YES | NO |
| Confirmed TD Inspections Days | YES | NO |
| Advised TD name & contact details of Event CD | YES | NO |
| Advised TD name of Host Club Accredited Gear Checker | YES | NO |
| Crisis Management Procedure in Place for Cross-country | YES | NO |
| Emailed TD copy of SIMP and Event Risk Management Plan | YES | NO |
| Email TD Time and Day of crisis meeting to | YES | NO |

When reading this information pack, it must be read in conjunction with the most up to date rules available on the Pony Club Website.

General Information

Reminder to Event Organisers

Rule 9 – “Organisers must apply in writing to the relevant Pony Club WA Office for permission to conduct Official Events”

Rule 9 – “No Official Event may be conducted without authorisation from PCA or Pony Club WA.”

Rule 34.2 – “Cross Country: As from July 1st 2016 all Pony Club WA cross country course designers must be Pony Club WA Accredited.”

With respect to the above, Pony Club WA grants permission for a club to host an Eventing Competition. Submissions of dates to Pony Club WA for your Eventing Competition is a date submission only. A Technical Delegate will be allocated to events once date has been approved.

Documents

Current copies of following documents must be available at the event

- Current Pony Club WA Eventing Rules
- Equestrian Australia Eventing Rules
- Pony Club WA Eventing Precis (Also available in the Current Eventing Rules)
- Pony Club WA Gear Checking Manual

Insurance

- Open Competitors must have one of the following memberships to be able to compete: Open Rider; Top Up Member; Adult Member or One Event Membership
- Clubs should ensure all participants Pony Club memberships are current.
- For more information, please go to <https://www.ponyclubwa.asn.au/join>
- General enquiries to 9296 1500 email membership@ponyclubwa.asn.au

Schedule and Program Information

Schedule

As outlined in the current Eventing Rules – Event Schedule

A copy of the Event Schedule for the competition must be sent to the allocated Technical Delegate for approval before it is published. Event Schedules for the competition should be published by the organiser:

- ***Only with the approval of the Technical Delegate.***
- ***Not less than 4 weeks before the event.***

Event schedule must include the following information:

- Event is held under the Pony Club WA Eventing Rules.
- Organiser name & contact details.
- Name of the allocated Technical Delegate
- Provisional timetable including order of cross-country and show jumping
- Number of horses per rider for event:
- **Refer Rule Entries** - Riders are restricted to TWO rides in any Pony Club WA one day event
- **Refer Rule Entries** - Substitutions
- Dressage test for each grade.
- Riders entered in Pony Club classes must be current financial members of a Pony Club affiliated with the Pony Club WA.
- Pony Club WA members and open riders may not compete in the same class. Classes may be offered for open riders at the Organiser's discretion.
- Dress & Saddlery - **Refer Appendix IV in Pony Club WA Eventing Rules Version 1**
 - NOTE: No Gear Check before each phase = **NO START**
 - Accredited Gear Checker from the club must be listed.
- Closing date and conditions for entries and declarations.
- Brief instructions to place of competition.
- Time at which cross-country course is open for inspections by competitors.
- Method of notification of final draw and starting time.
- Administration arrangements such as stabling & accommodation

Horses Age

- A horse may compete in PC45, PC65, PC80, PC95 & PC105 competitions from the beginning of calendar year in which it turns the age of 5 years.
- NOTE: The onus is on the OWNER/RIDER to provide proof of Horses Age.

Riders Age

Rider may compete in Pony Club WA Eventing Classes as follows:

- PC105 Classes (EA 1*) : From the beginning of the calendar year – 12 years.
- PC95 Classes: From the beginning of the calendar year – 11 years.
- PC80 Classes: From the beginning of the calendar year – 10 years.
- PC65 Classes: From the beginning of the calendar year – 9 years.
- PC45 Classes: From the beginning of the calendar year – 8 years.

Disclaimer of Liability

“Neither the Organising Committee of any event to which these rules apply, nor the Pony Club Association of Western Australia accepts any liability for any accident, damage, injury, or illness to horses, riders, ground, spectators or any other person or property whatsoever.”

Reservation of Right

The following reservation of right must be printed on all schedules and programs:

- The organiser reserves the right:
- To cancel any class or event
- To divide any class
- To transfer competitors between sections of or a class
- To alter the advertised times
- To refuse any entry, with or without stating the reason
- Entry form to have place to record Pony Club WA Open Rider number.
- Stallions & rigs are not permitted at a Pony Club WA event.

Rule –Riding Down

Riding down one level from a higher level for which a horse is qualified, carries no penalty.

- Riding Down two or more levels will incur 7.5, to be added to the total of faults for the three phases.
- This applies to horse/rider combinations that have ridden at a higher level at either PC or EA events.
- It is the responsibility of the competitor to inform the Organizing Committee at the time of entry that he is riding down two or more levels.

Example

- If the highest grade offered at an event is PC 110 or PC105 then the riders qualified to ride at higher grades may enter and compete in the highest grade offered. That a PC/EA 115 rider may compete in PC105 if that is the highest grade offered at the event **BUT** if the highest grade offered is PC95 then the PC/EA 115 Rider will be awarded 7.5 penalty points. It is the responsibility of the competitor to inform the Organizing Committee at the time of entry that he is riding down two or more levels.

New Rider

- A horse qualified for a certain level, upon having a new rider, shall be able to reduce any number of levels without penalty, to the highest level for which the new rider is qualified. It shall then be qualified at that level. Pony Club competitors will not be penalized, in any way whatsoever for acquiring and/or riding an EA graded horse in Pony Club Eventing. (**Refer Qualification of Horse and Rider Combination for full details**)

Qualifications

- One day events are open equally to horses and ponies, provided they and their riders meet all the relevant qualifications.
- Qualifications for competitions will be as a Horse & Rider combination. They may qualify in either EA or Pony Club WA events, unless specifically exempted by Pony Club WA.
- ***A list of all competitors for 95cm and above, needs to be sent the Pony Club WA Eventing committee for qualification checks prior to the draw being published.***
- Horse and Rider combinations are graded according to their performances over the previous twelve months.

Riding Down Championships (*Refer Rule for full details*)

- A Horse shall **NOT** be allowed to ride down directly to a Championships.
- If a Horse has been ridden down, it shall only be allowed to compete at a Championships if it has only competed at the lower level for the 12 calendar months prior to the Championships.
- If the grade that the Horse/Rider is qualified is not offered then, at the committee's discretion, a rider may ride down at Championships and carry the 7.5 penalties.



- A horse rider combination is deemed qualified if they have achieved a qualifying score at two or more events at the level in the 12 months preceding the close of entries.

State Championship. Qualifications see Appendix 1 Pony Club WA Eventing rules.

PROGRAM

As outlined in the current Eventing Rules – Program

Subject to prior approval by the Technical Delegate, the event program for the competition must be published or distributed by the organiser prior to the commencement of the competition.

All programs must include the following:

- Statement that this event is held under the Pony Club Rules for Eventing Version 1 with amendments.
- Timetable Classes/Grades & Tests.
- Cross-country briefing
- List of entries and score sheets.

Names of Officials:

- Event Host Club/Zone, Technical Delegate, Event Secretary, Cross- Country Designer, Jumping Builder, Jumping Judge, Dressage Judges Grades Judging & Arena Number, Veterinary, (If not on course, it must be in the program)
- Medical Ambulance, Doctor, Scorers, Farrier Phone Number
- Appeals Committee (3 People without any conflict of interest.)

Rule Objections/Protests (*Refer Rule for full details*)

- Only the owner or his authorised agent, or the rider of a horse taking part in the competition or in a team event only the team manager is entitled to lodge an objection.
- Protests must be in writing, signed by the person making the protest, and presented personally to the Event Secretary or the Technical Delegate together with any supporting evidence, names of witnesses and the necessary deposit of **\$50**.

Rule Unauthorised Assistance (*Refer Rule for full details*)

- Any intervention by a third party, whether solicited or not, with the object of facilitating the task of the competitor or of helping the horse, is considered unauthorised assistance and the competitor is liable to be eliminated.
- **Each case of unauthorised assistance will be decided by the Technical Delegate.**

Exception:

- A competitor may be handed his whip, helmet or spectacles without dismounting.
- A competitor may receive clarification of Jumping Penalties from the Obstacle Judge after having knocked a flag down at an Obstacle.
- A competitor after having knocked down a flag at an obstacle because of a run out, may ask the jump judge for the flag to be repositioned, but no time will be deducted.

Horse & Rider Welfare

Rule - Rider Fitness & Medical Card *(Refer Rule for full details)*

- All active participants at Pony Club WA events must carry on them or have an accompanying adult carry up to date information regarding current or previous medical conditions. In the Cross-Country phase, it is recommended for all riders to wear a Medical Armband on the upper left arm or upper left-hand sleeve on bib.
- Riders are responsible to record all injuries on the Medical card.

Rule - Examination after a fall - Medical Fitness *(Refer Rule for full details)*

- If there is any doubt about fitness to compete the Technical Delegate may eliminate the rider at their discretion. A veterinarian or Official Medical Officer as appropriate MUST examine all horses and riders that have a fall during training or competition before they either take part in another test, event or leave the competition site.

Rule - Concussion *(Refer Rule for full details)*

- When a Rider has an accident that, in the reasonable opinion of attending Event Ambulance Officers, Paramedics or Doctors following proper medical assessment, results in concussion or suspected concussion, that Rider must be eliminated from the competition and is ineligible to take part in any other Competition at that event.

A 21 Day mandatory suspension will apply as per the Pony Club Australia Concussion Policy.

Rule - Competitors Responsibilities *(Refer Rule for full details)*

- Ultimately the competitor is responsible for knowing these rules and complying with them. The appointment of a Technical Delegate or official, whether provided for in these rules, does not absolve the competitor from such responsibility.

Rule - Numbers *(Refer Rule for full details)*

Horse:

- For easy identification after a rider has been separated from their horse, all competitors must have securely fixed competition numbers on both sides of the horse in all phases.

Rider:

- For easy identification, competitors A4 BIB numbers must always be worn by the rider when the horse is being ridden, exercised, or lunged, during the Dressage, Cross-Country, jumping tests and when walking the Jumping course. Numbers must be worn in front and on their backs. Hair must be neatly restrained and long hair to be plaited to collar-length and restrained in a hairnet in such a way that the competitor number is visible from front and back. Parents, grooms, etc. when lunging or exercising the horse/pony, must wear the competitors BIB number front and back.
- The rider is still required to wear a BIB number during each phase of the competition.

Rule - Saddlery & Dress (*Refer Rule for full details*)

- **Must be checked prior to each test.**
Competitors are responsible to know and comply with saddlery and dress requirements for Pony Club WA Eventing. Particularly in wearing rider numbers, horse numbers, correct protective headgear, body protectors and medical armbands.
- Refer to Pony Club WA most current Gear Checking Manual for full details. For queries relating to Eventing Competition Gear please contact the Gear Checking Advisory Panel gearchecking@ponyclubwa.asn.au

Rule - Restriction on Schooling Horses

- Under penalty of elimination, unless specifically authorised by the Technical Delegate competitors are forbidden to ride close to the Cross-Country fences, or in the Jumping and dressage arenas.
- A competitor who allows another person to school his/her horse during the event will be eliminated.
- No competitor may have practiced on any of the obstacles to be used in the competition for four weeks before the competition. It is also forbidden, under penalty of elimination, to inspect the Cross-Country obstacles or course before it is officially open to the riders unless authorised by the Technical Delegate.
- A groom may also work the horse in hand or lunge.
- Exemptions to the four- week time closure may be requested in writing to the Pony Club WA Eventing committee.

Rule - Disclaimer of Liability

“Neither the Organising Committee of any event to which these rules apply, nor the Pony Club Association of Western Australia accepts any liability for any accident, damage, injury, or illness to horses, riders, ground, spectators or any other person or property whatsoever.”

Rule - Reservation of Right

- The following reservation of right must be printed on all schedules and programs:
- The organiser reserves the right:
- To cancel any class or event
- To divide any class
- To transfer competitors between sections of or a class
- To alter the advertised times
- To refuse any entry, with or without stating the reason
- Entry form to have place to record Pony Club WA Open Rider number.
- Stallions, Rigs and Colts are not permitted at a Pony Club WA event.

Crisis Management Procedure

Crisis management meeting **MUST** be held with all people who will be involved in an emergency. This meeting is required to take place prior to the cross country phase commencing- Clubs Event Management Plan (EMP) and Serious Injury Management Plan (SIMP) must be submitted to the TD 7 days prior to the event.

SIMP Template – See Pony Club WA Website – Eventing Rules and Organisers Information

EMP Template – See Pony Club WA Website – Eventing Rules and Organisers Information

APPOINT CRISIS TEAM MANAGER

- 1 The appointed and experienced Crisis Team Manager (CTM) to take charge of and coordinate incident.
- 2 Technical Delegate to call for CMT to come to incident scene and advice on the situation with course Doctor/St Johns/Paramedic/Veterinarian.
- 3 All two-way radio communication from the CMT will be on a separate channel called the “GO TO” channel or by mobile phone. This channel will be agreed upon prior to the event.
- 4 A suitable and enclosed area/room is to put aside as a Crisis Management office. In the event of a serious incident, the Crisis Management Office will be utilised. Chairs and writing material are to be available for the taking of statements, interviewing and de-briefing. This area is to be kept available and not used for any other purpose for the duration of the competition.

ACTION AT THE INCIDENT

- 1 Secure the scene and hold all on coming riders.
- 2 Incident scene to be screened from view. Crash Crew Must carry screens, with poles.
- 3 All those not involved i.e. not CMT must leave scene.
- 4 Take photographs. These are to provide any evidence required for Police if there is a death or for insurance if required.
- 5 ASAP rider removed by ambulance.
- 6 ASAP horse removed by **appropriate equipment eg. strong rope and chain** for the task is available prior to the incident.
- 7 Technical Delegate & Chief Judge to install New Fence Judge/s.
- 8 Crash Crew effect repairs as required.
- 9 **Technical Delegate and Organiser** confer recommencement of competition.

ACTION AFTER THE INCIDENT DEBRIEFING

- 1 Fence judge and any witnesses to be transported to the Crisis Management Office and statements taken. The witnesses to be supervised by Organiser/Event Secretary and assisted as required through this process.
- 2 CTM and Doctor/St. Johns/Paramedic/Veterinarian liaise with appropriate/responsible persons regarding condition of rider and/or responsible persons/owners/representative regarding the appropriate transport of injured horse or disposal of deceased horse.
- 3 Organiser/Event Secretary to provide the CMT with relevant rider/horse information i.e. entry details.
- 4 Notify Police (if required)
- 5 Notify Pony Club WA
- 6 CTM and Doctor to liaise with /St. Johns/Paramedics and hospital regarding rider’s condition.
- 7 CTM and Doctor/St. Johns/Paramedics to inform next of kin regarding rider’s condition. (if known)
- 8 Full de-brief CMT and Technical Delegate at end of day’s competition.
- 9 In consultation with Pony Club WA, prepare statement for general release.



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- 10 It is critical no information is released and then only the statement prepared by the Event Organiser/Secretary in conjunction with Pony Club WA once all affected people have been fully briefed.
- 11 Pony Club WA will ask all unofficial Social Media posts to be removed until official statements have been released.

Document Templates

IMPORTANT PHONE NUMBERS & CRISIS MANAGEMENT TEAM

| TITLE | NAME | PHONE |
|---|------|-------|
| Event Secretary/Organiser | | |
| Technical Delegate | | |
| Crisis Team Manager | | |
| Doctor | | |
| St Johns Officer | | |
| Paramedic | | |
| Veterinarian | | |
| Cross-Country Course Designer | | |
| Photographer | | |
| Horse Ambulance Driver | | |
| Crash Crew (Screens, Strong Rope &/or Chain) | | |
| Deceased Horse Crew | | |
| Lifting Machinery | | |
| Radio Allocations | | |
| Radio Channel General | | |
| Radio Channel Go Too | | |

BRIEFING NOTES:

Medical to advised TD of cases of concussion or suspected concussion,

Ambulance who guides ambulance to accident scene.

Horse Ambulance must be attached to vehicle with keys.

Demonstrate how to change Radio Channel

Only the nominated event official can issue a statement on any incident.

Report any instances of social media being used.

MEDICAL INFORMATION RECOMMENDED

Medical Information

If medical armband is worn, it is to be worn on left upper arm or upper left corner of rider bib.

| CONTACT DETAILS | | | PERSONAL DETAILS |
|----------------------------|-----|----|-----------------------|
| Next of Kin: | | | Name of usual Doctor: |
| Relationship: | | | Address: |
| Address: | | | |
| | | | Telephone |
| Telephone: | | | |
| Mobile: | | | RIDER INFORMATION |
| | | | |
| VEHICLE INFORMATION | | | Name: |
| Make: | | | Date of Birth: |
| Model: | | | Address: |
| Colour: | | | |
| Registration: | | | Telephone No: |
| | | | Mobile: |
| Previous Medical History | YES | NO | Comments |
| Head Injury | | | |
| Neck Injury | | | |
| Eye injury | | | |
| Diabetes | | | |
| Epilepsy | | | |
| Hypertension | | | |
| Asthma | | | |
| Heart Disease | | | |
| Lung Disease | | | |
| Other | | | |
| Have any Allergies? | | | |
| Do you wear Glasses? | | | |
| Do you Contact Lenses? | | | |
| Current Medications | | | |
| Please List | | | |

Minor Accident Forms

MINOR FALLS REPORT FORMS (Please fill in both sides)

This form is to be completed by all XC Jump Judges who witness a fall of Horse and/or Rider at/or near their jump. Organising Committee's must input falls into the Pony Club Australia Database

| | | | |
|--|--------------------|---------------------------------|---------------|
| EVENT: | | DATE: | |
| | | | |
| JUMP JUDGE'S NAME: | | | |
| | | | |
| FENCE NUMBER/NAME: | | CLASS:/Grade | |
| | | | |
| SIGNED: JUMP JUDGE | | PRINT NAME: | |
| PHONE NUMBER: | | | |
| WHO FELL? (please circle) | | RIDER | HORSE & RIDER |
| RIDER NUMBER: | NAME: | HORSE NAME: | |
| (Organiser to make sure above information is complete before forwarding to Pony Club WA) | | | |
| | | | |
| WHAT APPEARED TO CAUSE THE FALL? (PLEASE CIRCLE ONE OR MORE) | | | |
| | | | |
| HORSE STOPPED | RUN OUT OR SWERVED | HIT FRONT LEGS | |
| LANDED ON OR IN JUMPHORSE SLIPPED | | TRIPPED ON LANDING | |
| TAKE OFF TOO CLOSE | TAKE OFF TOO EARLY | RIDER LOST BALANCE | |
| WHAT WAS THE SPEED NEARING THE FENCE? | | Too Fast / Fast / Medium / Slow | |
| ANY OTHER DETAILS (PLEASE USE BACK OF FORM IF NEEDED): | | | |
| FENCE TYPE. (IF NECESSARY CIRCLE MORE THAN ONE OR USE BACK OF FORM) | | | |
| LOG | SIMPLE RAILS | PARALLEL RAILS (oxer) | TABLE |
| ARROWHEAD WALL | WATER | DITCH TRAKENER BRUSH | DROP |
| Apex (Corner) OTHER (Please Describe) | | | |
| | | | |
| IS IT A COMBINATION FENCE? YES/NO | | HOW MANY ELEMENTS | |
| WHICH ELEMENT WAS THE FALL? PLEASE CIRCLE | | A | B C D |
| SLOPE of FRONT FACE OF JUMP): UPRIGHT / MODERATE / MORE than 45 ⁰ | | | |
| | | | |

| | | | |
|--|-----------------|----------------------|------------|
| DID THE RIDER APPEAR TO BE INJURED? (please circle) YES / NO | | | |
| DID RIDERS 'HEAD/SHOULDERS CONTACT THE GROUND OR FENCE (Please Circle) YES / NO | | | |
| WAS AN AMBULANCE REQUIRED TO ATTEND THE RIDER (Please Circle) YES / NO | | | |
| NATURE OF INJURY: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| WAS THE HORSE INJURED? | YES / NO | VET REQUIRED? | YES |
| | | | |
| NATURE OF INJURY: | | | |
| | | | |
| | | | |
| | | | |
| Any COMMENTS by Technical Delegate | | | |
| | | | |
| | | | |
| | | | |
| Technical Delegate Name: | | | |
| | | | |
| PLEASE HAND THIS FORM TO THE PERSON COLLECTING THE XC JUMP SHEETS | | | |
| ANY FURTHER COMMENTS: | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Falls Report Form

TD,s Please hand a copy of this ODE Falls Record to Medical & collect at the
TE: The Event TD is responsibility to ensure the Falls form is used.

[illegible]



Vet & collect at the end of each day.(Vet to Complete). NOTE: The Event TD is responsibility to ensure the Vet form is used.

[illegible]

Information required in officials' folders

Gear Check

- List of Competitors with starting times
- Gear checking guide
- Copies of the relevant gear checking Précis pages (EG Dressage, Cross-country & Jumping) Club MUST have copy of Gear Checking Manual available throughout the event
- GC Folder to include a "Gear checking Report Form" to be completed and returned to Pony Club WA with results of your event.

Marshall

- All Marshalls require a list of competitors with start times.

Judges

- **Dressage Judges** require a competitor list with competitors start times
- **Show Jumping Judges** require a competitor list and minor falls report form.
- **Chief cross-country Judge Requires** a list of competitors with start times, Cross-country Maps and is responsible for timekeepers, scorers & jump judges

Scorers

- List of all officials with phone numbers
- List of competitors
- Cross country -maps.

Cross Country Timekeepers and Starters

- List of competitors with start times
- Time recording forms (Timekeepers)
- Timing equipment (check batteries)

Cross Country Jump Judge Folders

- Minor accident forms.
- Diagrams of Multiple Obstacles
- Maps of cross-country
- Pencils/Pens

Instructions for Cross Country

Obstacle Judges. Prior to Event.

Event Organiser is responsible to check information in Judges folders

CROSS COUNTRY JUMP JUDGES INFORMATION & INSTRUCTIONS

(Organiser include in each Cross-Country Jumps Judge's File).

Thanks for being a Judge

Record performance so it is clear to scorers

Information in folder (Mark folder with coloured dots to indicate grades.)

- Score sheets
- Competitor list
- Instruction to jump judges Definition of Refusals - falls & circles etc
- Minor accident forms (Must complete for any fall)
- Diagrams of multiple obstacles
- Cross Country Maps.
- Report abusive language by competitors or helpers etc.

Must be reported in writing on the obstacle score sheet and communicated to the Technical Delegate ASAP.

- Cruelty to Horse e.g., **bit used as punishment**, excessive use of whip maximum three at any time. If the horse is **marked it's excessive**. **Must not whip on the neck or use the whip over hand**. (Write Notes) Dangerous riding excessive speed on Cross-country & time wasting on course COULD be considered dangerous riding. e.g., circles, walking or trotting after being in canter or gallop for most of course. Jumping from stationary position.

Any instances of possible dangerous riding must be reported in writing on the obstacle score sheet and communicated to the TD ASAP.

- Numbers & Flags must be same position for all riders in each grade.
- Damage to obstacle call for repair crew.
- CONTROL spectators near your jump, especially at the water.
- Note direction of the jump before and after yours. Make notes if you see anything odd e.g., Rider missing any jump or having numerous refusals.
- Do not leave until instructed.
- Make sure your jump is attended always.
- Please be at your jump 15 minutes before the first rider starts. Be available 30 minutes after scores have been posted in case of a protest
- Each jump has a RED flag on the Right & WHITE on the left.
- **NOTE-** Some RED & White Flags could have Black stripes indicating alternative jump.

Class Indicators:

PC105 (EA 1*) Pink /Black Numbers
PC 95 Red/ Black Numbers

PC80 White /Black Numbers
PC65 Orange/Black Numbers
PC45 Blue/ Black Numbers

Marking the Score Sheet

- **Print your name, Mobile phone number, Obstacle number and class on top of each sheet**, starting a newsheet for each class. Number the sheets consecutively for the whole competition.
- As the Rider approaches fill in their number, **NOT BEFORE**. Let an official know if sheets are not being collected.

Inspect Your Jump

- Be aware of various tracks riders may take approaching your jump, obstacles with options.
- **Skinny jumps, Judge position must be approved by CD or TD**

Definition of A Clear Jump

- **Note:** "A Horse will be considered to have cleared the fence when head, neck and both shoulders of the Horse pass between the extremities of the element or obstacles as flagged.

Cleared Jump

- Tick appropriate column.

Faults

- Refusal, Circles, Run-out & Falls **place a cross** in appropriate column (Definition in folder.)
- If you have any doubts write notes draw diagrams.

Refusal

- At obstacles or elements with height (exceeding 30cm). A horse is considered have refused if it stops in front of the obstacle to be jumped (**cessation of movement**).
- At all other obstacles (i.e., 30cm or less in height or a drop) a stop followed immediately by a standing jump is not however penalised, but if the halt is sustained or in any way prolonged, this constitutes a refusal. The horse may step sideways but if it steps back this is a refusal.
- After a refusal, if a competitor redoubles or changes their efforts without success, or if the horse is represented at the obstacle after stepping back and stops or steps back again, this is a second refusal; and so on.
- If a rider is having problems, ask them to move aside for any oncoming riders (Make sure the rider having problems doesn't immediately follow the oncoming horse.)
- PC105 – PC45 GRADES THIRD REFUSAL: At a jump incurs elimination. FOURTH refusal on course is Elimination PC105 – PC45 grades.

Fall of Rider & Horse

Penalty - ELIMINATION

- A competitor is considered to have fallen when he/she is separated from the horse in such a way as to necessitate remounting or vaulting into the saddle.
- Protect the rider by stopping any oncoming riders. Call for assistance. Ask the rider if they can move but do not move them. Complete minor accident form. If ambulance is not needed at the scene, tell rider they must report to first aid. Particularly important if riding two horses.
- A horse is considered to have fallen when at the same time both its shoulder & quarters have touched either the ground or the obstacle and ground or when it is trapped in an obstacle in such a way that it is unable, to proceed without assistance or is liable to injure itself. If the horse becomes trapped instruct, the rider to dismount and they will be penalised as for a fall and be eliminated. Stop oncoming riders and call for repair/crew & veterinarian if required.

Runout

- A Horse is considered to have run out if, having been presented at an element or obstacle on the course, it avoids it in such a way that either the head, neck, either shoulder of the Horse **FAIL** to pass between the extremities of the element or obstacle as flagged.
- **Note:** "A Horse will be considered to have cleared the fence when head, neck and both shoulders of the Horse pass between the extremities of the element or obstacles as flagged.
- A rider is permitted to change their mind as to where they jump an obstacle or element at any time, without penalty, including because of a mistake at a previous obstacle or element.

Circles

- A horse is considered to have circled if, having been presented at an obstacle, it crosses the track (closes a circle) that it created before it jumped the obstacle or before it jumped the last element of a multiple obstacle.
- After a refusal, run-out or circle a competitor is permitted to cross their original track (close a circle) without penalty to make another attempt and may also circle one or more times without penalty, until they again present their horse at the obstacle.
- At separately numbered obstacles, a competitor may circle between or around them without penalty provided they have not presented their horse at the second or subsequent obstacle.
- At an obstacle composed of several elements (A.B.C. etc) a horse will be penalized if it passes around any element or circles between elements at any time between first being presented at the obstacle and finally completing the last element.
- Obstacle flags with **black lines** indicate there is an option. **TD or CD will explain how to Judge.**

Obstacles Composed of Several Elements (Refer to 'Diagrams' in your folder)

- At an obstacle composed of several elements a competitor may refuse, run out, and or circle only twice in all without incurring elimination.
- If the horse refuses, runs out or circles at any element, the rider is permitted to retake any elements already jumped, although they are liable to be penalised for any fault even if they have previously jumped an element successfully. If after refusal, run-out or circle the competitor wishes to pass through the flags in the wrong direction to retake an element, they may do so without penalty.

Judging A Bounce Obstacle

- At any obstacle where the distance between elements is **5 metres or less (i.e., a 'bounce')** when a horse has negotiated the first element without penalty, he will be deemed to have presented at the element – and similarly if the "bounce" is for example the second and third elements of a combination.
- Thus, if a rider 'changes their mind while negotiating the first element and for example, then goes a longer route, they will still be penalised 20 penalties for a run-out.

Unauthorised Assistance

- Any intervention by a third party, whether solicited or not, with the object of facilitating the task of the competitor or of helping their horse, is considered unauthorised assistance and the competitor is liable to be eliminated.
- **The Technical Delegate will decide each case of unauthorized assistance.**
- A competitor after having knocked down a flag at an obstacle because of a run out, may ask the jump judge for the flag to be repositioned, but no time will be deducted.

Voluntary Dismounting

- Riders may dismount without incurring elimination to check on horse, adjust saddlery or equipment.
- Judges please make notes if you witness a voluntary dismount.

Stopping and Starting Competitors

- If for any reason you need to stop oncoming competitors because a rider or horse is in trouble at your jump, please call for assistance because it is extremely difficult for one person to control all the various circumstances involved.
- If you do have to stop a competitor, start the timer when the rider passes a bush, tree or point well before the jump and then wait for the TD or the Chief XC judge to come and restart them. (USE phone or stopwatch to record the time the rider is stopped for.)

Overtaking

- Any competitor who is about to be overtaken by a following competitor must quickly clear the way. A competitor overtaking another competitor may only do so at a safe and suitable place.
- When the leading competitor is before an obstacle and about to be overtaken, they must follow the instruction of the official/jump judge. When the leading competitor is committed to jumping an obstacle, the following competitor may only jump that obstacle in such a way that it causes no danger or inconvenience to either party.

Rider retiring or being eliminated on course

- **An athlete who has retired, has been eliminated or stopped during the Cross-Country Test is responsible to make sure their Horse has been checked by the Veterinary who should be stationed by the cross country finish flags.**

Conclusion of Event

Provide copies of the following documents to the Technical Delegate

- Minor Falls Report Sheet (Copy Of)
- Gear checking report forms
- Cross-country jump analysis
- Master results spreadsheet
- Input all falls into the Pony Club Australia Database

Forward the Following Documents to Pony Club WA s.

- Leaderboard and Levies remittance spreadsheet
- Await invoice from Pony Club WA for Levies Payment

Email:

membership@ponyclubwa.asn.au
sports@ponyclubwa.asn.au and
Eventing@ponyclubwa.asn.au

Please Note:

Payment of event Course Designer by organising club.

Payment of the Technical Delegate is made by Pony Club WA however any travel, accommodation and out of pocket expenses are reimbursed by the organising club by prior arrangement.



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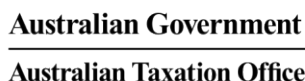
Pony Club WA

Eventing Technical Delegate & Course Designer

Payment Procedures

ATO Statement by Supplier form to be completed by ALL officials and submitted to accounts@ponyclubwa.asn.au prior to payment from Pony Club WA.


| OFFICIAL ROLE | FEE | WHO PAYS | FORMS | SEND TO | DUE |
|---|----------------------------------|--|---|--|---|
| Pony Club WA Technical Delegate • Club/Zone Events | \$500 | Pony Club WA Eventing TD Levies | Technical Delegate Report & Checklist Pony Club WA Officials Payment Form | sports@ponyclubwa.asn.au accounts@ponyclubwa.asn.au | 14 Days post event |
| | Accommodation and Meals | Host Club/Zone to book and pay for prior to the event. | N/A | N/A | N/A |
| | Travel Expenses as agreed. | Host Club/Zone | TD Invoices the Club/Zone direct. | TD either Emails invoice to OC prior to event or hands to OC when they arrive at the venue. | TD must be paid before leaving the venue. |
| Pony Club WA TRAINEE Technical Delegate – Training at Club/Zone Events <i>(Trainees must be officially engaged as approved by the State Eventing Committee)</i> | Travel Expenses as agreed. | Pony Club WA Eventing TD Levies | Pony Club WA Officials Payment Form | sports@ponyclubwa.asn.au accounts@ponyclubwa.asn.au | 14 Days post event |
| Pony Club Course Designer | Travel Expenses | Host/Club /Zone | CD Invoices Club/Zone Direct | CD either emails invoice to OC prior to event or hands to OC at Venue | CD arranges own payment with OC |



n you are an individual or a business n
you have supplied goods or services to
another enterprise (the payer), and
n you are not required to quote an Australia business
number (ABN).

HOW TO COMPLETE THE STATEMENT

Print clearly in BLOCK LETTERS using a black pen only. Use BLOCK LETTERS and print one character in each box. Place **X** in all applicable boxes.

 Payers can check ABN records of suppliers by visiting **abr.business.gov.au** or phoning **13 72 26** 24 hours a day, 7 days a week.

Your name

[illegible][illegible]

Postcode

[illegible]

Reason/s for not quoting an ABN Place X in the appropriate box/es.

- ☐ The payer is not making the payment in the course of carrying on an enterprise in Australia.
- ☐ The supplier is an individual aged under 18 years and the payment does not exceed \$350 a week.
- ☐ The payment does not exceed \$75, excluding any goods and services tax (GST).
- ☐ The supply that the payment relates to is wholly input taxed.
- ☐ The supply is made by an individual or partnership without a reasonable expectation of profit or gain.
- ☐ The supplier is not entitled to an ABN as they are not carrying on an enterprise in Australia.
- ☐ The whole of the payment is exempt income for the supplier.

The supplier is an individual and has given the payer a written statement to the effect that the supply is either:

- ☐ made in the course or furtherance of an activity done as a private recreational pursuit or hobby, or
- ☐ wholly of a private or domestic nature (from the supplier's perspective).

For information about your privacy, visit our website at ato.gov.au/privacy

Under pay as you go (PAYG) legislation and guidelines administered by us, the named supplier is not quoting an ABN for the current and future supply of goods or services for the reason or reasons indicated. **Name of supplier** (or authorised person)

[illegible]

Signature of supplier(or authorised person)

| | |
|--|--|
| | |
|--|--|

Daytime phone number

[illegible]

Date _____

Day

Month

Year

□ □ / □ □ / □ □ □ □



Eventing Leader Board 2023

| CLASSES | GRADE | AGE GROUP |
|---------|--------|-------------|
| 1 | PC110 | 13 – 24 yrs |
| 2 | PC 105 | 12 – 24 yrs |
| 3 | PC 95 | 11 – 24 yrs |
| 4 | PC 80 | 17 – 24 yrs |
| 5 | PC 80 | 10 – 16 yrs |
| 6 | PC 65 | 17 – 24 yrs |
| 7 | PC 65 | 13 – 16 yrs |
| 8 | PC 65 | 9 – 12 yrs |
| 9 | PC 45 | 13 – 24 yrs |
| 10 | PC 45 | 8 – 12 yrs |

2023 SEASON

The 2023 season will run from November 1st, 2022 to October 31st, 2023

- Ages shall be taken as at the 1st January
- All ODE's run under Pony Club WA Rules will automatically be part of the series
- Please refer to Leaderboard Information Pack for Clarifications.

Administration

The Pony Club WA Sports Leaderboards are administered by the Pony Club WA Office, email on membership@ponyclubwa.asn.au

All Leaderboard information can be found at <https://www.ponyclubwa.asn.au/leaderboards/>

Follow this link to download the latest return spreadsheet for levies count and results: Form - <https://www.ponyclubwa.asn.au/wp-content/uploads/2023/06/Club-Name-2023-Sports-Leaderboards-Spreadsheet-21-June-2023.xlsx>

Clubs to submit results and levies count within 14 days of the event, email the spreadsheet to membership@ponyclubwa.asn.au

Clubs to pay levies when they receive an invoice from the state office after submitting levies numbers and results, not before. They will have 30 days to pay.

Clubs

- Event date applications must be forwarded to the State Eventing Committee as per club date submission
- Club entry pack and advertising material must include this event is part of the “Europa Saddlery Leaderboard” .
- The Leader board Coordinator has the right NOT to accept event date applications after this date.
- All events will be registered as Sports Leader board events with Pony Club WA unless the Club opts out prior to the event being held or the TD does not pass as a qualifying event.
- Each event must run in accordance with all current Pony Club WA Rules.
- Where possible, Clubs should run classes as per the Sports Leader board classifications.
- Age is at the 1st January
- Each event must have Pony Club WA or EA Accredited Officials.
- Each event must be officiated by a Pony Club WA approved Technical Delegate
- Events must be run in accordance with all current Pony Club WA Eventing rules
- Each event must be open to all Pony Club WA Junior and Senior Members.
- Clubs must pay a \$3.00 Leaderboard Levy per Pony Club WA Junior and Senior Member.
- Clubs to forward full results in the required format to the Pony Club WA Office within 14 days of the event being held.
- Clubs to pay levies on receipt of invoice from Pony Club WA and have 30 days to pay.
- Points will not be awarded until levies and results in the correct format have been received.
- Clubs that register their event as a Sports Leaderboard Event do so, acknowledging that they have read, understood and agree to the terms and conditions of the 2023 Sports Leaderboard Information Pack.

Pony Club WA Affiliated Clubs ODE Organisers Levies Remittance Form

Pony Club WA Eventing Levies:

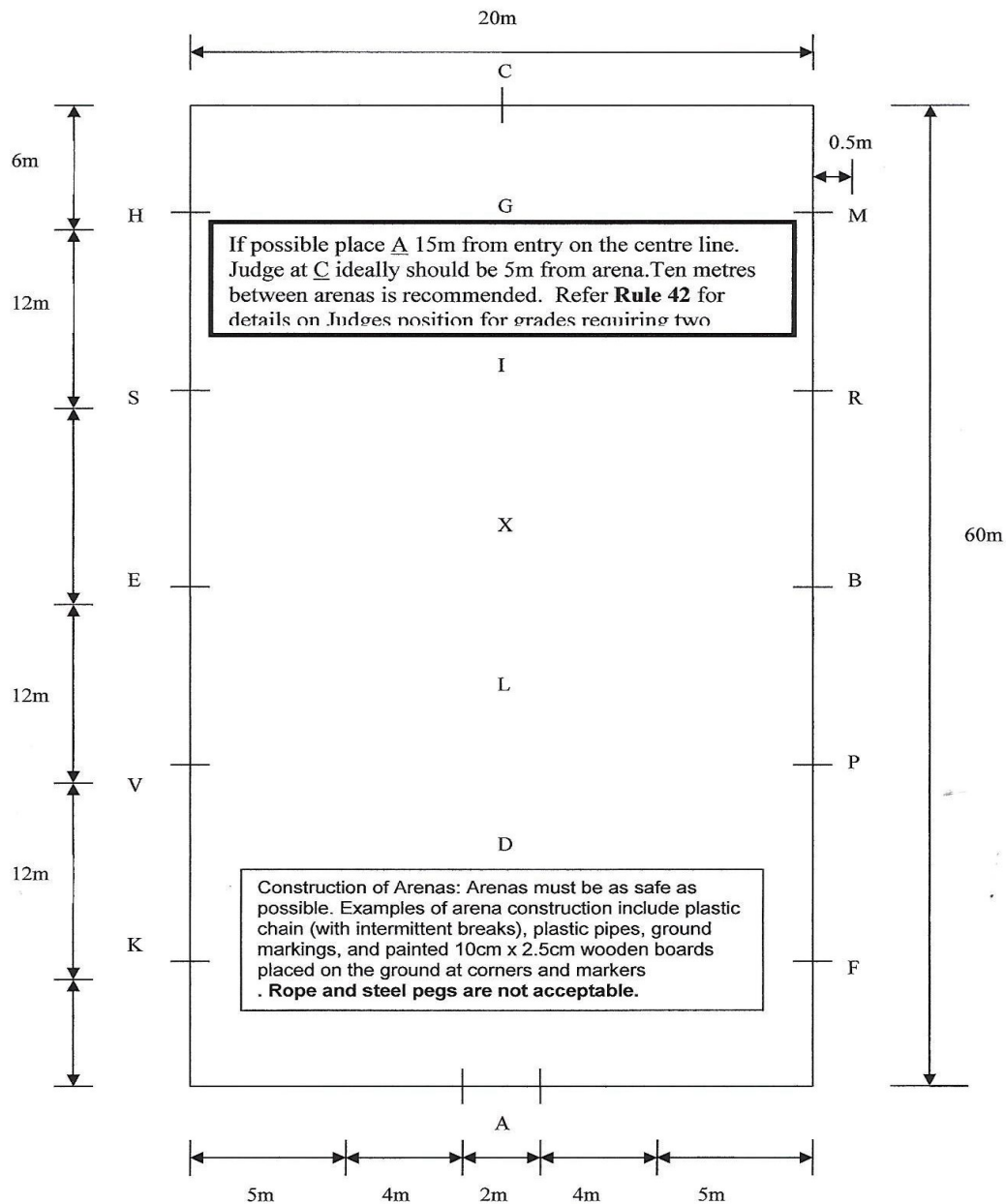
This is automatically tallied on the Leaderboard Spreadsheet Levies page.

- Technical Delegate Levy \$8.00 per rider
The TD Levies fund the cost of a TD to officiate at an event, training, development of Technical Delegates, Course Designers, and fund Eventing seminars.
- Leader board Levy \$3.00 per Pony Club WA rider
Levies collected fund prizes awarded for Leader board placings.
- Championship Levy \$1.50 per rider
Levies collected go towards running costs associated with the State Eventing Championships.

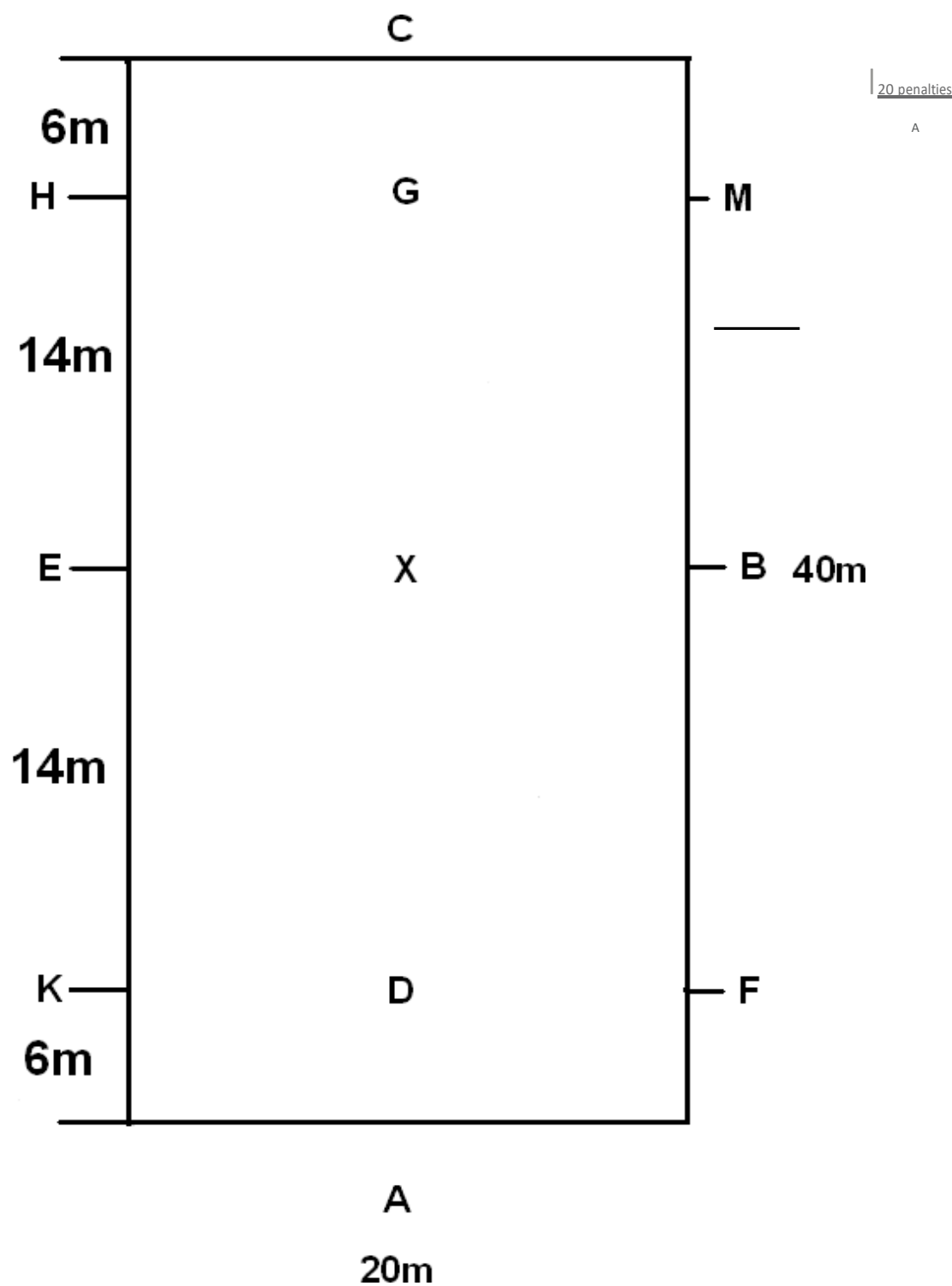
All ODE's run under Pony Club WA Rules will automatically be part of the Pony Club WA Eventing Leader board.

Please submit this form to membership@ponyclubwa.asn.au sports@ponyclubwa.asn.au

Full Size Dressage Arena 60m x 20m



Dressage Arena 20m x 40m



Diagrams of Cross Country Obstacles and Faults

The following Diagrams are non-exhaustive examples for reference.
The wording of the respective rules will prevail.

Diagram nr 1

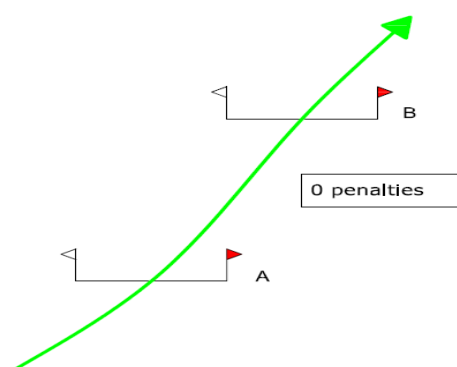


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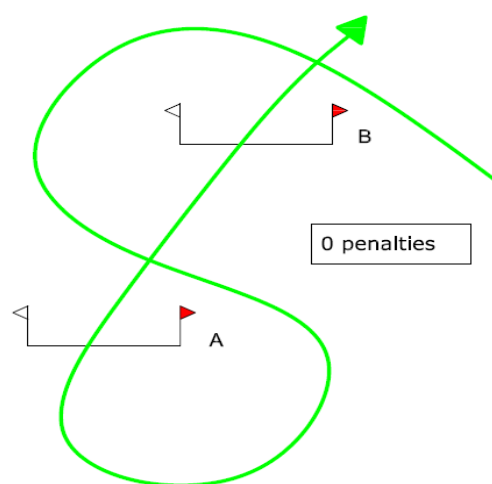


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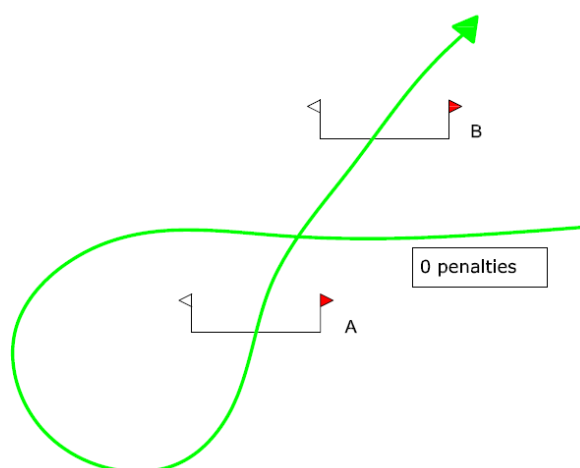


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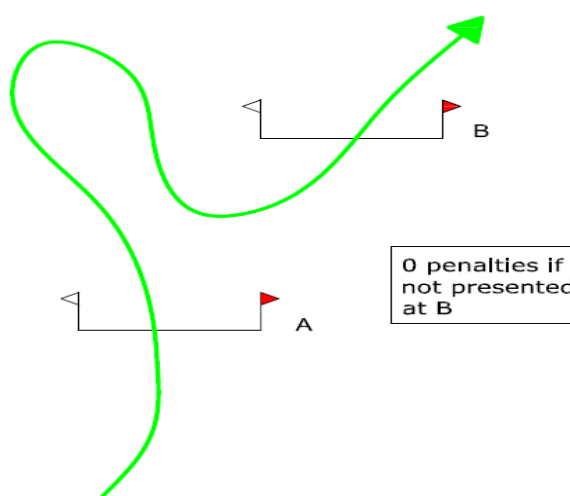


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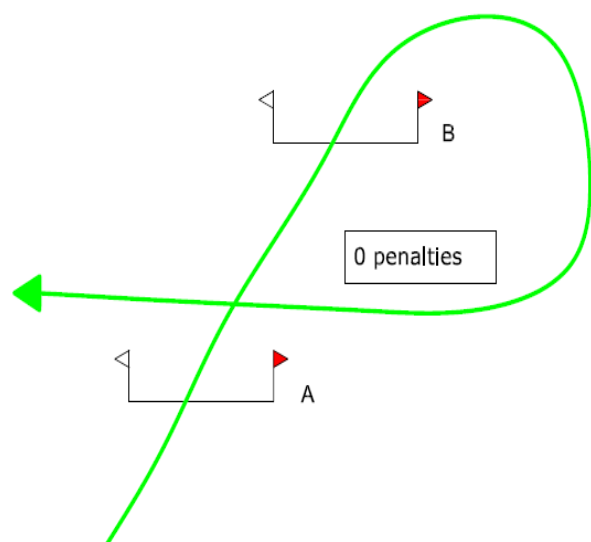


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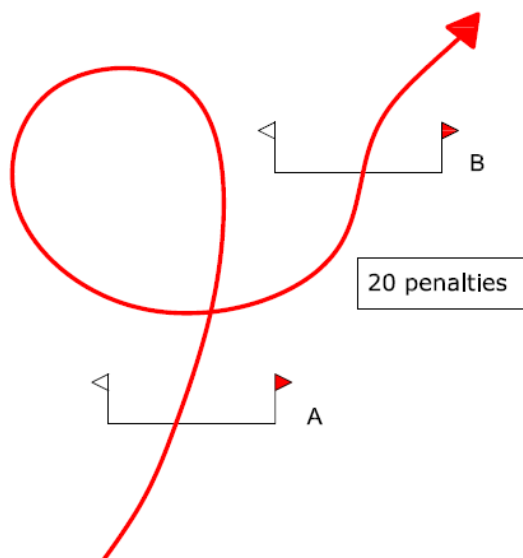


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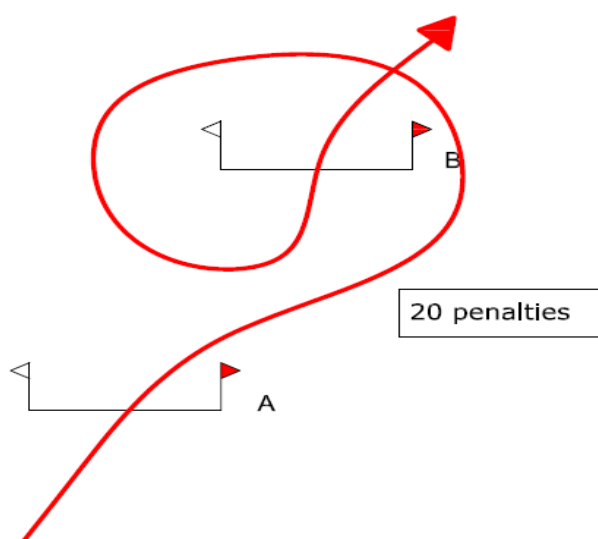


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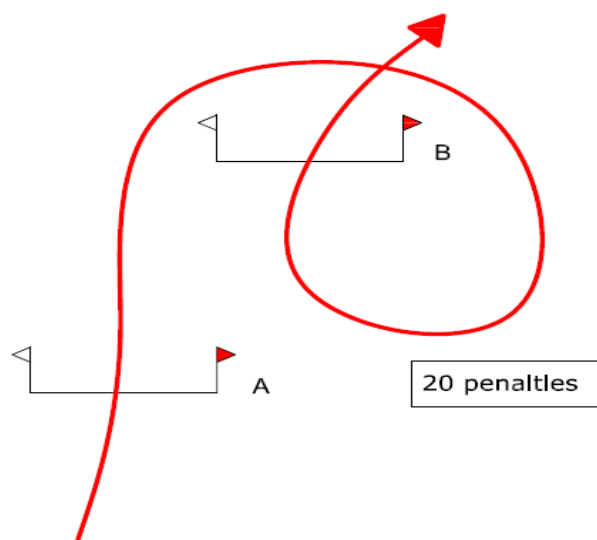


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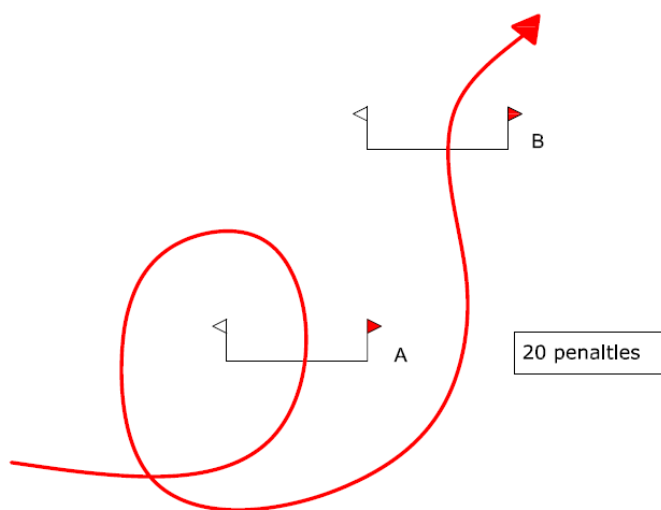


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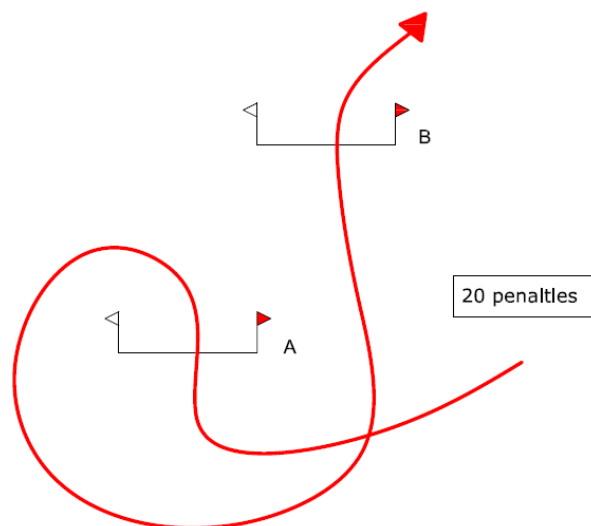


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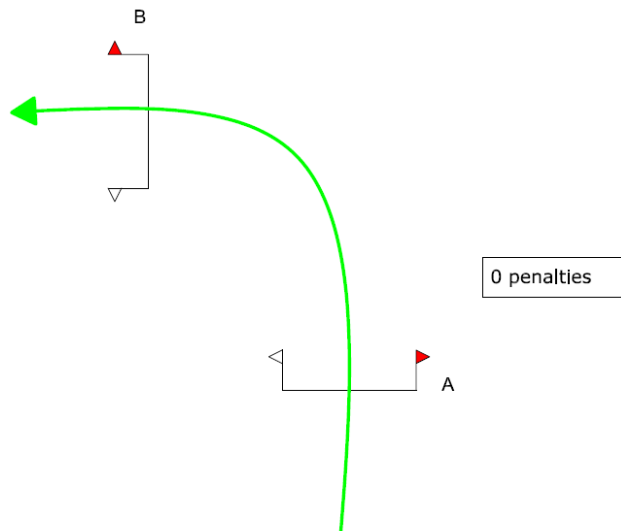


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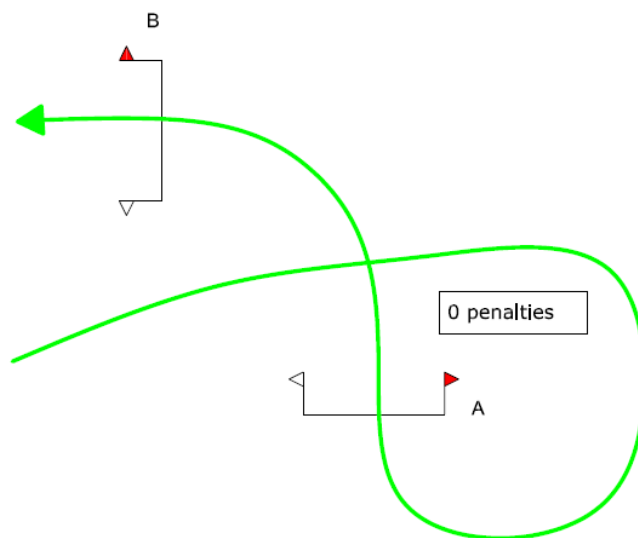


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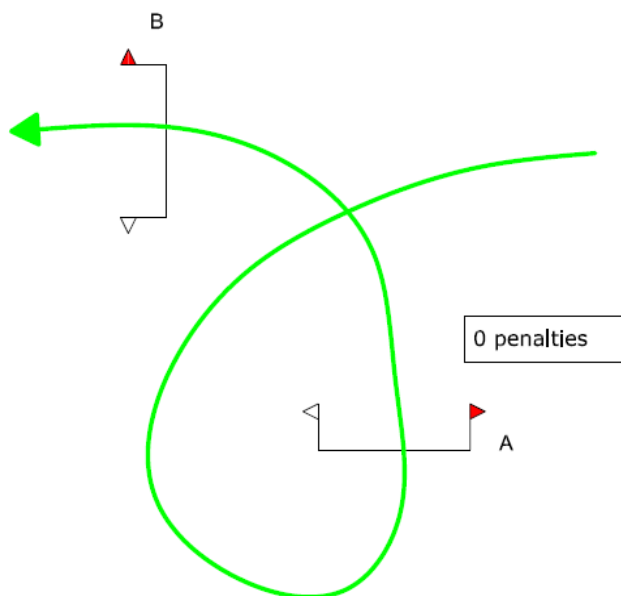


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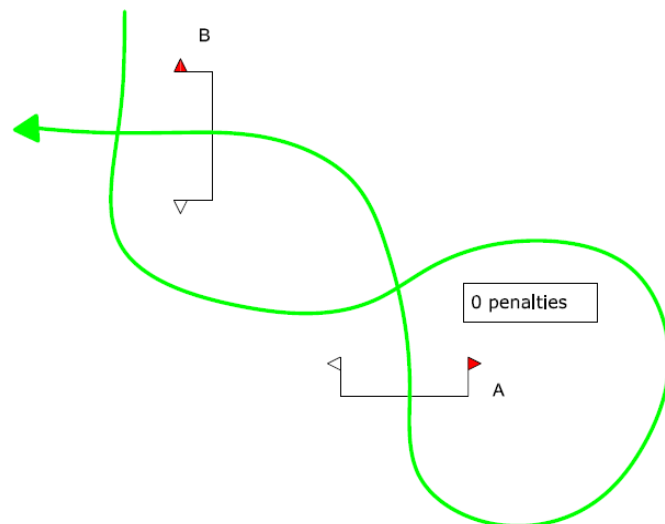


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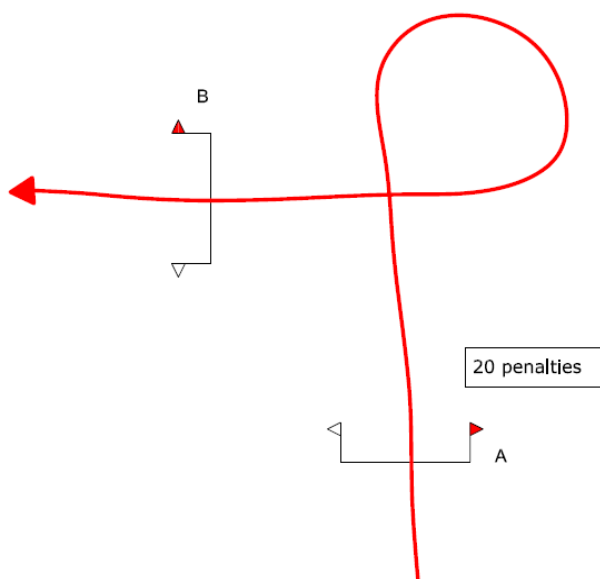


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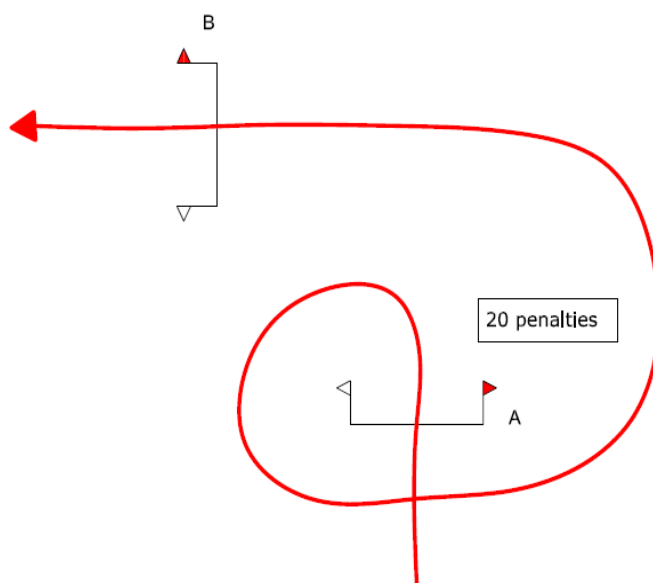


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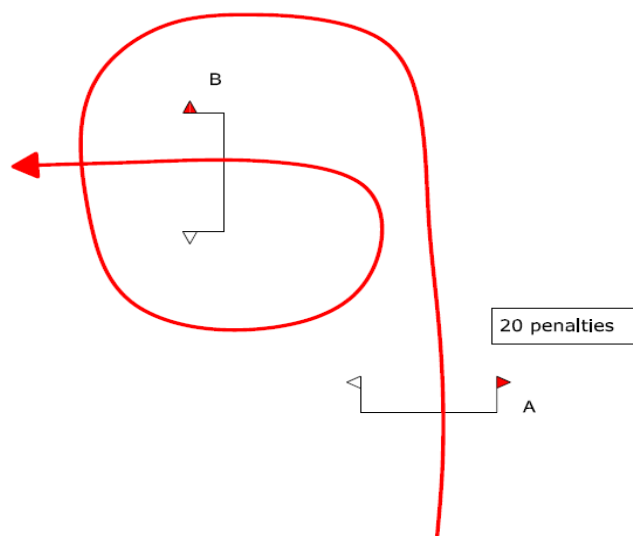


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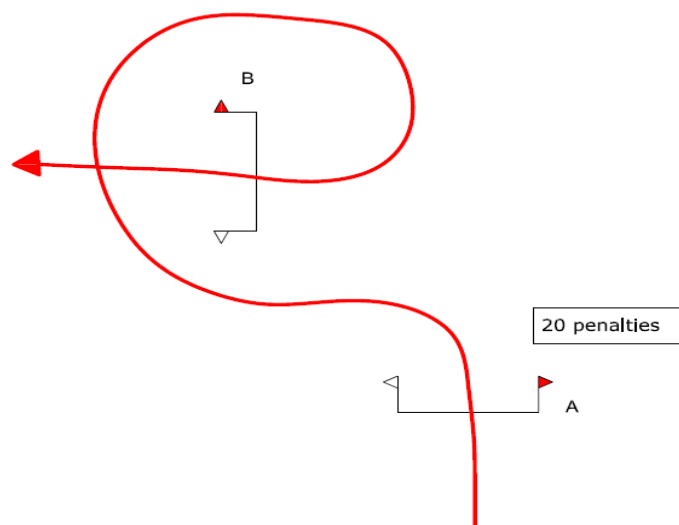


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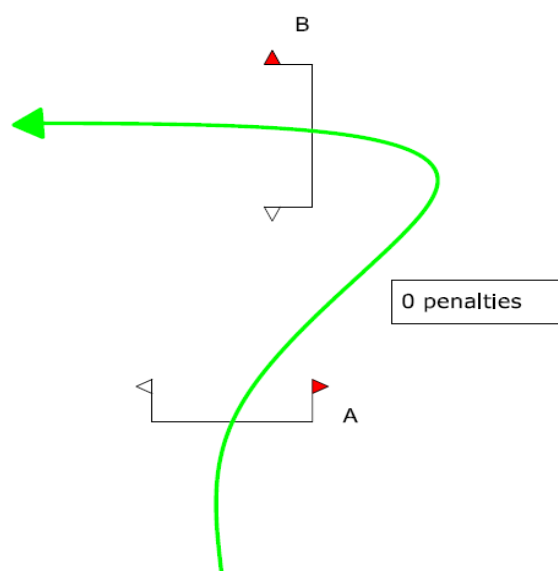
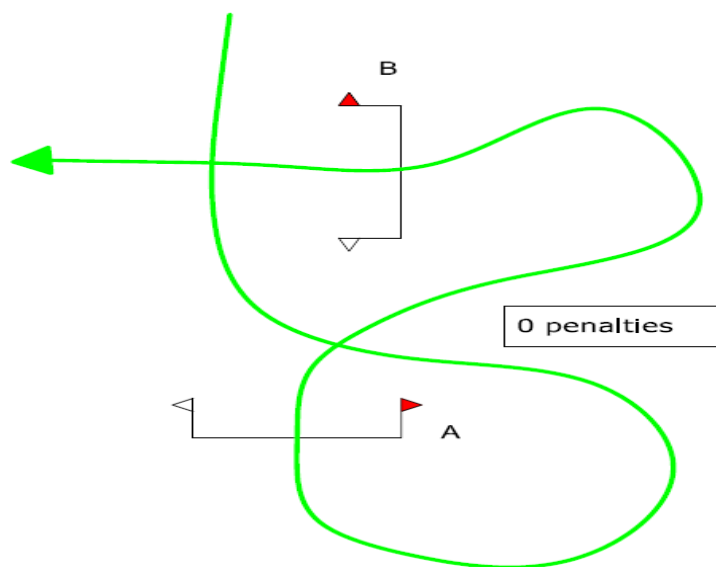


Diagram nr 19





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Diagram nr 21

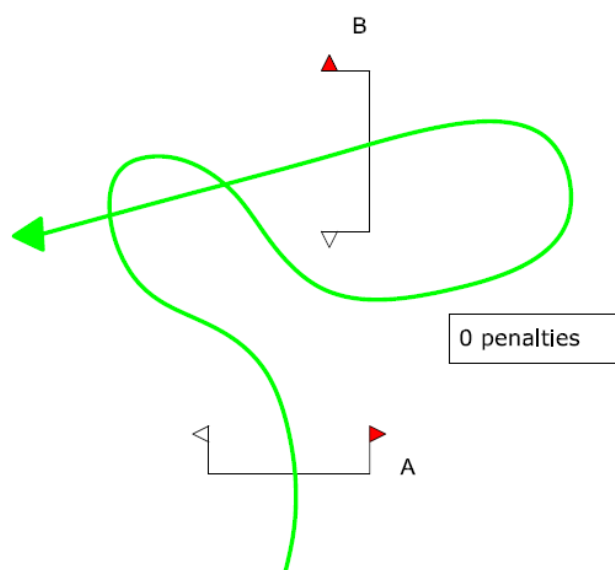


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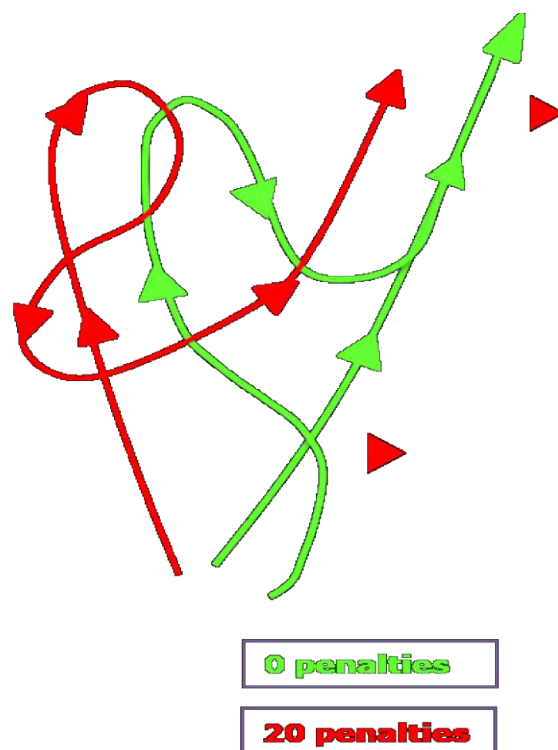


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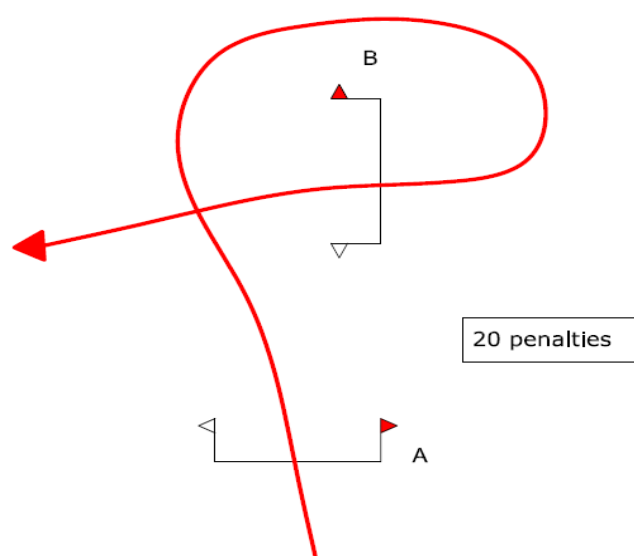


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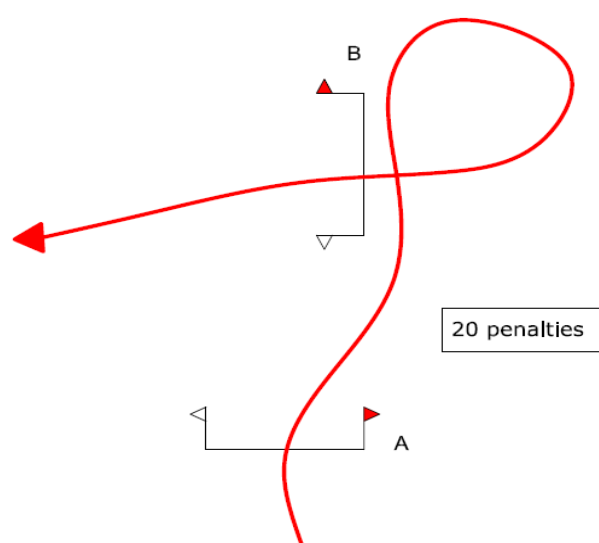


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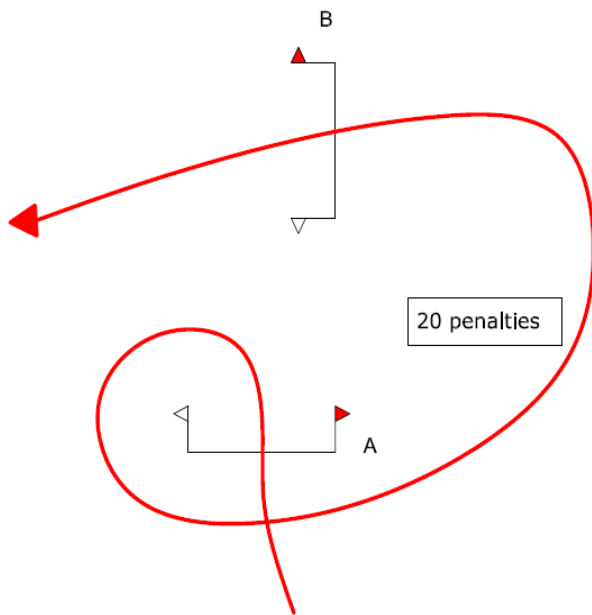


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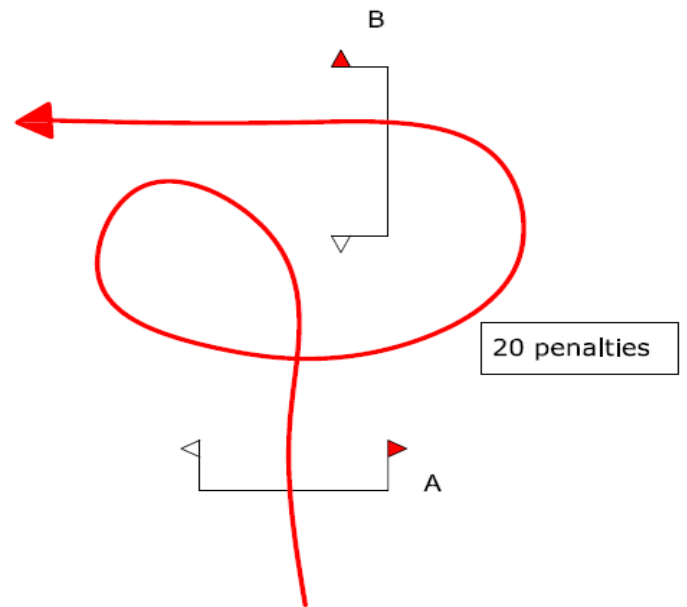
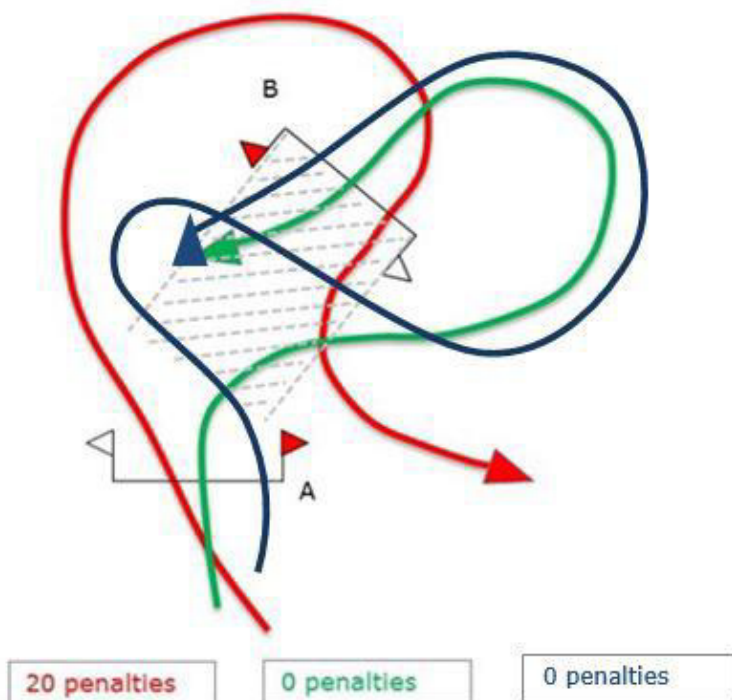


Diagram 27 & 29 - Updated

At an obstacle composed of several elements (A, B, C, etc.) a Horse will be penalised if it passes around the back of any element or circles between elements.



Red route: 20 penalties because it passes around the back of element B (crosses the entire projection of the back of element B)

Green route: Clear because it avoids passing around the back of element B (avoids to cross the entire projection of the back of element B)

Blue route: Clear because it avoids passing around the back of element B (crosses the entire projection of the back of element B but crosses back to avoid passing around the back of element B)

Diagram nr 28

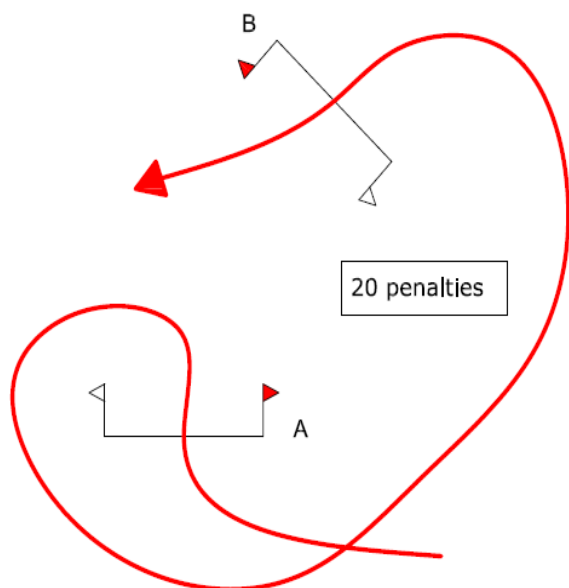


Diagram nr 30

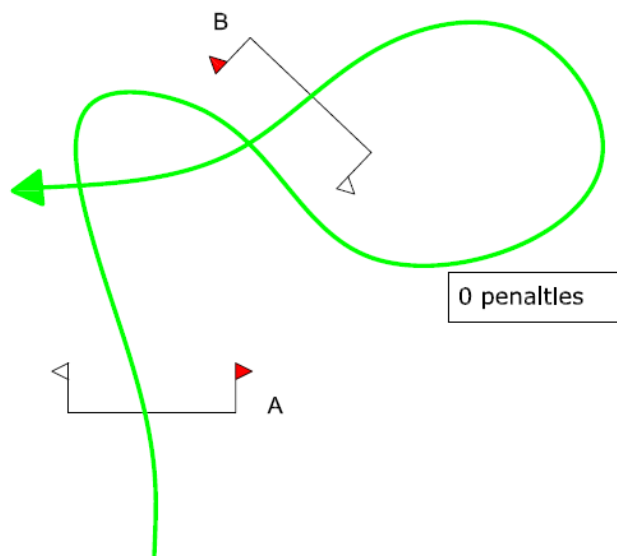
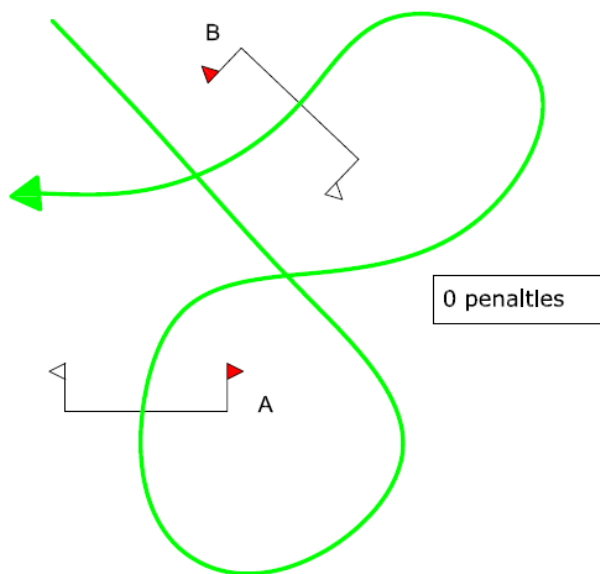


Diagram nr 31



SUGGESTED EVENTING DRESSAGE TESTS


| | | |
|-------|---|--|
| PC105 | 2023 EA Novice 2.2 EV Test A CCNI 2020 Ev Test B CCNI 2020 | Approx 5.30 Mins Approx 4 Mins Approx 4 Mins |
| PC95 | 2023 EA Novice 2.1 EvA Test A 95 2020 EvA Test B 95 2020 | Approx 5.30 min Approx 4 mins Approx 4 mins |
| PC 80 | 2023 EA Preliminary 1.3 EvA Test A 80 2020 EvA Test B 80 2020 | Approx 5.30 min Approx 4 mins Approx 4 mins |
| PC65 | 2023 EA Preliminary 1.2 Ev Test A 45 & 60 2020 Ev Test B 45 & 60 2020 | Approx 5.30 min Approx 4 mins Approx 4 mins |
| PC45 | 2023 EA Preliminary 1.1 Ev Test A 45 & 60 2020 Ev Test B 45 & 60 2020 | Approx 5 mins Approx 4 mins Approx 4 mins |

NOTE:

Tests for State Championships to be advised.

Copies of these tests can be downloaded from the EA web page.

www.equestrian.org.au

| | |
|--|--|
| <h2>YELLOW WARNING CARD</h2> <p>Yellow Warning Card or Official Warning may be issued by the Technical Delegate for the following offences at Pony Club WA Official Events:</p> <ul style="list-style-type: none"> • Abuse of Horse • Incorrect Behaviour • Dangerous Riding <p>(Excerpt From 2020 Pony Club WA Eventing Rules) Please read full rule at www.ponyclubwa.asn.au/eventing</p>  | Venue/event: |
| | Date: |
| | Person Responsible: |
| | Parent or Guardian if under 18years: |
| | Officials name: |
| Officials Jurisdiction: | |
| <p>Offence: (Please tick one)</p> <p><input type="checkbox"/> Abuse of Horse</p> <p><input type="checkbox"/> Incorrect Behaviour</p> <p><input type="checkbox"/> Dangerous Riding</p> <p><input type="checkbox"/> Non-compliance with Protective headgear Rules</p> <p><input type="checkbox"/> Non-compliance with applicable sport rules.</p> <p>Please Specify: _____</p> | Signature of Official: |
| | Signature of person responsible: |
| | Signature Parent or Guardian if under 18years: |

CONCUSSION CARD

- Athlete to be given this card by the Medical Officer or Technical Delegate
- To have the mandatory suspension lifted, after being diagnosed with concussion, prior to the recorded 21 days, seek clearance from a suitably qualified medical practitioner. This card and accompanying doctors certificate must be returned to sports@ponyclubwa.asn.au

Pony Cub WA Eventing Rule (2020)

28.3 Concussion When a Rider has an accident that, in the reasonable opinion of attending Event Ambulance Officers, Paramedics or Doctors following proper medical assessment, results in concussion or suspected concussion, that Rider must be eliminated from the competition and is ineligible to take part in any other Competition at that event.

A 21 day mandatory medical suspension will apply to diagnosed concussion as per the Pony Club Australia Concussion Policy.

| CONCUSSION INJURY ADVICE | | | | |
|------------------------------|-----------|--|-----------|--|
| Venue/Event: | | | | |
| Patients Name: | | | | |
| Date/Time of Injury: | | | | |
| Concussion | Suspected | | Diagnosed | |
| Treating Medical Officer | | | | |
| FOLLOW UP MEDICAL CLEARANCE | | | | |
| Date/Time of Medical Review | | | | |
| Treating Medical Officer | | | | |
| Phone Number | | | | |
| Medical Certificate Attached | Yes | | No | |



ADVICE FOR THE PERSON MONITORING THE CONCUSSED ATHLETE

This patient is recovering from an injury to the head.

A careful medical examination has been carried out and no sign of serious complications has been found. Recovery time is variable across individuals and the patient will need monitoring for a further period by a responsible adult. Your treating doctor will provide guidance as to this timeframe.

If you notice any change in behaviour, vomiting, dizziness, worsening headache, double vision or excessive drowsiness, please contact your doctor or the nearest hospital emergency department immediately.

Other Important points:

- Rest (physically and mentally) including training or playing sports until symptoms resolve and you are medically cleared
- No alcohol
- No prescription or non-prescription drugs without medical supervision specifically
 - No sleeping tablets
 - Do not use aspirin, anti-inflammatory medication or sedating pain killers
- Do not drive until medically cleared
- Do not train or play sport until medically cleared



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Eventing Competitor Query /Protest/Objection Form

Assists the Organisers to answer Riders Queries with minimum disruption to the competition.

1. Complete Query form and lodge with the event secretary within **30** minutes of scores being posted. When a decision has been made by the relevant officials. You will be called to the office and advised the outcome of your query. **If you are dissatisfied with the outcome, you have the right to lodge a *Formal Protest/Objection*. Once a formal Protest/Objection has been submitted, scores on the notice board must be covered or removed. There must be a note advising other competitors that a formal protest/objection is in place. Organisers must also announce a Formal/Objection is in place.**
- 2.

DATE/ TIME: _____ HORSES NAME: _____

RIDERS NAME: _____ BIB NUMBER _____

(If Rider under 18 must be accompanied by Parent, Guardian or Team Manger)

CLASS/Grade: _____ CONTACT NUMBER _____

QUERY:

| | |
|---------------|------------------------------|
| Dressage | Details: |
| Cross Country | Refusal: |
| | Obstacle Number: |
| | Time Taken on Cross Country: |
| | Eliminated: |
| Show jumping | Jumping Penalties: |
| | Time Penalties: |
| | Eliminated: |
| Other | Please Explain |
| Comments | |
| | |

NAME: _____ SIGNATURE: _____ DATE: _____ TIME: _____

FOR OFFICE USE ONLY:

OFFICIAL TO ANSWER QUERY: _____ TECHNICAL DELEGATE/CHIEF SCORER/OTHER(circle)

TIME RECEIVED: _____ TIME REPLIED: _____

UPHELD : _____ DISMISS: _____

EXPLANATION: _____

OFFICIALS NAME:

SIGNATURE:

