



Pony Club WA

Tetrathlon

Organisers

Pack

**Contains Score Sheets, Briefing Notes, Equipment
Lists, Official and Helper Duties and Venue
Recommendations for use at Tetrathlon events**

Updated Jan 2025

Gate Score Sheet - Pony Club WA Tetrathlon

Officials name: _____

Mobile: _____

Riders are allowed 30 seconds to complete the gate.

Timing starts from when the rider first touches the gate.

The gate is completed when the latch is closed so it “requires the locking mechanism to be moved or otherwise disengaged in order for the gate to be opened. Simply pushing on the gate with moderate force will not cause the gate to open.”

When the 30 second time limit has finished the gate judge must instruct the rider in a loud, clear voice to move on.

The gate judge should ensure gate is correctly closed and ready for next rider.

[illegible]

Slip Rail Score Sheet – Pony Club WA Tetrathlon

Officials name:

Mobile:

Riders are allowed 30 seconds to complete the slip rail. Riders must dismount.

Timing starts from when both of the rider's feet touch the ground. The slip rail is completed when the slip rail is replaced and the rider has let go.

A mounting block is provided no further than 15m from the slip rail and does not incur a penalty if used.

The slip rail judge may provide assistance to remount if requested by the rider (60 penalties).

If the horse, ridden or in hand, jumps the slip rail the competitor must return to the correct side of the obstacle, replace the slip rail if removed and negotiate the obstacle in the correct direction.

The slip rail judge should ensure the slip rail is correctly replaced and ready for next rider.

[illegible]

Jump Judge Recording Sheet for Derby Courses – Pony Club WA Tetrathlon

Obstacle Number: _____ Jump Height/Colour: _____

Officials name: _____ Mobile: _____

Record the rider's number as they approach, do not pre write in numbers from the draw.

If clear mark a tick in the clear column. Only tick clear if the rider passes over the obstacle with no issues.

Use crosses to mark faults. If a rail is knocked down, replace the rail first and complete the recording sheet afterwards.

If the rider has 3 refusals at one jump they are eliminated and need to leave the course. Tell the rider it is their third refusal and they must leave the course at a walk. Place a cross in the third refusal box.

If you need to hold a rider for any reason, start a stopwatch and record how long they were held for.

Please include comprehensive comments for; a fall of rider, fall of horse, failure to jump the obstacle, error of course not rectified, jumping a jump in the wrong order, jumping a jump from the wrong grade, outside assistance, following another horse, excessive speed, and any other observations at your jump or nearby jumps which will help to clarify any incidences.

[illegible]

Jump Judge Recording Sheet for XC with Options – Pony Club WA Tetrathlon

Obstacle Number: _____ Jump Height/Colour: _____

Officials name: _____ Mobile: _____

Record the rider's number as they approach, do not pre write in numbers from the draw.

If clear mark a tick in the clear column. Only tick clear if the rider passes over the obstacle with no issues.

Use crosses to mark faults. If a rail is knocked down, replace the rail first and complete the recording sheet afterwards.

If the rider chooses the Options tick the Jumped Option box

If the rider has 3 refusals at one obstacle they are eliminated and need to leave the course. Tell the rider it is their third refusal and they must leave the course at a walk. Place a cross in the third refusal box.

If you need to hold a rider for any reason, start a stopwatch and record how long they were held for.

Please include comprehensive comments for; a fall of rider, fall of horse, failure to jump the obstacle, error of course not rectified, jumping a jump in the wrong order, jumping a jump from the wrong grade, outside assistance, following another horse, excessive speed, and any other observations at your jump or nearby jumps which will help to clarify any incidences.

[illegible]

Start/Finish Recording Sheets – Pony Club WA Tetrathlon
(Can be used for Run and Ride Phases)

Officials name: _____ Mobile: _____

[illegible]

Run Checkpoint Recording Sheets – Pony Club WA Tetrathlon

Officials name: _____ Mobile: _____

Record the runners in the order they pass through the checkpoint.

Write down the competitor's number as soon as you are able to see it.

Place a tick next to the number as they pass through the checkpoint.

If you have trouble reading the number, write down the best you can see with a question mark and any extra information i.e. club colours, gender.

Provide as much encouragement as you like but you are not allowed to give directions to the runners.

Make notes about any runners; deviating from the marked course, failing to pass through the compulsory flags, receiving directions to navigate the course or being assisted by a pacer.

[illegible]

Shooting Score Sheet – Pony Club WA Tetrathlon

Officials name: _____ Mobile: _____

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Set Distance Swimming Time Recording Slips – Pony Club WA Tetrathlon

Distance: _____ Heat: _____ Lane: _____

Swimmer No: _____ Name: _____

Time 1: _____

Time 2: _____

Time 3: _____

Distance: _____ Heat: _____ Lane: _____

Swimmer No: _____ Name: _____

Time 1: _____

Time 2: _____

Time 3: _____

Distance: _____ Heat: _____ Lane: _____

Swimmer No: _____ Name: _____

Time 1: _____

Time 2: _____

Time 3: _____

Distance: _____ Heat: _____ Lane: _____

Swimmer No: _____ Name: _____

Time 1: _____

Time 2: _____

Time 3: _____

Distance: _____ Heat: _____ Lane: _____

Swimmer No: _____ Name: _____

Time 1: _____

Time 2: _____

Time 3: _____

Distance: _____ Heat: _____ Lane: _____

Swimmer No: _____ Name: _____

Time 1: _____

Time 2: _____

Time 3: _____

Set Time Swim Distance Recording Slips – Pony Club WA Tetrathlon

Officials name: _____ Mobile: _____

Tick next to the arrow for each completed lap.

Write the distance of the part lap in the box next to the arrow.

Lane:			Heat:			Competitor No:			Competitor Name:				
Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8	Lap 9	Lap 10	Lap 11	Lap 12	Lap 13	Lap 14
↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓

Lane:			Heat:			Competitor No:			Competitor Name:				
Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8	Lap 9	Lap 10	Lap 11	Lap 12	Lap 13	Lap 14
↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓

Lane:			Heat:			Competitor No:			Competitor Name:				
Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8	Lap 9	Lap 10	Lap 11	Lap 12	Lap 13	Lap 14
↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓

Lane:			Heat:			Competitor No:			Competitor Name:				
Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8	Lap 9	Lap 10	Lap 11	Lap 12	Lap 13	Lap 14
↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓

Lane:			Heat:			Competitor No:			Competitor Name:				
Lap 1	Lap 2	Lap 3	Lap 4	Lap 5	Lap 6	Lap 7	Lap 8	Lap 9	Lap 10	Lap 11	Lap 12	Lap 13	Lap 14
↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓	↑	↓

Running Briefing Notes – Pony Club WA Tetrathlon

Competitors Briefing

- Unless the course is designed as a separate 1km and a 2km course, the course is usually a 1km loop with; 12 years and under - 1km – running 1 lap, 13 years and over - 2km – running 2 laps.
- All competitors should have walked the running the course.
- The course will be clearly marked with cones, competitors must correctly negotiate the course.
- If the course runs in an anti-clockwise direction you must pass the cones to your left
- If the course runs in a clockwise direction, you must pass the cones on your right.
- Check points have a white flag on your left and a red flag on your right, you must pass between the flags or you will be eliminated.
- There will be a check point steward in attendance recording your number as you pass through the checkpoint.
- A check point steward cannot give you directions, they may ask your number if it is not clearly visible.
- Competitors deviating from the marked course in a way that lengthens the course will not be penalised further. If the course is shortened competitors will be given a score of zero for the running phase.
- No competitor may hinder/interfere or provide pacing to any other competitor whilst on course.
- A competitor may be given encouragement whilst running but it is forbidden for anyone to run with or near him/her acting as a pacemaker or to provide instructions or information. Please do not feel the urge to run alongside a competitor, as an example towards the finish line as a gesture of encouragement as this will eliminate the competitor and they will be awarded the score of zero.
- Competitors are not allowed to receive drinks or have water thrown over them.

START

- The Start is an individual start at one minute intervals. You will be given a countdown as follows; 30 seconds, 15 sec, 10 sec, 5, 4, 3, 2, 1, GO. You are to leave the start box when the starter says GO.
- If you break early you will NOT be called back to restart. Runners who start within the 5 second countdown and before being told to 'Go' will be deemed a 'False Start' and penalised 30 points.
- Runners who start before the 5 second countdown commences will be eliminated and score zero for the phase.
- Runners starting late will have their start time recorded as when they should have started.

DRESS

- Competitors are to clearly display their competitor number at all times in a manner designated by the Phase Steward.
- The preferred option is using an A5 size number in a plastic A4 sleeve pinned to the front of the runner's shirt. Alternatively runners can be asked to wear their XC bib with numbers displayed front and back or to number their arms and legs with a thick black marker.
- Running shoes with spikes are permitted at the discretion of the organizing committee and need to present to the Phase Steward for inspection.
- Singlets may be worn for the running phase. Competitors must wear a top which covers their midriff.
- Use of ipods, headphones and mobile phones is not permitted.
- Watches which do not include a communication device are permitted.

Running Briefing Notes (cont.) – Pony Club WA Tetrathlon

Helper Duty Briefing

- Please position yourself so that you can clearly see the on-coming competitor.
- A Check Point Steward can only offer general encouragement or ask for the competitor's number if it is difficult to read, they cannot offer advice, give direction or any other information to a competitor.
- Please write down competitor's number as they present to you. They may be out of order, as they may have started late passed a competitor on the track.
- For the competitors on their second lap in the 2km, again just write down the number as they present to you on their second lap. It may not be in the same order as the first lap. Do not just tick the competitor's number from their previous lap.
- If you cannot see the competitor's number ask the competitor "what number". If no response note in the order that they presented and make any notes on singlet colour, M/F, hair colour etc.
- You need to know the course and the direction to which the competitor will approach from and the direction that they will continue on. If a competitor approaches, departs or deviates from the track please make a note of the competitor's number and a brief description of the issue you are reporting on.
- Marshall's are responsible to ensure that competitors are promptly presented to the start, with a competitor/s waiting in readiness so as not to hold up the start.

Swimming Briefing Notes – Pony Club WA Tetrathlon

Competitors Briefing

- Competitors 12 years and under swim for 2 minutes or 100m.
- Competitors 13 years and over swim for 4 minutes or 200m.
- In a timed swim format there will be a whistle when you have 30 seconds of swimming time remaining and a final hooter to signal the time is up and to stop.
- For a distance swim ensure you touch the wall at the end completion of your swim.
- Competitors must touch each end of the pool at turn/s and finish with any part of the body. Failure to touch the wall during a turn will result in 30 Penalties.
- Deliberately shortening the course by turning prior to the end of the pool will result in Elimination.

START

- Competitors may choose to start on the blocks, next to the blocks at the edge of the pool or in the water at the wall.
- On the long whistle from the Starter the competitors shall take up their starting positions.
- Any swimmer who breaks after the Starter has said "Take your marks" and before the start signal is awarded 30 penalty points and the heat continues with no recall.
- Any swimmer who accidentally falls in prior to the Starter saying "Take your marks" must remain in the water, hold the wall and start in the water on the start signal with no penalty.
- Any swimmer who deliberately starts prior to the Starter saying "Take your marks" and continues to swim without returning to the wall will be eliminated and score zero for the phase.

DRESS

- Competitors are to abide by current Australian Swimming regulations regarding proper swimwear.
- Swimmers should present with their official competitor number, arm numbers may or may not need to be applied at the discretion of the organiser.
- Swimming goggles and caps are recommended but not compulsory.
- Wet suits and swimming costumes of wetsuit type material are not allowed.
- Fins, snorkels, paddles and other swimming aids are not allowed.
- Use of oil or any other fat solution on the body is not allowed.

Swimming Briefing Notes – Pony Club WA Tetrathlon Set Distance Swim

Helper Duty Briefing

TIMEKEEPERS

- Timekeepers need to check the name and number of the swimmer in their lane prior to the start and either write these onto their timing sheet if not already populated, or confirm details are correct if timing sheet already has swimmer details pre-populated.
- Timekeepers must start their stopwatches at the signal from the starter. If a timekeeper misses the start, or has any issues with their stopwatch during the race (e.g. presses stop by mistake), they must put their arm up high in the air and get the attention of the Chief timekeeper who will then respond by replacing that timekeepers stopwatch with one of their own which was also started at the beginning of the race.
- Timekeepers must stop their stopwatches at the moment any part of the swimmers body touches the wall (either above or below the water) at the finish of the race. In order to record an accurate time for their respective swimmer, the timekeeper must stand at the edge of the pool and look over the edge so that they have a clear and unobstructed view of when the swimmer in their lane touches the wall.
- Each timekeeper must ensure that the time they have recorded for that swimmer is written onto the timing sheet for that swimmer.

CHIEF TIMEKEEPER

- The Chief Timekeeper must manage 2 stopwatches of their own and start both of them simultaneously at the starters signal for every race. They must keep a close watch on all the timekeepers in each lane and if one raises their arm during a race, go over to that timekeeper and replace their stopwatch (if required), with one of their own.
- The Chief Timekeeper is also responsible for checking (arm signals from timekeepers is fine) that all timekeepers in each lane prior to the start of each race are ready and their stopwatches have been reset.
- The Chief Timekeeper stands on the opposite side of the pool to the Starter and signals the Starter prior to the start of each race to let the Starter know when timekeepers are ready.

TURN STEWARDS

- A Turn Steward needs to watch the swimmers in their allocated lanes for the whole race in order to make sure that the swimmers do not;
 - deliberately shorten the length of the course by turning early before the wall
 - fail to touch the wall with any part of their body during a turn
- If either of the above occurs, then the Turn Steward must make note of this on their recording sheet, noting the number of the swimmer and the lane. If the number is not clearly visible the Turn Steward should write down any other distinguishing characteristic of the relevant swimmer/s (e.g. colour of swimming cap, bathers, boy or girl etc). Even if the swimmer's number is clearly visible, additional notes can be useful in the event of any queries.

Swimming Briefing Notes – Pony Club WA Tetrathlon Set Time Swim

Helper Duty Briefing

LANE JUDGES

- Lane Judges need to check the name and number of the swimmer in their lane prior to the start and write these onto their recording sheet.
- Remain at the start end of the pool and record the laps for the swimmer by ticking the box on the recording sheet provided.
- When the 30 seconds to go whistle is sounded then move and follow the swimmer by walking beside them on the pool deck.
- At the stop hooter place a wooden block/marker on the ground at the point the swimmers head was when the hooter went and record the distance of partial lap on the score sheet.
- The side of the pool will be marked at each metre giving distance in both directions i.e. if 50m pool then one mark would have 12m with arrow one way and 38m with arrow the other way.

TURN STEWARDS

- A Turn Steward remains at the opposite end of the pool to the start.
- They watch the swimmers in their allocated lanes (often 3 lanes) for the whole race in order to make sure that the swimmers do not;
 - deliberately shorten the length of the course by turning early before the wall
 - fail to touch the wall with any part of their body during a turn
- Record on their recording sheets the laps for each of the three swimmers they are watching, an approx. distance for the partial lap for each swimmer and if there were any irregularities.

TIMEKEEPER

- Starts 2 stopwatches simultaneously at the starters signal for every heat.
- One is provided to the starter who is responsible for the sounding the 30 seconds to go whistle and the final hooter.
- The other is held by the timekeeper as backup.

STARTER

- Control the swimmers at the start using the commands set out in the rules.
- Manage early breaks in the manner set out in the rules.
- Have 2 different noise making devices, preferably using the starting hooting for start and finish and a whistle for 30 seconds to go.
- Blow the whistle with 30 seconds to go and sound the stop hooter at full time.

PHASE STEWARD OR 2IC

- Observe the competition for any irregular occurrences, keep track of how many laps the leading swimmer does and records who swam the furthest in each heat and how far they swam.
- Record the distance each block has been placed on the side of the pool for each heat.

Shooting Briefing Notes – Pony Club WA Tetrathlon

Competitors Briefing

- Competitors to be neatly dressed in club colours.
- Shoes to be enclosed and not to cover the ankle bone.
- No strapping or taping is allowed on wrists or ankles.
- Visors, caps and glasses with corrective lenses or filters may be worn.
- Competitors may have their own silent timing device.
- Competitors can use their own pistol, these should be UIPM endorsed with no modifications to the barrel or trigger mechanism (laser pistols made by Eco-Aims and Pentashot are both UIPM endorsed).
- Pool pistols are sighted to the sub-six o'clock position.
- Shooters are allowed up to 5 minutes warm up time, during this time coaching is allowed, use only as many shots as you need, lots of shots may cause fatigue.
- There is no coaching once the competition series have begun.
- The competition consists of 2 series of 5 shots, you are allowed 2 minutes per series of 5 shots with a minimum of one minute between series.
- The competitor will notify the Shooting Bay Judge when they have completed sufficient practice shots and are ready to commence.
- The Shooting Bay Judge then calls the competition series as follows;
- "Competitor to the line for your first (or second) series of 5 shots in 2 minutes" – Competitors to settle and take up a stance.
- "Load" – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
- "Start" – Competitors to start their 2 minutes for their 5 competition shots.
- "30 seconds" – Warning that 1 minute and 30 seconds has elapsed.
- "Stop" – Competitors to cease fire and place pistols on the table in a safe position.
- The Shooting Bay Judge measures the 2 minutes using an independent stop watch/mobile phone, the clock on the computer screen is not used as this only begins timing when the first shot hits the target.
- The pistol must touch the table between each shot.
- Shooters must reload their own pistol between each shot.
- Shooters are not allowed to lean on or be supported by the table while the shot is being taken.
- After both rounds are completed the shooter reviews their score and signs the score sheet.
- No persons are allowed between the tables and the targets during shooting.
- Please keep quiet in the shooting venue.

Shooting Briefing Notes (cont.) – Pony Club WA Tetrathlon

Helper Duty Briefing

- The competitor is allowed a maximum of 5 minutes warm/practice time. They may use much less and will notify you when they are ready to commence their competition shots or you will notify them when the five minute time has elapsed.
- The competition consists of 2 series of 5 shots, the competitor is allowed 2 minutes per series of 5 shots with a minimum of one minute between series.
- You call the competition series as follows;
- “Competitor to the line for your first (or second) series of 5 shots in 2 minutes” – Competitors to settle and take up a stance.
- “Load” – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
- “Start” – Competitors to start their 2 minutes for their 5 competition shots.
- “30 seconds” – Warning that 1 minute and 30 seconds has elapsed.
- “Stop” – Competitors to cease fire and place pistols on the table in a safe position.
- Record each score or miss as the shot is taken.
- Measure the 2 minutes using an independent stop watch/mobile phone, the clock on the computer screen is not used as this only begins timing when the first shot hits the target.
- After five shots record the total score for that series then click on ‘Abort’ and then ‘Clear’ so the target is ready for the next round.
- Call the second series as for series one.
- After both rounds are completed ask the shooter to review their score and sign the score sheet.
- If you can add the 2 totals for each set of five together and write it on the sheet at assists both scorers and competitors.
- The pistol must touch the table between each shot.
- Shooters must reload their own pistol between each shot.
- Shooters are not allowed to lean on or be supported by the table while the shot is being taken.
- If the competitor leans on the table while shooting or fails to touch the table between shots you need to give them a warning. If the competitor repeats the same infringement make a note below the scoring box as second and further infringements incur a penalty.
- There is no coaching once the competition series have begun.
- No persons are allowed between the tables and the targets during shooting.
- Please keep quiet in the shooting venue.

Equipment Checklist – Pony Club WA Tetrathlon

Phase	Equipment	Quantity
General	Clip Boards	
	Back numbers	
	Rule Book	
	Pens, pencils, sharpeners	
	Stopwatches	
	Hi Vis Vests	
	UHF radios	
	Shade Gazebos	
	Bunting for spectator control	
Running	Marshalling sheets – in Run Order	
	Recording Sheets for Start, Finish, Lap counters and Checkpoints	
	A5 competitor numbers, plastic sleeves and safety pins	
	Timing System	
	Digital clock	
	Witches Hats	
	Red and White compulsory flags	
	Start and Finish line markers	
	Tables and Chairs	
Swimming	Marshalling Sheets – in Heats	
	3 Stop Watches per lane or Electronic Timing System plus 2 for the chief tiekeeper	
	Time Recording Slips	
	Starter Gun/Whistle	
	Marshalling sheets for Turn Judges to record	
Shooting	Marshalling sheets – in shoot order	
	Score recording sheets	
	Targets and computers	
	Laser Pistols for pool use	
	Tables	
	Chairs	
	Mats for tables	
	Target Stands	
	Tape for floor markings	
	Extension cords and power boards to cover targets, computer and charging pistols	
Riding		
	Gate	
	Slip Rail	
	Show Jumps	
	Cross Country Jumps	
	Warm up jumps	
	Score Sheets - Jumping round and/or Jump Judge sheets, Gate, Slip Rail	
	Marshalling Sheets – Marshalls, Gear Check, Starter, Judges box	

	Gear Check Manual	
	Timing equipment	
	Bell (for arena events)	
	Course maps	
	Mounting Block	
	Judges Box (for arena events)	
	Start and Finish Flags	
	Jump numbers	
	Flags	

Officials and Volunteers for each Phase – Pony Club WA Tetrathlon

RIDE PHASE APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all riding phase officials.
- Provide the Course Builder with the specifications of the course and supervise the building of the course.
- Plan the warm-up arena to ensure efficient marshalling and gear checking.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Ensure all score sheets get to the Scorer.
- In conjunction with the Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Support officials in implementing the rules if required, i.e. Gear Checkers may consult if they have concerns.
- Contact and consult with the Technical Delegate if any issues with horse or rider safety are observed.
- Participate in the Jury of Appeal if required.

Course Builder

- Build the course for the riding phase in accordance with the Tetrathlon rules.
- Complete the course inspection with Technical Delegate and the Phase Steward, making amendments as required.
- Provide a course map of each course.
- Remain at the venue during the competition to carry out correct re-positioning of knocked down obstacles or flags.
- Contact and consult with the Technical Delegate if any issues with horse or rider safety are observed.

Riding Phase Judge (for ride phases in an arena)

- Controls the competition in the competition arena.
- Gives the signal to start by using the bell.
- Verbally reports clear or the faults incurred at each obstacle to the penciller.
- Readies the timekeepers by announcing as the competitor approaches the start flags and calls the start of the round. Announces the competitor is approaching the finish flags and calls the finish of the round.
- The judge has the authority to stop a round if they deem the rider is in danger and unable to safely complete the round.

RIDE PHASE HELPER DUTY POSITIONS

Gear Checkers

- Need to have a sound knowledge of the relevant gear checking rules.
- Control the entry of competitors into the warm-up area, competitors must be gear checked before entering the area with the warm-up jumps.

Warm-up Ring Marshalls

- Ensure efficient and safe flow through the warm-up area and into the competition area.

- Supervise the warm-up area.
- Contact and consult with the Technical Delegate if any issues with horse or rider safety are observed.

Jump Judges (for ride phases not in full view of a judge)

- Attend jump judge briefing prior to the start of the ride phase.
- Record each rider as clear or the faults incurred at the fence.
- Record the time held for any rider halted on the course.
- Record any unusual observations.
- Replace rails if it is a simple knockdown, contact course builder if rebuild required.
- Contact Phase Steward and Technical Delegate in the case of any incidents.
- Protect the safety of the rider and control incoming riders in case of an incident.
- Complete any incident reports.
- Remain on grounds until 30 minutes after scores are posted.

Penciller (for ride phases in an arena)

- Record clear or penalty at each obstacle as called by the judge.
- Record the rider's time as verbalised by the timekeepers.

Timekeepers

- Start and stop the stopwatch on the call of the Judge and report the time to the Penciller for arena competitions.
- Record Start or Finish times from a continuous clock for cross country style starts/finishes.

Gate and Slip Rail Timekeepers

- Two people are required for each obstacle, one on the stopwatch and one observing the rider.
- They must be on the course near the obstacle where they can see clearly but preferably a minimum of 5m away.
- Start the stopwatch at the time specified in the rules and stop when the obstacle is completed as specified by the rules.
- Riders are allowed 30 seconds to complete the gate. Timing starts from when the rider first touches the gate.
- The gate is completed when the latch is closed so it "requires the locking mechanism to be moved or otherwise disengaged in order for the gate to be opened. Simply pushing on the gate with moderate force will not cause the gate to open."
- Riders are allowed 30 seconds to complete the slip rail. Riders must dismount.
- Timing starts from when both of the riders' feet touch the ground. The slip rail is completed when the slip rail is replaced and the rider has let go.
- If 30 seconds elapses before the obstacle is completed inform the rider their time is up and tell them to move on.
- Replace the gate/slip rail to its original position as soon as the rider has moved on.
- Assist riders to remount after the slip rail only if they ask for assistance (60 point penalty). A mounting block is provided no further than 15m from the slip rail and does not incur a penalty if used.

Course Build and Arena Party (for ride phases in an arena)

- Assist with course building under the direction of the Course Builder at the time designated in the helper duties.
- Pick up rails during the competition, assist with height change as required.

RUN PHASE APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all running phase officials.
- Set the course - suggest a 1km loop for ease of timekeeping and controlling the phase.
- The start and finish line should be close, but designed so that there is clear space for competitors to start, lap and finish with no possibility of collision with another competitor.
- Ensure the route for the runner to commence the second lap is clearly defined and separate to the finish line.
- Check the location of compulsory checkpoints to prevent short cuts being possible, ensure the course is clearly marked and can be easily followed and spectators can be adequately controlled while being able to view the action.
- Provide course map(s) to be included in event manual, map must show all compulsory checkpoints and the direction of travel.
- Have a final walk/drive of run course before phase begins to check for blown over flags, sticks.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials (correct scoring sheets, pencils, stop watches, 2 way radios, fluoro vests).
- Conduct a briefing for those doing helper duties.
- Synchronise stop watches - Start, Finish and Phase Steward as back up.
- Ensure all score sheets get to the scorer.
- In conjunction with the Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Participate in the Jury of Appeal if required.

Starter

- Synchronise a stopwatch with the finish timers to use for the countdown.
- Call the start with a warning at '30 seconds', '15 seconds', '10 seconds', '5, 4, 3, 2, 1, GO'.
- Record any runners who leave before 'GO'.

Chief Timekeeper and Recorder

- Oversee all timekeepers and coordinate initial synchronisation of stop watches.
- Hold two spare stop watches as backup.
- Record back number and finish time as called by helper duty timekeepers.

RUN PHASE HELPER DUTY POSITIONS

Timekeepers

- Synchronise stopwatch before the first runner commences as instructed by Chief Timekeeper.
- Identify runner as they approach, call number to the Recorder.
- Press lap as runner passes through finish, call time to the Recorder, release 'lap' ready for the next runner.
- Work in a cycle with 2-3 other timekeepers.

Lap Recorders

- Record runners as they pass through the start line for the second and third lap (2 and 3 km runners).

Marshall

- Assemble runners in start order, send them to start line 45 seconds prior to their start time.

Checkpoint Officials

- Record bib number as runners pass through compulsory flags.
- Observe, record and report any rule violations i.e. course deviations, use of pacer, receiving directions or assistance.

SWIM PHASE APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all swimming phase officials.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Observe competition for any irregular occurrences.
- Ensure all score sheets get to the scorer.
- In conjunction with the Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Participate in the Jury of Appeal if required.

Starter

- Has full control of swimmers once handed over from the Marshall.
- Ensures all timekeepers are ready for the heat start.
- Signals to competitors, via a long whistle, to take their positions on the starting blocks.
- Starts the race using "Take your marks" followed by the start signal.
- There is NO command "Get Set" in the race start for swimming.
- Identify any swimmers who break the start and apply the following protocols.
- Any swimmer who breaks after the Starter has said "Take your marks" and before the start signal is awarded 30 penalty points and the heat continues with no recall.
- Any swimmer who accidentally falls in prior to the Starter saying "Take your marks" must remain in the water, hold the wall and start in the water on the start signal with no penalty.
- Any swimmer who deliberately starts prior to the Starter saying "Take your marks" and continues to swim without returning to the wall will be eliminated and score zero for the phase.
- Can report a swimmer for any misconduct at the start.
- Controls the exit of swimmers from the water.
- All swimmers must stay in their assigned lane until they are given permission to exit.
- Swimmers must exit via the side of the pool not the end of the pool.

Chief Timekeeper

- Start two spare time stop watches every heat, and replace a timekeepers timing in case of any equipment or operational failure.
- Record for each heat: the fastest time and finish order by lane of each heat as a backup check, in case of protests.

SWIM PHASE HELPER DUTY POSITIONS

Marshall

- Assemble swimmer prior to each heat.
- Check official numbers align with arm numbers, swim suits meet regulations and that the swimmers are not using oil or any other fat solution.
- Ensure swimmers are ready for the Starter prior to each heat.

Timekeepers (3 per lane)

- Start stopwatch on Starters signal and stop as swimmer touches the wall after the final lap.
- Observe swimmers to ensure they contact the wall during the turn, record violations.
- Record the heat, lane, competitor name and number and all three times per lane on the recording slip.
- Clear stopwatch once times are recorded and pay attention to the Starter to acknowledge your readiness for the next heat.
- If a stopwatch fails or the start is missed, signal to the Chief Timekeeper that a backup stopwatch time will be needed.
- Do not record your time if you know you missed it badly.

Turn Judges

- Located at the opposite end of the pool to the timekeepers.
- Observe the swimmers turn and ensure some part of the body contacts the wall, record violations.

Slip Runner

- Collect timing slips from each lane at the end of each heat and take to the scorer.

SHOOT PHASE APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all shooting phase officials.
- Prepare the shooting range for training and competition.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Observe competition for any irregular occurrences.
- Ensure all score sheets get to the scorer.
- In conjunction with the Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Control the spectators present if the venue space permits.
- Participate in the Jury of Appeal if required.

SHOOT PHASE HELPER DUTY POSITIONS

Marshall

- Assemble competitors prior to each heat.
- Preferably have 2-3 rows of seats to marshall future heats into.

Gear Check and Weapons Check Officer (may be Phase Steward or Marshall)

- Conduct gear check and weapons check in marshalling area prior to entry into the shooting range.

Shooting Bay Judges

- Tell the competitor when their 5 minute Preparation Time commences, start a stop watch.
- Tell the competitor to stop if 5 minutes is reached or cease the preparation time if the competitor notifies you they are ready.
- Clear the lap top ready to record the competition series.

- Use the following commands for the competition series.
 - “Competitors to the line for your first (or second) series of 5 shots in 2 minutes” – Competitors to settle and take up a stance.
 - “Load” – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
 - “Start” – Competitors to start their 2 minutes for their 5 competition shots.
 - “30 seconds” – Warning that 1 minute and 30 seconds has elapsed.
 - “Stop” – Competitors to cease fire and place pistols on the table in a safe position.
 - “Range is safe” – All pistols will be cleared once scores have been recorded ready for the next competition series.
- Start a stopwatch as you call “Start”.
- Observe all shots fired, record each shot as it is fired and the total score for the 5 shots in the series.
- Ensure the competitor is not in contact with the table while taking the shot, give a warning for the first offence, record subsequent offences.
- Ensure the competitor touches the table with the pistol between each shot, give a warning for the first offence, record subsequent offences.
- After each shooting series is complete and recorded; ensure the pistol is safe, not loaded, in contact with table, and facing down range.
- Stop and reset the stopwatch and abort and clear the computer target.
- If a competitor calls for malfunction, stop the stopwatch so that the time remaining in the round may be resumed once the malfunction is resolved.
- Once both Competition Series are completed, ask the shooter to sign the score sheet to verify the shots scored.

Recommendations for Venues – Pony Club WA Tetrathlon

RUN PHASE

- The course must be clearly marked without the need for navigation.
- The next marker must be clearly visible from the previous marker.
- The course shall be cross country in nature and may include obstacles that must be negotiated.
- To facilitate accurate timing and to assure equal amounts of uphill and downhill terrain in the course, the start and finish should be close to the same elevation and within 20 meters of each other.
- The start and finish line should be designed so that there is clear space for competitors to start, lap and finish with no possibility of collision with another competitor.
- Ensure the route for the runner to commence the second lap is clearly defined and separate to the finish line.
- Where there are compulsory turning points or compulsory routes to be followed (eg over an obstacle), checkpoint markers must use a red flag or marker on the right and a white flag or marker on the left.
- Locate compulsory checkpoints to prevent short cuts being possible.
- Witches hats, cones or other markers should also be used to indicate the path.
- All markers must have the same significance as on a riding course.
- A course that is a 1km loop makes timekeeping and controlling the phase easier.
- Course maps must show all compulsory checkpoints, the start and finish and the direction of travel.
- Ensure spectators can be adequately controlled while being able to view the action.

SWIM PHASE

- Ideally the pool should be 25m or 50m, it must be possible to complete the 100m and 200m distances without requiring part laps.
- Any number of lanes from 6 to 12 is acceptable, exclusive use of the pool is not essential as long as sufficient lanes are reserved for the running of the event.
- The pool temperature should be in the range 25-28°C. The optimum temperature is 26°C.
- Ideally starting blocks should be available for swimmers to use if they choose to and the start end deep enough to dive safely.
- Lane ropes must be in place and properly secured to adequately separate swimming lanes.
- It is preferable that swimmers turning flags are in place at the required distance from each end of the pool.
- Ideally the pool should be deep enough at the shallow end to tumble turn, minimum of 1.1m, if the shallow end is less than 1.1m deep competitors should be alerted of the shallow depth in the entry pack and in briefings.
- There should be suitable shade to protect swimmers in marshalling area, plus timekeepers and also good spectator facilities.
- A PA system or microphone/megaphone is desirable.
- Use of a hooter and light swimming start mechanism is desirable.
- Some provision for swimmers to warm up and cool down should be made. This can be an alternative pool, a reserved lane in the competition pool or pauses in the swimming program to allow groups of competitors to warm up before their swim.

SHOOT PHASE

- Ideally the venue should be indoors, with good, consistent lighting and an even, low-slip footing.

- Secure entry and exit areas that can be easily be controlled will assist to limit access to the Range for anybody not involved in the immediate detail and allow for efficient marshalling.
- The range area between the shooting bays and the targets should not be accessible to competitors or spectators.
- The venue needs to be of sufficient size to accommodate the Range itself; 10m for 13 years and over, 7m for 12years and under.
- Sufficient power supply to run the targets and the computers.
- Shooting bays should have a minimum of 1m between targets. The centre of the target to be 1.4m above the ground (plus or minus 5cm).
- Scorers should be in the line of sight to the computer screen.

RIDE PHASE

- The Course may consist of a Derby, Cross Country or Show Jump course.
- In all formats a gate and slip rail will ideally be included.
- In a Derby, some cross country style fences of any type may be included in the form of portable or permanent obstacles, secured and built to the standard of Pony Club WA Eventing rules.
- The maximum number of jumping efforts must not exceed the Pony Club WA Eventing Rules for the maximum number of cross country jumping efforts at each jumping height or the nearest lower height (i.e. an 85cm Derby course can have the same maximum number of jumping efforts as an 80cm Cross Country course). All courses should have a minimum of 12 jumping efforts. The slip rail and gate are not included as jumping efforts.
- The maximum height and width of the jumping efforts will conform with Pony Club WA Eventing Rules as specified in Appendix III. For solid fences the cross country dimensions apply and for fences with a faultable rail the show jump dimensions apply.
- The maximum length of the course must not exceed the Pony Club WA Eventing Rules for the maximum length at each jumping height or the nearest lower height (i.e. an 85cm Derby course can have the same maximum length as an 80cm Cross Country course). There is no fixed minimum length of the course.
- The speed for cross country or show jumping courses will use the speeds for each jumping height as specified in the Pony Club WA Eventing Rules for the appropriate discipline. The speed for a Derby Course will be 300 metres per minute for jumping heights 75cm and below and 350 metres per minute for jumping heights 80cm and above. The Technical Delegate or Phase Steward may modify the speed to reflect environmental conditions.
- The time allowed is calculated using the course distance and speed plus a total of 60 seconds is added to cater for the time required to negotiate the gate and slip rail (30 seconds each). The time limit will be double the time allowed. No penalties will be imposed for completing the riding phase under the time allowed.
- A mounting block will be available for use by competitors and will be no further than 15 metres from the slip rail. There are no penalties for using the mounting block.
- Safety Cups are compulsory for all Pony Club WA Jumping Competitions and must be used on the back rails of spread fences and middle and back rails of triple bars, including practice fences in the warm up ring.

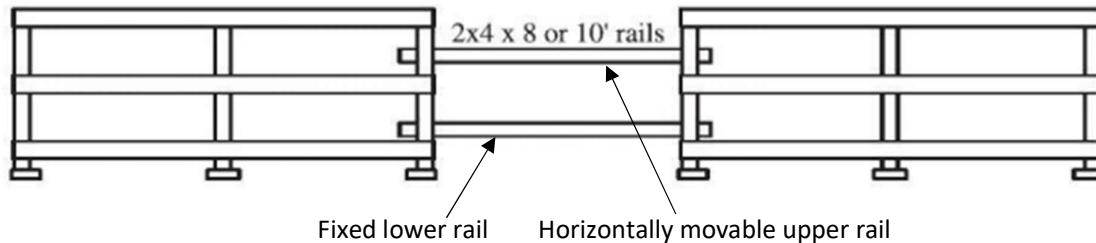
Specifications for the Slip Rail and Gate – Pony Club WA Tetrathlon

SLIP RAIL

The recommended dimension for the slip rail are shown below.

Slip Rail Opening Width (m)	Minimum length of the movable top rail (m)	Height of the Top Rail from the ground (m)	Height of the non-movable lower rail off the ground (cm)
1.8 (6 ft) minimum	2.4 (8ft)	0.9 (3ft) minimum	15
2.4 (8ft) maximum	3.0 (10ft)	1.2 (4ft) maximum	25

- The slip rail should be supported by 'wings' on either side of the slip rail opening.
- The 'wings' should be secured to the ground and stable.
- The only movable structure is the top rail which can either slide horizontally or be lowered to the ground.
- The below style represents the most used slip rail design in other countries. An acceptable alternative is to have no lower rail and only a movable top rail.



GATE

The recommended dimensions for the Gate are shown below.

Gate Width (m)	Height of the top of the gate (m)	Closure mechanism	Height of 'closing post' above the top of the gate height (cm)
1.8 (6 ft) minimum	1.2 (4ft) minimum	Rope loop placed over the 'closing post'	10 minimum
3.6 (12ft) maximum	1.5 (5ft) maximum		20 maximum

- The gate should be supported by 'wings' that stretch either side of the gate for approximately 3m (9ft) and are secured to the ground.
- The only movable portion is the gate on it's hinges and the closing mechanism.
- A "stop" on the near side of the post adjacent to the latching end of the gate will permit the gate to be opened in the forward direction only.
- The recommended closing mechanism is a loop of rope or other flexible material, fastened to the top of the opening end of the gate, which can be placed completely over the inner post (closing post) of the wing. The closing post should be approximately 15cm higher than the gate.

