



Eventing Organisers Handbook 2023

For use by Organisers and Officials of all Pony Club Eventing Competitions, in conjunction with the current Pony Club Eventing Rule Book.

Includes Rules and Guidelines for Organisers of Hunter Trials and Arena Eventing Competitions.

Covid-19 – This guide should be read in conjunction with the latest advice from The Pony Club.

<https://pcuk.org/latest-advice/>

**The Pony Club, Lowlands Equestrian Centre, Old Warwick Road, Shrewley,
CV357AX**

Tel: 02476 698300 **Email:** eventing@pcuk.org

www.pcuk.org

Contents

Section 1:	Introduction	Page 4
Section 2:	Establishing an Event	6
2.1	Land needed for an event	
2.2	Dressage Arenas	
2.3	Show Jumping Ring	
2.4	Cross-country Course	
2.5	Parking Space for Horse Boxes and Cars	
2.6	Access and Layout	
2.7	Land Use Agreements	
2.8	Organising Committee	
2.9	Insurance	
2.10	Risk Assessment	
2.11	Schedule	
Section 3:	Dressage	10
3.1	Preparation	
3.2	The Day Before the Event	
3.3	On the Day of the Event	
Section 4:	Show Jumping	14
4.1	Notes on Course Design	
4.2	Preparation	
4.3	Setting up the Show Jumping	
4.4	On the Day of the Event	
Section 5:	Cross-Country	18
5.1	Preparation	
5.2	Cross-Country Course	
5.3	Personnel Required	
5.4	Equipment Required	
5.5	Communications	
5.6	The Day Before the Event	
5.7	On the Day of the Event	
Section 6:	Health and Safety, Medical and Veterinary	33
6.1	Medical Cover	
6.2	Action on Arrival / During an Event – Doctor/Paramedics	
6.3	Transport	
6.4	Rider Medical Armbands	
6.5	Body Protectors	
6.6	Concussion	
6.7	Accident Reporting	
6.8	Acknowledgements	
6.9	Veterinary Cover	
6.10	Action on Arrival / During Event - Vets	
Section 7:	Access and Traffic Movement	39
7.1	AA/RAC and Police	
7.2	Parking	
7.3	Entry/Exit	
7.4	Cattle Grids	

7.5	Thefts from Lorry Parks	
7.6	Tractors	
Section 8:	Site Matters	41
8.1	Catering	
8.2	Litter	
8.3	Toilets	
8.4	Farrier	
8.5	Marquees/Portacabins/Caravans	
8.6	Trade Stands	
8.7	Water	
Section 9:	General Administration	43
9.1	Classes	
9.2	Stewards	
9.3	Finance	
9.4	Publicity	
9.5	Programme	
9.6	Sponsorship	
9.7	Supplies Available from The Pony Club	
9.8	Entries	
9.9	Order of Starting	
9.10	Starting Times	
9.11	Running Order	
9.12	Scoring – Manual and Computer	
9.13	Rosettes	
9.14	Prize Giving at Area Competitions	
9.15	Reminders	
9.16	Jury of Appeal	
Section 10:	Role of the Official Steward at Area Competitions	54
10.1	General	
10.2	First Visit	
10.3	Second and Subsequent Visits	
10.4	The Day Before the Event Check	
10.5	The Day of the Event	
Section 11:	Guidelines for Organisers of Hunter Trials	59
11.1	General	
11.2	The Course	
11.3	Tests of Skill	
11.4	Timing	
11.5	Course Plan	
11.6	Method of Judging	
11.7	Penalties	
11.8	Pairs and Team Competition	
Section 12:	Guidelines for Pony Club Arena Eventing	63
12.1	General	
12.2	Penalties	
12.3	Portable / Fixed Fences	
12.4	Safety Cups	

Section 1: Introduction

The aim of these guidelines is to assist an organiser who undertakes the running of an official Pony Club event for the first time, but also it should prove of value for an experienced organiser and one who is running an Area Event. This guide should be used in conjunction with the current **Pony Club Eventing Rule Book** and any additional updates published on The Pony Club website. The items which apply specifically to Area Competitions are written in *italics*.

In addition to the current Pony Club Eventing Rule Book, the Organiser should also be in possession of the following publications:

- a) Pony Club Health and Safety Rule Book – see pcuk.org/officials/rulebooks/
- b) The Pony Club's Safeguarding Policies and Procedures – see <https://pcuk.org/officials/safeguarding/>
- c) British Eventing Rule Book

It can also be helpful to have access to the following:

- d) British Dressage Rule Book
- e) British Showjumping Notes on Course Designing (can be obtained as a download by BS Members)

An Area Organiser should have access to all of these.

Phases of Events

Events comprise the following three phases:

- a) Dressage
- b) Show Jumping
- c) Cross-Country

The Dressage test will be ridden first, followed by Show Jumping and then the Cross-Country with not less than thirty minutes between each phase, having completed the previous phase.

This order must be always adhered to.

All competitors in the same class must complete them in the same order. The same horse must be ridden by the same rider throughout each test.

These three tests are judged entirely separately, but the same horse and rider must complete all three and the winner is the rider with the lowest overall score. These tests mainly take place on one day but may be spread over two days.

Pony Club Eventing is graded from PC70 to PC110. PC110 is the equivalent of British Eventing's Novice standard. At PC90 level and below at Branch events, organisers may REDUCE distances, speeds, heights and number of obstacles for both the cross country and show jumping phases. At PC70 and PC80 eliminated competitors MAY be allowed to continue at the discretion of the Official Steward. (For junior members at Branch events running at PC70 and below it may be advisable to restrict the extent of the areas in which the cross country and show jumping take place. If used, The Pony Club Introduction to Dressage Test 2019 can

be ridden in any normal riding bit.) ALL OTHER RULES AS STATED IN THE RULE BOOK APPLY.

*At Area Events, after being notified who will be the Official Steward, the Organiser should contact him/her as early as possible and agree on and appoint an Assistant Official Steward who is not the Organiser. At Branch events an Official Steward needs to be appointed to act on the day of the event. **Ideally, due to the conflict in the roles, this should not be the Organiser unless at small Branch events.***

The Organiser should ensure that all key personnel (Secretary, Phase Stewards, Show Jumping Judge and Course Builder, Cross Country Control and Steward, and Scorers) have access to the current Pony Club Eventing Rule Book or relevant extracts, as should the XC Designer/Builder during the preparation of the XC.

Section 2: Establishing an Event

Points covered in this section:

- Land needed for an event
- Dressage arenas
- Show Jumping ring
- Cross-Country course
- Parking space for horse boxes and cars
- Access and layout
- Land Use Agreement
- Organising Committee
- Insurance
- Risk Assessment
- Schedule

2.1 Land Needed for an Event

To be able to stage an event, there must be enough land available for the following:

- Riding in area
- Several Dressage arenas
- Show Jumping ring, collecting ring and two, but preferably three, practice jumps
- Cross-Country course, collecting ring with practice fence/s
- Parking space for horse boxes and cars
- Administration and trade stand area

Where the land is limited, considerable experience is needed in deciding whether an event is possible. The Area Representative, a member of the Eventing Committee or a BE Official could advise you. It is quite possible to run an event at a lower level in one large field. It is quite difficult to lay down the minimum area needed for an event. As a rough guide, 150 acres is ample for a PC110 Area, provided most of this is usable. It is, for example, quite acceptable to have a portion of the cross-country in woods, but this must not be overdone as it reduces visibility for spectators and complicates control.

2.2 Dressage Arenas

- Generally flat area
- Usually 4 to 7 arenas (20m x 40m)
- Arenas must be at least 10m from spectators (preferably 15-20m)
- Each arena at least 10m apart
- Plenty of space for 'riding in'
- Ideally not too close to show jumping, cross-country and box parking.

2.3 Show Jumping Ring

- Generally level area
- Approximately 80 x 60m up to 100 x 100m including collecting ring etc.
- A tree or two is acceptable.

- Space for two, but preferably three, practice jumps and a collecting ring

2.4 Cross-Country Course

Distances are in the tables of courses showing PC70 to PC110. These tables are in the Rulebook and can be found later in these guidelines under Section 5: Cross-Country. **Where a new course is being established, or one being substantially revamped, the advice of an experienced course designer/builder should be sought.**

2.5 Parking Space for Horse Boxes and Cars

- Entrances and exits need particular attention in case it is wet on the day
- Water available in the vicinity

2.6 Access and Layout

If all the above requirements can be met, there should be no difficulty in fitting in the comparatively few marquees, caravans, etc. needed for the secretary's office, scorer, refreshments tent and toilets. The aim should be for a layout that is attractive and convenient for competitors and spectators and that enables the event to be easily controlled. Finally, it is obviously desirable that the event should be held on a site that is accessible to the public.

2.7 Land Use Agreements

The Organiser may be planning to hold the event on another person's land. In this situation it is advisable that a formal agreement is drawn up between the Branch and the Landowner. This also applies where facilities are hired from a commercial equestrian venue/centre.

Planning permission may be required under certain circumstances. You are encouraged to seek local advice.

2.8 Organising Committee

The size of an Organising Committee is a matter of choice, and you will already have Branch officers performing many of these tasks. The following people who can all assist with the preparatory organisation might form a committee.

- Chairman i.e., District Commissioner
- Organiser
- Secretary/Entries Secretary
- Treasurer
- Chief Scorer
- Chief Dressage Steward
- Chief Show Jumping Steward
- Chief Cross-Country Steward
- Publicity/Marketing person
- Health and Safety Steward (*should not be the same person as the Organiser at Area level and above*)
- Car Park Steward
- Catering Officer
- Sponsor's host
- Site co-ordinator – perhaps the farmer/ landowner/manager
- Safeguarding Steward

This Committee needs to decide who will be responsible for the booking of the essential services and personnel as soon as possible. Many of these services and personnel are in great demand and if they are not approached early enough, they may not be available. The following equipment and personnel should be booked as far ahead of the event as possible:

- Paramedic(s) and/or Doctor
- Ambulance/medical response vehicle(s)
- First Aiders
- Vet
- PA System to include all the necessary equipment for the three phases
- Dressage Judges
- Dressage Arenas
- Show Jumps
- Show Jumping Judge(s)
- Show Jumping Course Builder
- Cross-Country Controller

2.9 Insurance

The Pony Club Third Party Legal Liability Insurance Policy, covering Branch activities and events, is extended to give cover for the entire official Area and Championship Eventing Competitions. Details of this insurance are given in the current issue of The Pony Club Handbook or at www.pcuk.org. In the event of any accident, loss or damage occurring to a Third Party or to the property of a Third Party (including the public, and competitors) no liability should be admitted, and full details should be sent at once to the Pony Club Office and as set out in the Health and Safety Rule Book. Retired Doctors and Vets are covered if they do not have their own insurance.

Additional insurance may be arranged by the Branch to cover equipment and personal accident. Details of this type of insurance are also given in the current issue of The Pony Club Handbook.

Many Pony Club events are open to non-members, and if a non-member is injured and sues The Pony Club or a member, the policy will cover The Pony Club or Member for their legal liability. The policy does not provide cover to the non-members if they are sued for causing injury or damage, and it is up to them to arrange their own cover.

2:10 Assessment

The Branch Health & Safety Officer should ensure that risk assessments are carried out prior to all Pony Club activities. It is the responsibility of the Official Steward to ensure that risk assessments have been carried out and are available to view at all times during the event.

2:11 Schedule

You will need to produce a schedule printed and/or on the Branch website that can also be uploaded to an online event booking system which gives information on the event about the following:

- Date

- Location – The event's grid reference and a brief description of the location of the event and any roads to take or avoid. The postcode can be helpful for navigating the route.
- Classes* (state level) and the eligibility for classes at Branch events.
- Dressage Test/s to be used
- Timetable (an approximate timetable helps)
- Entry Forms including entry fees and closing date for entries – *At Area this can include Entry Form A and Entry Form B. NB Many Branches now use online entries for both Branch and Area competitions.*
- Branch events should include a link to the Pony Club Eventing rulebook on their schedule, it can be found via this link <https://pcuk.org/officials/rulebooks/>
- Special classes
- Withdrawals
- Starting times – when and how the competitors should access these, telephone numbers and/or website address
- Prizes – details of placings for prizes and rosettes, and any trophies
- Cross-Country course* – level of course, type of terrain.
- Whether refreshments will be available.
- Insurance relating to non-members

* It is very important to make it clear to the competitors the level of the Cross-Country being used for their class.

The following statements should be included in all schedules:

HEALTH AND SAFETY

Organisers of this event have taken reasonable precautions to ensure the Health and Safety of everyone present. For these measures to be effective, everyone must take all reasonable precautions to avoid and prevent accidents occurring and must obey the instructions of the organisers and all the officials and stewards.

LEGAL LIABILITY

Save for the death or personal injury caused by the negligence of the organisers, or anyone for whom they are in law responsible, neither the organisers of this event or The Pony Club nor any agent, employee or representative of these bodies, nor the landlord or his tenant, accepts any liability for any accident, loss, damage, injury or illness to horses, owners, riders, spectators, land, cars, their contents and accessories, or any other person or property whatsoever. Entries are only accepted on this basis.

GENERAL

Every eventuality cannot be provided for in these Rules. In any unforeseen or exceptional circumstances, it is the duty of the relevant officials to make a decision in the spirit and ethos of The Pony Club and to adhere as nearly as possible to the intention of these Rules.

Section 3: Dressage

Points covered in this section:

- Preparation
- The Day Before the Event
- On the Day of the Event

3.1 Preparation

It is recommended that a Chief Dressage Steward be appointed to take charge of this phase. They must be in possession of the current Pony Club Eventing Rulebook, and it can help to have a copy of the Pony Club Dressage Rulebook and the BD Rules.

Prior to starting on preparatory arrangements, the Chief Steward will need to know which classes and what level of Dressage tests are to be used, and how many arenas to plan for.

Dressage Tests

See the PC Eventing Rulebook for current tests.

They may then proceed as follows:

a) Select position for the Dressage arenas

Each arena will be 20 x 40m (and 20 x 60m at the **Championships** for the PC110, Chairman's Cup and PC100 classes).

They should be on flat and level ground, separated from the public, or the next-door arena, by preferably 20 metres, but at least 10 metres. At Branch events, these measurements should be the same, but are at the discretion of the Organiser.

b) Invite the Dressage Judges

BD publishes details of the Official Dressage Judges' Panel on their website: www.britishdressage.co.uk/get-involved/judges-and-writers/find-a-judge/.

*At PC110 Area competitions Dressage Judges will be taken from Lists 1 – 5. At PC Chairman's Cup and PC100 Area Competitions Dressage Judges will be taken from Lists 1 – 6. At PC90 Area Competitions and PC80 and PC70 Regional Competitions Dressage Judges will be taken from Lists 1 – 6 or may be British Eventing Accredited Trainers or riders who have competed at British Dressage Medium or BE Advanced/FEI*** levels and above, and who have had experience of judging at Pony Club. BD Trainee Judges are also acceptable at PC90 and PC80 and PC70 (Regional) level. For Area competitions you need to ask one of the Judges to act as the Senior Judge to be on the Jury of Appeal. You would normally ask the Judge on the highest list first, but if they do not wish to stay, because they have a long way to travel, then go to the next highest listed judge. At Branch Events you should try to use listed judges, if possible, especially at PC100, PC Chairman's Cup and PC110.*

Judges should be paid the mileage allowance set by BD. Most Dressage Judges willingly give up their time for no financial reward, simply because they enjoy dressage. However, many British Dressage Judges now expect £2 per test judged (List 4 and above) and £1.50 (lists 5 and 6) – it is vital that they are looked after well, to ensure that they will be willing to return to your event. Here are some hints to make yours a competition not to be missed:

- Send invitations out as early as possible (6-8 months in advance) and, if applicable, enclose a SAE for the reply.
- Confirm in writing, the venue, directions, the test, the approximate start time and if you are providing the writer. (Ask whether they wish to provide their own writers).
- If the judge must travel far, offer overnight accommodation.
- If the class is oversubscribed ask the judge if he/she is prepared to judge for longer and discuss the number and duration of coffee breaks.
- Only about 36 competitors can be judged by the same judges in one day. *The Area Competitions shall be judged in two or four arenas depending on whether there are up to 72 or more than 72 competitors. It is also permissible to run one arena if there are less than 20 competitors. The system to be adopted would be a matter of arrangement between the Official Steward and the Organiser concerned.*
- Nearer to the event confirm in writing which dressage test they are judging, the approximate number of horses in their section and the precise timings for which they will be required.

Check if your Judge has any special dietary requirements when confirming the invitation. If you are providing writers, they should have legible handwriting and know the test, and previous experience is desirable. Make sure that they are well briefed and up to the task. The writer should look after the Judge, ensuring that they know where the arenas, toilets and refreshments are.

- c) **Recruit Arena Stewards** (one for each Arena or two Arenas maximum) for each arena and one (or possibly two) suitable Steward(s) to check tack.
Paper letters inserted in number bibs help the competitors to identify the Steward to whom they should report.
- d) Ensure that dressage arenas and markers are available together with string and posts for roping them off.
- e) Consider having some dressage the day before if numbers are high. *Discuss this with the Official Steward at an Area Event because they can insist upon it.*
- f) Consider whether it will be necessary to cut the grass before the event – not too late nor short.

3.2 The Day Before the Event

The arenas should be marked out as described below:

- a) **Arenas - AREA COMPETITIONS and the CHAMPIONSHIPS.** *The arena may be marked by either a continuous surround of white boards or ropes, or by intermittent white boards placed at each corner and opposite each marker, with a centre line mown from A to C.*

At BRANCH events it is preferable to have the same, but this is at the discretion of the Organiser.
- b) **Markers –** The outer markers must be clearly visible with the letters displayed in black or white. They should be placed about 50cm (1' 8") outside the arena. Pegs between

30cm. (1') and 60 cm. (2') in height should be placed close to the outside of the arena boards, showing not less than 15 cm. (6") above them, opposite each marker.

A gap of about one metre each side of the centre line must be left at A to form an entrance and the A marker placed far enough back, 10 metres (33') if possible, to allow the horses to enter the arena on a straight track. The centre line should be mown if possible. Crosses, preferably mown, should be made through the centre line at X, G and D.

The arena(s) should be separated from the riding in area/public with rope or string and stakes not less than 10 metres (33') but preferably 20 metres (66') from the Arena(s) on all sides.

Where possible the Judges should be situated with the sun behind them.

A level exercising area where competitors can exercise their horses without interfering with any part of the competition shall be provided. There should be a practice arena if possible.

3.3 On the Day of the Event

Normally Judges will judge from their own cars, although organisers should be prepared to provide them if necessary. The Chief Dressage Steward should be on hand to:

- a) Welcome the dressage judges and see they have their writers and the following equipment:
 - Bell, whistle, or car horn – different sound for adjacent arenas.
 - Judge's marking sheets from The Pony Club Shop at Wainwright Screenprint (one per competitor for each judge), pencils, pens, and clipboards for writers.
 - List of competitors and their times of starting Dressage
- b) Brief arena stewards and the tack steward(s) of their duties. Gloves and disinfectant should be available to enable the Tack Steward to check the bits more thoroughly.
- c) Ensure that judging starts promptly and that thereafter, the timetable is kept to.
- d) See that the runner collects the judges' sheets regularly between tests and takes them back to the scorers.
- e) See that the judges and writers have coffee breaks and lunch and are generally looked after. A few tips:
 - Offer refreshments when the judge arrives
 - Provide each judge with a flask of coffee/tea
 - If the weather is cold be prepared to provide a hot water bottle and rugs, and if it is hot – plenty of water!
 - A good lunch will go a long way towards ensuring that your judges want to come back.
 - A whiteboard is useful for saying a certain arena is running so many minutes late, or an arena will take competitors early.
 - Do not wait for the Judge to ask for their expenses. It can be helpful to put a claim form in with the test sheets. The Judge fills this in, sends it back with the

score sheets and you have the money ready and waiting at the end of the class. No monies should be paid without a claim form/invoice from the judge.

- If your Judge has been worked hard, rained on etc. it is amazing how a small gift and thank you letter showing your appreciation will be gratefully received.
- Judges appreciate a results sheet after the class.

Section 4: Show Jumping

Points covered in this section:

- Notes on Course Design
- Preparation
- Setting up the Show Jumping
- On the Day of the Event

4.1 Notes on Course Design

SHOW JUMPING	PC70	PC80	PC90	PC100	PC Chairman's Cup	PC110
Max length of course	350m	350m	450m	450m	450m	450m
Speed	300mpm	300mpm	325mpm	325mpm	325mpm	325mpm
Obstacles Max height	0.75m	0.85m	0.95m	1.05m	1.10m	1.15m
Max spread - highest point	0.65m	0.85m	1.05m	1.15m	1.15m	1.25m
Max spread - base	0.90m	1.15m	1.25m	1.35m	1.40m	1.50m

Note: Only one upright and one ascending spread obstacle may be included up to the maximum height. All other obstacles must be 0.05m below maximum height.

The limits on the height and spread of obstacles laid down in the rules must be observed with the greatest of care. However, if it should happen that a maximum dimension has been marginally exceeded as a result of the material used for construction and/or by the position of the obstacle on the ground, the maximum dimensions laid down will not be considered as having been exceeded, but the permitted tolerance is 5cms maximum in the ring or practice area.

COURSE DESIGN – SHOW JUMPING PC70, PC80 and PC90: It is recommended that the first three obstacles should be inviting to allow horses to gain confidence. Neither water jumps nor water trays are permitted. The course must include only one double combination (not treble). PC70 two stride double.

PC100 and PC Chairman's Cup: Neither water jumps nor water trays are permitted. The course must include one double combination and may include a further double but not a treble. There should be one square parallel.

PC100, PC Chairman's Cup and PC110: It is recommended that a BS Course Builder's advice is sought on course plans.

At all Levels: When the second or third element of a double or treble combination is a spread, the distances must be as for two non-jumping strides

Safety Cups are compulsory for all Pony Club Jumping Competitions on the back rails of spread fences and middle and back rails of triple bars. This includes practice fences in the collecting ring. These cups must always be in use and must NOT be removed from the wing stands.

This is a test of Show Jumping ability intended to see that a horse can negotiate a simple course as well as being tested in two other phases. The course shall be designed to provide for a flowing performance; sharp turns and abrupt changes of direction shall be avoided, and it is undesirable to have too many changes of direction in the course. It is a help if the first and possibly the second fence are directed towards the collecting ring. Unless the competition class stipulates the height of the pony, the distances should be for horses. In a course designed for a mixed class (horses and ponies) it is important not to use difficult committed distances so that ponies can adjust their strides. There should be no three stride distances anywhere in the course. There must be no less than five strides on the approach or following any combination, (either double or treble). Except where the rules for the competition stipulate and there is a significant mix of sizes of ponies/horses, one or two double combinations instead of a double and a treble may be better suited to the competition.

The length of the course shall be measured and the Time Allowed calculated according to the level of course being used. The start and finish shall be marked with flags or posts if not using electronic timing. Obstacles shall be made to look as solid as possible and shall have good ground lines. The addition of flowers, shrubs and trees help to make a course more attractive. Flimsy looking obstacles shall be avoided. Obstacles shall not be less than 3m (10') wide except in the case of stiles, and numbers should be placed on the right of the obstacle. The obstacles shall be a variety of true upright fences, staircases (triple bar type) and parallels. *At Area Competitions every effort should be made to use a set of jumps to BS standards and with wooden poles. If plastic poles are used, they must have a wooden core to ensure they are the same weight as painted timber poles.*

To allow as many competitors to jump in as short a space of time as possible, the course should be designed so that competitors waste as little time as possible before the start and after the finish.

Unless the weather or ground conditions dictate otherwise, the course should be built to maximum height, except for the first two obstacles which should be 5cm below the maximum. Obstacles may be reduced in height in the event of adverse weather, but not by more than 10cm. There is a safety reason for this, if the cross-country follows the show jumping, riders should not go across country if they have not negotiated show jumping fences at maximum height. However, if, as a result of the material used for construction and/or the position of the obstacle on the ground, a maximum dimension has been marginally exceeded, the maximum dimensions laid down will not be considered as having been exceeded. The permitted tolerance is 5cm maximum in the ring or practise area.

4.2 Preparation

A Chief Show Jumping Steward should be appointed and made responsible for the following arrangements before the event:

Appointing a BS judge and BS course designer/builder at PC Chairman's Cup and PC110 Area, and if possible, at PC100 Area. For PC90 and PC80 (Regional) Area it is not essential, but it must be someone with experience of course building. At Branch Events while not essential for PC Chairman Cup and PC110 classes it is recommended. The

Course Builder should be given a copy of the Rule Book and advised of the level of course needed, i.e., which level is required for the competition/s being run.

The Judge(s) should be reminded that the Show Jumping is judged under BS rules except where modified by The Pony Club rules. The course builder and BS Judge should be aware of The Pony Club rules in relation to Pony Club Eventing Show Jumping.

a) Recruiting the following officials:

- Writer for the Judge(s)
- Timekeeper
- One or two Collecting Ring Stewards, including a Tack Steward.
- Runner to collect scores and take them regularly to the Scorers. (Unless using a Wi-Fi-link)
- Arena party of four or more people to erect and replace fences knocked down during the jumping.
- Commentator

b) Hiring or borrowing (if necessary) a set of show jumps – these may be hired from BS, or the course builder. The BS judge should be able to give advice over this. A hiring charge and the cost of transport will have to be paid. It is very important to have a good set of jumps with plenty of 'fill in' (extra rails, greenery etc.), and as these are in short supply, it is essential to book early. The course must be of enough severity to have a proper influence on the competition. *It is acceptable to use the Branch show jumps, including at Area, provided the jumps are of BS standard.*

c) Providing the necessary equipment

- i. Judges Box/Commentary Box –or as a minimum a covered vehicle or caravan with chairs and table for judges and commentator. A box can usually be obtained from the PA contractor, the person providing the show jumps or even the judges
- ii. Timing equipment and stop-watch (If the timing equipment permits, the 45 second count-down may be used according to relevant BS Rule. It should however be explained over the public address before starting and at intervals during the first round.)
- iii. Board on which is clipped the Judges' sheets (available from The Pony Club office) and pencil.
- iv. If Wi-Fi scoring is being used, computer and other associated equipment.
- v. Plan(s) of course(s), showing distance, time allowed, and time limit.
- vi. Board with rough paper for calculating time penalties.
- vii. Whistle or bell.
- viii. Copy of The Pony Club Eventing Rules and current BS Rules.
- ix. List of competitors in order of starting (amended if possible, to show those previously eliminated or withdrawn).

4.3 Setting up the Show Jumping

The jumping ring should be a minimum of 60 x 80m at Area, and a maximum of 95 x 75m, on the flattest ground available. It is acceptable to use an artificial surface, and in this case the arena can be slightly smaller. Also, at PC70 and PC80 the arena may be slightly smaller to help the younger members control their ponies. If the ring size available is less due to the constraints of the site or part of the ring is unsuitable for siting a fence, then it is strongly recommended that only eight fences are used and the minimum allowed number of combination fences. It should be roped and staked with the facility to close the entrance, and exit, while a competitor is in the ring. There should also be access to the ring for an ambulance which does not involve going through the collecting ring.

Three practice jumps are recommended, one upright and one spread fence, each with at least three poles and one crossed pole fence. They should be near or in the collecting ring and shall be flagged and **taped to show maximum height**.

The Official Steward, working with the BS Course Designer, is responsible for inspecting and approving the course so that it is ready for inspection by competitors at least one hour before the start of the test.

The plan of the course showing the Time Allowed and the Time Limit must be displayed in a prominent place.

4:4 On the Day of the Event

It is vital that the Show Jumping officials are welcomed and looked after by the Chief Show Jumping Steward, the Official Steward and Organisers of the event, and it is important that breaks and meals are provided.

Thirty competitors can be dealt with conveniently in an hour, but the Show Jumping test can be speeded up or slowed down, as required, to keep to the timetable and to avoid unnecessary gaps, which are usually caused by eliminations or withdrawals. The Commentator should be given the dressage score of each competitor and notification of any change of rider to announce as the competitor enters the ring.

In strong winds there are certain measures which can be used to be able to continue with the competition:

- Replace the fillers with round poles.
- Drive croquet hoops into the ground to secure the feet of wings.
- Place sandbags on the feet of wings
- Drive wooden posts vertically into the ground and fasten the wings to them.
- Prop up the wings with wooden supports which should not be driven too firmly into the ground.

The arena party should not be expected to physically hold the jumps.

Section 5: Cross-Country

Points covered in this section:

- Preparation
- Cross-Country Course
- Personnel Required
- Equipment Required
- Communications
- The Day Before the Event
- On the Day of the Event

5.1 Preparation

CROSS COUNTRY	PC70	PC80	PC90	PC100	PC CHAIRMAN'S CUP	PC110
Length of Course	Up to 1,800m	1,600–2500m	1,600-2,500m*	1,800-2,800m*	1800m – 3120m*	2,400m-3,120*
Speed	435mpm	435mpm	450mpm	475mpm	475mpm	520mpm
Obstacles No. of jumping efforts	Up to 25	16-25	18-25*	18-25*	20-27*	20-28*
Max height	0.70m	0.80m	0.90m	1.00m	1.05m	1.10m
With height & spread Max spread - highest point	0.75m	0.90m	1.00m	1.10m	1.20m	1.40m**
With height & spread Max spread - base	1.00m	1.25m	1.50m	1.80m	1.80m	2.10m
With spread only Max spread without height	0.90m	1.25m	1.50m	1.80m	2.20m	2.40m
Drop fences Max drop	0.80m	1.20m	1.30m	1.40m	1.40m	1.60m
Jump into & out of water Max depth of water	0.20m	0.20m	0.20m	0.20m	0.30m	0.30m

*At the Eventing Championships, the length of the course may be increased to 2,500-3,500m and the number of jumping efforts may be increased to 25-30.

**If building a new spread fence for Pony Club use, it is recommended that the overall maximum spread does not exceed 1.25m. Below PC90, Organisers may reduce distances, speeds, heights and number of obstacles. At PC70 and PC80 there will be no penalties for going too slowly, but reverse time penalties will be applied for going too fast – Rule 30 g)

This is the most important and complex part of an event for Organiser, competitor and spectator, and it is desirable that the Chief Cross-Country Steward should have previous knowledge of events.

The regulations about length of course, size of fences, etc. are laid down in the Rulebook and the Table above.

All new Cross-Country courses must be inspected by a person appointed by the Area Representative. All other courses should be inspected by a knowledgeable person before the event.

At Area, PC90, PC100, PC Chairman's Cup and PC110 courses will be inspected by a BE Technical Adviser appointed by the Eventing Committee, and the final responsibility for approving the course rests with the Official Steward in conjunction with the BE Technical Adviser. (Except when the PC110 Area is run in conjunction with a BE Event, when the responsibility lies with the TA and BE Steward for that event). When the PC Chairman's Cup, PC100 and PC90 Area competitions are run at a different venue the course/s must be approved by a TA.

At PC70, PC80 and PC90 level "L" fences can be used to ensure that the course is of sufficient standard as an Area/Regional/Championship Test, while enabling the less experienced to complete their rounds. "L" fences may also be used at PC100 and PC Chairman's Cup level.

At PC70 Area level, if there is no cross-country course available, working pony or knock down cross-country fences (i.e., Jump4Joy) may be used provided they are in an open field/field and not in an indoor/outdoor arena or other confined space. There will be no penalties for any knock down fences.

Before including the Cross-Country course length in your course plan, you should ensure that the course has been measured recently! It is advisable not to have the maximum length of course in case of the necessity to alter or make additions at the last minute.

The organisation of the Cross-Country test is more complex than the Dressage or Show Jumping. A considerable number of helpers are required.

5:2 Cross-Country Course

It is not intended that this section will in any way constitute a guide as to how to design or construct a cross country course, but it is hoped that it will be useful in providing information about some of the lessons learnt from several accidents by riders in the past.

a) Frangible Pins/MIMS Clips

If a BE course is being used and you wish to use a fence with a frangible pin or MIMS Clip you must make sure that there is a qualified person present to deal with them.

It should be remembered that these systems have been designed to activate under certain circumstances. I.e., currently frangible pins have been designed in line with the weight of an average horse (470kg).

It must be stressed that the systems that have been developed are not guaranteed to improve standards of safety and that Cross-Country riding remains a risk sport. However, the indications are that these systems may minimise the risk of injury to competitors.

b) Portable Fences

The use of portable fences has increased greatly in recent years. Formerly they were only used where it was not possible to leave a permanent fence on site because of farming restrictions or spoiling vistas. Now it is not uncommon for a course to be made up predominantly of portables.

Advantages:

- A course can be set up in a relatively short space of time.
- There is nothing left after the event to look unsightly or attract the attention of livestock.
- Fences can be put in different places for each running of the competition to ring the changes.
- Obstacles can be hired in to reduce the cost of a course.
- Portables can be built in a workshop when ground conditions are too wet for the land to be worked on.

Disadvantages:

- Ditches, steps, banks, coffins and water obstacles all have to be constructed on site, so a course cannot be entirely portable.
- Upright fences, with no spread, which often comprise the most influential combinations on the course, should also be built on site.
- A fence which has been built at maximum height on flat concrete will be over height as soon as it is sited on the slightest uphill slope. This can mean considerable time spent digging in the fence, which if it has a large base sitting on the ground, can take nearly as long as it does to build a simple fixed fence!
- The scar left when the fence is removed will have to be repaired.
- When sited on steep slopes, walls that are vertical on the level ground look decidedly odd.
- It is very hard to make a portable sit tidily on ridge and furrow or very uneven ground.

The anchoring of portable obstacles is of paramount importance. It is vital that fences are fixed and imposing in shape and appearance. There are few accidents worse than a fence tipping over under a horse and either tripping or entangling it. The base spread of any portable should always be more than the height to avoid it becoming top heavy. The greater the base the more stable is the construction. The profile of the obstacle greatly affects the likelihood of the fence being tipped, something with a sloping front such as a steeplechase fence or a house is far less likely to be moved than an upright fronted fence such as a hayrack or a table. Even with a large base it is still essential that all portable fences are heavy and securely staked down.

The tops of spreads must be solid enough for a horse to bank without breaking, internal frame profiles should be no more than 1.2m apart and there should not be any false ground lines created by cross bars under the fence. Obstacles which are designed as a particular narrow test may require special treatment, as because of their size they are lighter than most fences and may be hit by the shoulder of a horse which is running out, therefore proper strainer posts must be used for fixing.

Anchoring should be with half round or square sawn stakes with a flat edge against the frame of the fence. These should be driven at least 0.5m into the ground at the front to prevent the front lifting. Similar stakes should be put in flat against the back of the fence to prevent it being 'shunted' backwards should a horse chest it. With these the depth is not quite so critical. Attach the stakes with either 'U' bolts or 'timberlok' type fixings which are screwed in with a cordless drill and may be similarly removed. Avoid using nails because they do not pull the two pieces of timber together so well, they hold less securely, and their removal usually results in split timber and broken knuckles! In extreme hard ground it may be possible to hold the front down with screw in auger type anchors used in the construction industry for ground stabilisation and for boats.

Any obstacle with a spread of the same as or less than its height should have proper posts dug in or driven in with a tractor mounted post driver, at least one third of their length, behind it. These should be at least 125mm x 75mm square or 150mm round. A fence which is hollow but clad all round may also be held by scaffold tubes, which are easier to drive in manually than equivalent timber supports. These must then be securely clamped top and bottom inside to the frame.

There is a purpose designed steel anchor available in the form of a spiral screw which is hammered into the ground through a special bracket screwed securely to the base of the fence. There are two lengths depending on the soil type. Long for sandy soils and shorter for stony soils where it is hard to drive them in. The clever part of the design is that they can be removed very simply by screwing them out with a spanner in a few seconds. These save a great deal of time and can be used over and over again so will pay for themselves in the long run.

For more information/downloads please visit the following page on The Pony Club website.

<https://pcuk.org/officials/health-and-safety/portable-cross-country-fences/>

c) 'L' Fences and Black Flag Fences

The following is intended only as a guide for when to use 'L' fences or Black Line Flag fences:

*Note: It is not considered politically correct to use the word 'coffin' in the event programme or by the commentator, but the name is still used for identification purposes, as everyone in the sport knows what it means!

Easy Fences	Rider Fences 'L' or Black Line Flag	Severe Fences 'L' or Black Line Flag
Level ground	Unlevel ground	Corners (if required)
Good ground line	Ditches/holes	Drops
Inviting	Obstructed approach	Parallels
Solid	Awkward angles	Water
Sloping	Upright	Coffin*
Good approach	Combinations	Single bounces
Brushes	Angled or offset	
	Glance-off/Arrowhead	
	Bullfinch	

d) The following guidelines are for cross-country course designers of the Area Qualifiers for the Pony Club Championships. This document is considered an annex to the British Eventing cross-country course designer and builder guidelines.

The Pony Club Championships is the pinnacle of the competition year for all competitive Pony Club Members. Over the years the Eventing Competition has been contested by many of the leading eventing athletes both past and present. It is considered essential by the Pony Club Eventing Committee that standards are maintained with regards to the size and technical aspect of the cross-country at the Pony Club Championships.

*The current cross-country design brief for the designer for **The Pony Club Championships** at the various levels are:*

90cm – PC90 Eventing Championships *A course which corresponds with the dimensions of a BE90 course, but which has a technical aspect approaching that of a standard BE Novice course.*

100cm – PC100 Eventing Championships *A course which corresponds with the dimensions of a BE100 course, but which has a technical aspect of a strong BE Novice course.*

105cm – PC Chairman's Cup Championships. *A course based on the PC100 Championship Course with increased technicality and some fences at 105 cm.*

110cm – PC110 Eventing Championships *A course which corresponds with the dimensions of a BE Novice course, but which has a technical aspect of a BE Intermediate course.*

Consequently, it is also essential that the correct combination of horse/pony and rider qualify through to the Championships and that they are educated and prepared for the courses that they will encounter.

Design principle: *The course designer should aim to provide a course that will test the best and allow the remainder to complete. To achieve this, organisers/venues must have sufficient fences at all levels to make direct routes strong.*

With regards to the size, flow and appropriate standard of a course at a specific level, cross-country course designers are referred to the BE course design guidelines.

As an Annex to the BE cross-country course designer guidelines *for the specific levels and in relation to the Area qualifiers in attempt to ensure consistency across the country at these qualifiers, the following is suggested:*

XC design considerations for Area qualifiers at 90cm and 100cm

(PC90, & PC100)

- *There should be at least four combination fences excluding any water jump.*
- *Where possible, use should be made of varying topography i.e. placing of jumps up or down a slope.*
- *The course should have at least one offset combination fence that is designed to be jumped on angles – this could be separately numbered.*
- *There should be a water jump – an appropriate level of difficulty would for example have an 85cm fence 2 - 3 m from the edge of the water.*
- *A corner fence is strongly encouraged.*
- *A ditch fence which forms part of a combination is strongly encouraged i.e. coffin full or half. A strong consideration should be given to providing an 'L' fence alternative.*
- *A fence which incorporates jumping over a ditch is also recommended i.e. trakehner, open ditch or tiger trap.*
- *An Arrowhead/skinny style fence should be encouraged.*

- *All plain fences should be at or close to maximum height in line with the BE XC design guidelines – there should be as few shared fences as possible.*

The use of 'L' fence alternatives at 90cm is strongly encouraged as opposed to 'long route' alternatives because the speed is so slow that black flag alternatives alone don't necessarily get the correct result.

XC design considerations for Area qualifiers at PC Chairman's Cup

While likely to be based on the Area PC100 course every effort should be made to include some additional fences to increase the technicality to that approaching the level of a PC110 Area level course and, where possible, to include some fences at 105 cm.

XC design considerations for Area qualifiers at 110cm

Theory:

- *There should be more than four combination fences excluding any water jump of which at least one should have at least three elements.*
- *Where possible use should be made of varying topography i.e. placing of jumps up or down a slope.*
- *The course should have at least one combination of jumps that are encouraged to be jumped on angles.*
- *A water jump is compulsory.*
- *A corner fence is strongly encouraged.*
- *A ditch fence which forms part of a combination is strongly encouraged i.e. coffin full or half. A strong consideration should be given to providing a black flag alternative.*
- *An arrowhead/skinny style fence is strongly recommended.*

All plain fences should be at or close to maximum height in line with the BE XC design guidelines – there should be as few shared fences as possible.

There needs to be a good balance of fence profiles ensuring that there is a sufficient number of jumps with appropriate top spread.

The use of 'L' fence alternatives at 110cm is not encouraged, with instead more appropriate use of Black Flag alternatives. These alternatives should be sufficient in length to affect the time taken. It should not be possible to jump around the course clear, taking only the Black Flag alternatives and qualify for the Championships.

e) Ground Conditions

It is obviously too expensive to maintain the ground on a course all year round but there are certain measures you can do to help. It is important to have a good working relationship with the owner and his stockman or grazier. Stock needs to be removed in good time for your event, because poaching and grazing the grass too short can be a major problem. Rough ground caused by out wintered stock can best be cured by a heavy harrow, but do not do this whilst the land is too wet. A Dutch harrow is particularly good for levelling rough ground and can produce a 25mm deep tilth on very dry ground without wrecking the grass sward. Discs set straight followed by chain harrows works well. Also, a power-harrow set 25 – 50 mm deep works but it must not be a rotavator.

Hard or firm going is a regular problem but is more expensive to cure, though there are some very effective machines available. One of the best being vibrating spikes (aero-vator) that

penetrate the ground to a depth of about 100mm. The vibrations loosen and slightly lift the turf which is highly effective, but it must be done slowly and the whole course must be covered.

BE have invested in several 'Equivator' ground machines which can benefit all types of land and are especially good for easing firm ground and reducing compaction. The machines are based around the country and are available for hire.

f) Assisting Horses Trapped in Cross Country Fences

Attending the scene of a trapped horse can be an alarming experience. Remember stay calm and assess the situation. Ensure the rider's predicament has priority over the horse! If the rider has not fallen, they should be instructed to dismount.

The Official Steward and Organiser should decide before the competition who is the best person to take control of the retrieval. The Fence Judges should be briefed not to cut ropes on fences because this can be dangerous to themselves or the horse. The need to wait for backup must be emphasised. Leave the saddle and bridle on, with the girth unloosened, because they can both be useful during the retrieval. Removing rails often causes horses to panic and the rescuers then have less control of the situation. The use of ropes allows much more control and rescue can usually be achieved with no damage to the horse or helpers. Every situation is different and each one must be assessed.

5.3 Personnel Required

The following people will need to be appointed:

- a) A Chief Cross-Country Controller and control team – located at some central viewpoint. Please see 5:6 under Cross-Country Control Guidelines, to find out more about the Controller. They can be near the start and finish, but they must still have a good view of the course. The medical, veterinary and fence repair personnel are under their immediate control.**
- b) Cross-Country Steward** should be mobile during the running of the cross-country to enable them to immediately assist Fence Judges with any queries or incidents. They help with radio problems and would normally be responsible for assisting in filling in Accident Report Forms.
- c) Fence Judge Co-ordinator** may well have recruited and liaised with the Fence Judges prior to the competition. This person will organise relief for Fence Judges throughout the day, organise replacement Fence Judges and makes sure the Fence Judges have adequate supplies of score sheets.
- d) Fence Judges** – two people are required for each obstacle. While Fence Judges should have some knowledge of horses, expert knowledge is unnecessary since the rules for judging are clearly defined. A cool head and willingness to learn the rules are important. It is also vital that Fence Judges, in the event of an incident, are able to move to assess the incident quickly while reporting to Control and following their instructions. The Fence Judges will be briefed by the Official Steward or the Cross-Country Steward at the beginning of the day. **Fence Judges should be a minimum age of 18 years.** At Branch events at the lower levels, one judge on their own may judge at one fence if it is in clear view of control. While responsible older members can

be part of a fence judge team, the presence of younger members should be discouraged.

- e) **Stopping stewards** – may be employed in addition to the Fence Judges.
- f) **Score collectors** – these can be mounted Pony Club Members, motor bike riders or people on ATV's. All operators must comply with protocols laid out in The Pony Club Health and Safety Rules.
- g) **Timekeepers and a Starter** – the Start and Finish should be adjacent to each other. The Starter and the Timekeepers should preferably have a digital clock each (but this may be done by a stopwatch, in which case you need at least three, depending on number of competitors on the course at any given time. The start, finish and elapsed time for each competitor is recorded on Timecards. Time faults can then be calculated from a crib sheet. Occasionally the finish may not be adjacent to the start, in which case the Start and Finish Teams will need to have synchronised digital clocks. It is important to have a Starter who can keep the atmosphere at the start as calm as possible.
- h) **Collecting Ring Steward(s)** – are needed to ensure that competitors come forward to the starting box without delay. A Tack Steward should be appointed, who could be one of the Collecting Ring Stewards. It is advisable to provide guidelines for tack stewards.
- i) **Course Builder(s) and/or Fence Repairer(s).**
If a BE Course is to be used and the cross-country course incorporates Frangible Pins and/or MIMS Clips then there should be someone, who has been trained in their use, appointed to fit and oversee their use. A supply of pins/Clips must be available.
BE TAs, or their appointed representative, are responsible for ensuring the pins/Clips are correctly fitted. BE course builders have been trained in the fitting and use of frangible pins and MIMS clips, so they will be able to help and advise. The trained person is responsible for ensuring the pins and clips are adequately monitored on the day of the competition, and through fence judges and course builders, that they are replaced when they need to be – i.e., if a pin/clip bends or breaks.
It is therefore important that the qualified person is present on the day if frangible fences are to be used.

5:4 Equipment Required

The Chief Cross-Country Steward or person responsible for preparing the course will also have to make sure the following items are available:

- a) Red and white flags (preferably plastic) – for each element of every obstacle, including practice fences. Spare flags are needed in case any are broken, **and to place crossed on a fence, when that fence has been removed from the course for safety reasons, or there is more than one course and nearby fences on other courses need to be designated as 'Not to be Jumped'.**

- b) Numbers – for every obstacle coloured appropriately for each class. In the case of an obstacle being formed of several elements, each part must be flagged and marked with a different letter (A, B, C etc.) but only the first need be numbered.
- c) Markers having a Red “L” on a white background shall be placed beneath the Fence Number of Alternative “L” Obstacles in addition to the normal red and white boundary flags.
- d) Black Line Flags –a black line, either diagonal or vertical, on red and white boundary flags are used to show that an obstacle, either single or made up of several elements, has an alternative route which may be jumped without penalty. Flags can be created using black insulating tape.
- e) Direction Markers (Yellow or Orange) are placed so as to mark the route and help the rider in keeping to the course. They may be passed on either side and keeping close to them is not necessary. Compulsory Turning Flags shall be used only if absolutely necessary and shall have the red Flag on the right and the white on the left. They should be marked on the Plan of the Course.
- f) Flags for use by the fence judges for summoning aid are coloured as follows: -

BE Flags

Red: Doctor

Blue: Veterinary surgeon

White: Fence Repair

Orange: The course is blocked

PC Flags

Red: Doctor

Blue: Veterinary Surgeon

White: Fence Repair

All three flags together: course blocked.

To stop a competitor: The Fence Judge must stand on the approach to an obstacle, shout stop, and wave the red flag at waist height in the path of the incoming competitor.

Branches may have their own set of Pony Club flags or they may borrow BE sets, so the procedure has been outlined for using both.

Where each set of fence judges is issued with a radio ONLY a RED flag will be required.

- g) Start and finish notices – and red and white flags for them.
- h) *At Area Trials and the Championships, competitors must start from a simple enclosure erected at the start and made of wooden posts and wooden or plastic rails measuring approximately 5m (16ft) square, with an open front marked with a red and a white flag. This enclosure may have one or two openings at the side, which must be approximately 2m wide and should be padded or constructed in such a way that neither horse or rider entering through the side can be injured.*

At Branch Events red and white boundary flags on their own may be used at the discretion of the Organiser.

- i) Practice fences – at least one inviting, solid fixed fence flagged with a red and white flags. Please ensure that when running different classes, the practice fence is not above the height of the class being run.

On most cross-country courses some stringing will be necessary for safety of both horses and spectators – the start and finish for instance, landing side of fences in hedgerows; any spot where spectators cannot see the approach of horses on the course.

5:5 Communications

It is impossible to say exactly how many radios are needed because their need will vary greatly depending upon the site and the location of various officials.

There should be a communications plan of the radio network that defines:

- List of Officials
- What radio networks will be deployed at the event
- Who is on which network
- The control box team and system to be used
- The timetable for the event
 - Briefings
 - Competition schedule
- Radio issue plan
- Site layout showing gates, access points, location of water, electricity and points to be avoided.
- The site layout should be distributed to the Official Steward, Organiser, Control and all emergency and support services.

See Appendix 2 for an example of a radio plan.

People normally included in the communications plan are:

- Official Steward
- Assistant Official Steward
- Organiser
- Secretary
- Controller
- Relief Controller
- Commentator(s)
- Plotter(s)/Fence Net Controller
- Scorers
- Doctor
- Paramedic(s) in an enhanced ambulance
- Road Ambulance/second ambulance
- Vets
- Horse ambulance
- Dressage & Show Jumping stewards
- Health & Safety steward
- Fence Repair

- TA (if present)
- Cross Country Steward
- Fence repair team
- Farrier

The communications plan should be agreed with the Organiser, Official Steward and Controller before the event.

Networks

- Course network (XC radio operators and stop points or fences)
- Control network (emergency services and senior officials)
- There may be additional networks to assist in the general administration and smooth-running of the event and to avoid congestion on the Control network.

Communications at One Day Events have three roles:

- For emergencies
- For control
- For the commentary

Emergencies

It must be possible for every Fence Judge to summon Doctor, Vet, and Fence Repair Party with as little delay as possible. This can be done by either:

- Radio – if there is one at the fence.
- Flag to Control or a radio at another fence. This need to signal will sometimes dictate the layout of the course as a fence which is not visible from any other will need a radio. If one is not available, the fence will have to be sited elsewhere. Each Fence Judge must know to whom he is signalling and those receiving the flags must be briefed likewise. The Official Steward must have seen a copy of the radio communications plan, and Control and the Cross-Country Steward must have a copy of it.

Control

Radio Communication must be available to provide immediate emergency service with a network on which the following can communicate:

- Official Steward
- Cross Country Steward
- Cross Country Control
- Start and Finish
- Doctor
- Vet
- Fence Repair
- Secretary

Cross Country Commentary

Radio sets stationed at key pre-planned points round the course or from information supplied by the Fence Judges with radios.

Action in an Emergency

The Fence Judge must:

- a) Take immediate **steps to assess the situation and, if appropriate, take** action to help the rider
- b) Inform Control by radio or flags of the problem **and continue to maintain contact.**
- c) Other fence judges should minimise normal reporting and leave the network clear if they hear another Fence Judge reporting a fall. They should pay particular attention in case control wants to stop the course.

5.6 The Day Before the Event

The cross-country course for a Branch or Area competition must be open for walking and a plan of the course posted by 2.00 p.m. on the day preceding the cross-country. Alterations may only take place after this time for Health and Safety reasons. *The Official Steward with the advice, when available, from the BE Technical Adviser must finally approve the PC110, PC Chairman's Cup, PC100, PC90 courses, and give advice on PC70 and/or PC80 Regional Courses when they are run on the same day.*

5:7 On the Day of the Event

The Chief Cross Country Steward must assemble the Fence Judges so that he, the Official Steward, the Controller, or the TA can brief them. At this briefing, the Judges should be issued with:

- Judges' and Officials' badges/Tabards
- Flags, for signalling and/or radio
- Stopwatch or watch with second hand – ideally the BE type if possible (*BE type watches are strongly recommended for Area so that the watches can be synchronised*).
- Whistle for warning spectators of approaching horses
- Pen or pencil with a clip board
- Instructions and Briefing Notes for Fence Judges. (It helps if they have them before the day)
- Accident forms
- Scorebooks or approved scoresheets when radio based Provisional Scoring is being used.
- List of competitors in starting order, ideally including late withdrawals.

The last four items should be clipped to the clip board.

The briefing should take place under cover – a barn, hall, or tent. The briefing will take approximately 35 minutes, and a further half an hour is necessary for fence judges to get to their fences. Briefing should be timed to take place at least one and a quarter hours before the start of the cross-country. All officials concerned with the cross-country should be in position approximately 15-20 minutes before the scheduled start. During this period, and while radio checks are being carried out, the Cross-Country Steward should go round the course and visit each fence to ensure the judges are in the correct position and help with any specific queries relating to their fence.

The person doing the briefing should welcome everyone and thank them in anticipation of their day's work. It is necessary to make sure that all Fence Judges are present and that all fences are covered. The Fence Judges need to be made aware of the 'Instructions and Briefing Notes for Fence Judges', and that they understand the contents. Someone, preferably the Controller, needs to explain how to use the radios, and make Fence Judges aware of who has radios and who the Fence Judges without radios should be reporting to. The Fence Judges

at fences with an L and Black Line Flag alternatives need to know how to judge them. Fence Judges should be made aware of the dangers to themselves when dealing with a trapped horse, and that they must wait for assistance. The Doctor, Paramedic or trained Advanced Emergency Medical Technician on the day should have the opportunity to talk to the Fence Judges at the briefing. Failing that, the Fence Judges, should be told that if they wish to discuss anything with the Doctor, Paramedic, or trained Emergency Medical Technician, they should do so before the first horse sets off. This procedure may be modified to maintain a Covid-19 safe environment for volunteers and officials. There are now Cross-Country Fence Judge briefing videos, which can be viewed prior to the day of the event:

<https://pcuk.org/sports/eventing/fence-judge-briefing-videos/>

Procedures and checks carried out before the start are detailed under the section on Control.

Cross-Country Control Guidelines

The Cross-Country Controller is responsible for the safe running of the Cross-Country phase at Pony Club Events. During the running of the cross-country, they also have overall responsibility for the medical and veterinary cover on the site. It is advisable to use an experienced Controller who controls for BE events. He is responsible for:

- Ensuring effective communications.
- Monitoring the dispatch of competitors on the Cross-Country.
- Acting in the event of any incident to a rider, horse or damage to a fence, or any other incident, through the deployment of the medical, veterinary and fence repair personnel under their immediate control.
- Deployment of emergency services to other parts of the event such as show jumping, dressage or horse box park, to ensure that adequate cover remains on the cross country. The Controller should advise the Official Steward if ambulance cover is not available to the cross country.

The Control Box Team should consist of:

- Controller - **The Controller and the Commentator MUST NOT be the same person.**
- Commentator
- Relief Controller/Commentator
- Plotter or Fence Net Controller
- Provisional Scorer if possible. Required if scoring is being done by Wi-Fi.

The tasks of a Controller

- Confirm the effectiveness of radio networks.
- Run the radio networks.
- Brief the control team.
- Manage the control team in rotation of the team throughout the day.
- Complete paperwork, e.g., Incident Log
- Make sure that all radio operators fully understand the requirements of control and how to report to control.
- Make sure all personnel are in place and ready for the start of the cross country.
- Control the flow of horses onto the course.
- Direct necessary services to any problem

- Stop horses from starting and on the course in the case of an accident requiring the course to be held.
- Keep the necessary people informed of progress with any incident.
- Make sure any held times are collected as soon as possible after horses are re-started from a hold.
- Agree at the beginning of the day a code with the Official Steward for them to change to a separate channel for any sensitive information.
- The Controller is responsible for instructing Fence Judges to stop a competitor who is eliminated, or when requested of the Official Steward (e.g., for dangerous riding, loss of hat, etc.) At Branch events at PC70 and PC80, eliminated competitors may sometimes be allowed to continue at the discretion of the Official Steward.

In addition, the Controller may:

- Establish the control team following agreement prior to the event with the Organiser.
- Assist the Official Steward in the briefing of Fence Judges and Radio Operators.
- Assist the Official Steward in agreeing the radio deployment to ensure safe surveillance of all fences and the track between fences, in the event of a fall on the flat. In many instances it is usual and acceptable for the Controller to draw up the plan and circulate it as appropriate.

Plotter/Fence Net Controller is responsible for the communication on the fence net. This member of the team has a radio link to the fence net. In an incident this person's role is to ascertain from the Fence Judge the nature of the problem and what help is required, as well as closing down the course and ensuring any other horses are held. This leaves the Controller to alert the emergency services and then to dispatch them.

In addition, the **plotter/fence net controller** will

- Move the rider's details along the plot board.
- In the event of an incident ascertain from the fence judge the nature of the incident and the assistance required.
- Mark any penalties on the commentary slip as incurred.
- Act as an extra pair of ears and eyes for the Controller

Commentator

The object of any commentary is to give sponsors, public, competitors and their connections, volunteers and the press, as much timely information as practicable.

The Commentator must ensure he has the necessary facts to hand, which may well require a considerable amount of homework.

No Commentator should be called upon to act as a Controller at the same time as commentating, even as a temporary measure. However, the Commentator should know what the emergency procedures are and where all the services are at all times. This is not to say that the Controller and Commentator cannot change roles – they often do.

The commentary is more interesting if there is a provisional scoring system available and a provisional scorer(s) in the control team can help with this. The Commentator can then be provided with dressage and show jumping penalties before the competitor starts the cross country. They can provide the Commentator with information on cross-country faults, times from the start and finish, and thus allow the Commentator to give a provisional score.

It is helpful if the Commentator has plenty of additional information to be able to fill in when there is an incident, and the cross-country course has to be closed for a lengthy period. This might include some history of The Pony Club, history of the Branch hosting the competition, future Pony Club activities etc. Competitors can also be asked to provide a brief resume of their achievements and that of their mount.

Section 6: Health & Safety, Medical and Veterinary

Points covered in this section:

HEALTH AND SAFETY – This is covered in depth in The Pony Club Health and Safety Rulebook, including incident management.

The Health and Safety section of The Pony Club website is the core source of current information for Health, Safety, Welfare and Safeguarding and contains all current versions of guidance, procedures and support material.

The Branch Health & Safety Officer should ensure that they attend or there is an Appointed Health and Safety Steward present at major competitions.

MEDICAL

- Medical Cover
- Action on arrival/during event – Doctor/Paramedics
- Transport
- Rider Medical Armbands
- Body Protectors
- Concussion
- Accident Reporting
- Acknowledgements

VETERINARY

- Veterinary Cover
- Action on arrival/during event – Vet

It is important that both the Medical Team and the Veterinary Surgeon are aware of the start time, and the approximate finish time, when running an Area Competition. This also applies at Branch Events with large entries. Paramedics and Ambulance teams may have restrictions on the number of hours they can work.

6:1 Medical Cover

The following requirements are common to all events: -

- a) There shall be an Appointed Person, **and ideally** a First Aid Point (e.g., Tent, Caravan, Horsebox etc.) and a Trained First Aider.

It is the responsibility of the Organiser to have the appropriate cover for the type of event, considering the number of participants and spectators.

The most important thing is that the Organiser carries out a written Risk Assessment. As part of the Risk Assessment the Organiser will decide the appropriate level of cover required. The minimum cover required for Pony Club Events is set out in the current Health and Safety Rulebook. Risk assessment templates can be downloaded from <https://pcuk.org/officials/health-and-safety/risk-assessments/>. There should also be,

by mobile phone or other means, provision to communicate with the off-site emergency services.

b) Prior to the Event

- i. The Organiser **MUST** inform the appropriate County Ambulance Service/Trust. The Organiser should provide details of the event, including dates, types of competition, ranges of ages of the competitors, details of medical/first aid cover, a precise location of the event, to include the postcode, Ordnance Survey grid reference point and a What3Words Reference.
- ii. A letter of confirmation must be exchanged with any medical supplier (See Health and Safety Rulebook). The letter will agree the first aid requirement for the day. A copy of the document "Ambulance Personnel and Ambulances" (See Health and Safety Rulebook) should be included with the letter of confirmation when an ambulance is required.
- iii. The Organiser should prepare a 'Medical Officer's Pack' in advance of the event to include:
 - Injury Report Forms
 - Concussion Forms
 - Event programme with planned times
 - Map of the XC course where applicable
 - **Notes for the Event Medical Officer** (See Health and Safety Rulebook)

c) At the Event

- i. The procedure for contacting the emergency services must be agreed with the Appointed Person, First Aiders and Medical Provider.
- ii. **Appropriate emergency telephone numbers should be listed, and a copy available in the Secretary's office.**
- iii. **Accident Reporting - The appropriate forms, as detailed in The Pony Club Health and Safety Rulebook, MUST be completed in the event of any accident/incident.**
- iv. **Insurance - The Pony Club Third Party Legal Liability Insurance Policy is extended to give cover for all Pony Club Competitions and Championships. Details of this insurance are given in 'Administrative Notes' in the current issue of The Pony Club Hand Book. In the event of any accident or damage occurring to a Third Party or the property of a Third Party (including the general public and competitors) no liability should be admitted and full details should be sent at once to Pony Club Office. A copy of the Evidence of Insurance should be displayed.**
- v. **Basic Standards of Medical Care**
 - Concussion - In the event of concussion, which may occur without loss of consciousness, riders are not allowed to ride again and an

examination by a doctor is compulsory, immediately at the event, or following transfer to hospital. **These riders, or their parents / guardians if under 18, must be issued with a concussion form by the Medical Officer.**

- Continuing after a fall - **Any competitor who has a fall or sustains a serious injury anywhere at the competition site should see the medical personnel on the day and be passed fit to ride before riding any other horse. See also 6.6 Re Area Trials and Championships**

Also see The Pony Club Health and Safety Rulebook.

DEFINITIONS

a) Appointed Person

Someone appointed to take sole charge of communications in the event of an accident. It may be appropriate for the Trained or Qualified First Aider to be the Appointed Person provided they are part of the team organising the activity.

b) First Aid Point

A designated area, such as a tent, caravan or horsebox, where first aid can be administered in privacy.

c) Trained First Aider

A person who has an EFAW or BHS First Aid qualification (see First Aid Training & Qualifications).

d) Qualified First Aider

A person who has a FAW qualification (see First Aid Training & Qualifications).

e) Ambulance Aid

A person who is fully trained in patient handling, medical gases and ambulance equipment.

f) Paramedic

A healthcare professional with the primary role of providing advanced emergency medical care.

Professional registration: Health Care Professions Council (HCPC) – www.hcpc-uk.org

g) Doctor / GP

A person who is experienced and qualified in the practice of medicine and can help maintain and restore physical and mental health. It is recommended that the appointed doctor has been trained in pre-hospital emergency care.

Professional registration: General Medical Council (GMC) – www.gmc-uk.org

h) Ambulance

A designated vehicle that is appropriately marked, identifiable and conforms to current regulations for the movement of injured or seriously ill patients. The medical provider must ensure it contains the necessary resuscitation, immobilisation and transportation equipment.

For transporting injured people on a public road, the Ambulance Provider must be registered with the Care Quality Commission (CQC). The provider will be able to give details of their registration which may also be checked on the Care Quality Commission website, cqc.org.uk. This site can also be used to search for registered ambulance providers in the local Area.

CQC registration is not required for ambulances that move patients within the confines of the event site. NHS Ambulances are all CQC registered, which does not need to be cross-checked.

i) Emergency Response Vehicle (ERV)

Usually, a 4WD vehicle containing all the equipment for use by the appointed Doctor or Paramedic.

j) Rescue Vehicle

A 4WD vehicle specifically designed for the moving of an injured rider to the nearest ambulance. It must be able to carry an injured person lying secured on a stretcher or long-board.

6:2 Action list for doctors/paramedics on arrival/during event

- a) **On arrival on site the First Aid providers should be given a “First Aid Information Pack” which may be made up by the organiser or may be obtained from The Pony Club office. A programme for the competition should be included together with a plan of the cross country course when included in the event.**
- b) Report arrival immediately
- c) Drive round Cross Country course and visit Show Jumping, Dressage and box park sites, checking locations, access to fences (all elements – both sides) turning space, etc.
- d) Agree with control and rehearse incident procedures using radios and flags (if possible)
- e) Try to be aware of the Official Steward’s whereabouts at all times.
- f) Locate outside telephone/ mobile phone.
- g) Contact local hospital if necessary.
- h) Be up-to-date with the medical rules for The Pony Club
- i) Check riders who report after falling.
- j) Check refreshment arrangements.

6:3 Transport

The doctor’s vehicle and at least one ambulance or rescue vehicle should be able to reach all parts of the site, including the Dressage and Show Jumping arenas, and everywhere on the Cross Country course. Therefore, these vehicles must be 4WD. If, for unforeseen reasons the ambulance cannot retrieve an injured person, it is meeting the county ambulance, it gets

stuck or it breaks down, etc.) then it can be towed, or a rescue vehicle dispatched to the injured rider. This rescue vehicle must be a 4WD, manned by trained First Aid personnel, and capable of carrying a safely secured stretcher.

6:4 Rider Medical Armbands

Medical Armbands are recommended at all times for all Cross-Country riding and must be worn by those with a medical condition that may impact on their care in the event of an emergency. They must be worn on the arm or shoulder. The Tack Steward should check the rider is displaying his/her own completed card (and not borrowed from another competitor).

It helps if the Secretary could have a supply of Medical Armbands and cards.

6:5 Body Protectors

Body Protectors are compulsory, current acceptable body protectors are BETA 2018 Level 3 standard (blue and black label). BETA 2009 Level 3 (purple label) body protectors will continue to be accepted by The Pony Club until 31st December 2024. Riders who choose to use the Woof Wear Exo body cage must lodge a key with the event organiser / secretary when they collect their number. The key must be passed to the medical personnel with a note of the competitor's number. All medical personnel should be briefed on how to operate the key and where the spare key is stored in the body protector itself. It is the competitor's responsibility to collect their key once they have finished competing.

If a rider chooses to wear an air jacket it must only be used in addition to a normal body protector. **Parents and Members must be aware that riders may be permitted to continue after a fall in training rides.** In the event of a fall, it must be fully deflated or removed before continuing, **after which, the conventional body protector will continue to give protection.** Air jackets must not be worn under a jacket and number bibs should be fitted loosely or with elasticated fastenings over the air jacket.

6:6 Concussion

Any competitor who has a fall or sustains a serious injury anywhere at the competition site should see the medical personnel on the day and be passed fit to ride before riding any other horse. **NB** The first fall of a rider in any phase incurs elimination. This does not preclude the rider from riding another horse subject to receiving medical clearance. The Official Steward or the Organiser is responsible for ensuring that this rule is enforced, and that a Concussion Advice Form is handed to the rider or parent or guardian if the rider is under 18.

6:7 Accident Reporting

The appropriate forms, as detailed in The Pony Club Health and Safety Rule Book, **MUST** be completed in the event of an accident. Where appropriate copies should be forwarded to The Pony Club Office, and Insurance Company, etc.

6:8 Acknowledgements

The time given by those providing the medical cover is, in many cases, given voluntarily or for nominal fees, and the organisers must ensure that this is acknowledged.

6:9 Veterinary Cover

- a) *At the Championships, including Regionals, a Veterinary Surgeon shall be present and instantly available. At Area Competitions they should be present at least during the*

Cross-Country Phase, and if possible during the Show Jumping. When not present there must be a Veterinary Surgeon “on call”.

At Branch level the Organiser must make every effort to have a Veterinary Surgeon present but failing that must make the best possible “on call” arrangements. *At Area competitions, the Veterinary Surgeon should have a horse ambulance, horsebox or trailer earmarked for use in case of emergency.*

In both cases, a tarpaulin should be available to cover a horse should one suffer a fatal injury, and the telephone number of the Hunt Kennels or Knackerman noted in the Secretary’s Tent.

- a) The Veterinary Surgeon and Medical Personnel and the Ambulance are best situated during:
 - i. Dressage only – near the Secretary’s Tent
 - ii. Show Jumping – until Cross-Country starts – near the Judges Box.
 - iii. Cross-Country – alongside Control

6:10 Action List for Vets on Arrival/During Event

- a) Report arrival immediately
- b) Drive round Cross-Country course and visit Show Jumping, Dressage and box park sites checking locations, access to fences (all elements – both sides) turning space etc.
- c) Agree with Control and rehearse incident procedures using radios and flags.
- d) Try to be aware of The Pony Club Official Steward’s whereabouts
- e) Locate outside telephone/mobile phone.
- f) Watch out for signs of distressed horses, abuse, lameness, unfitness, etc and report it to The Official Steward.
- g) Check refreshment arrangements.
- h) Be prepared in dire emergency to assist the doctor with too many human patients!

Valid horse passports should always be carried.

Vaccination: The current Pony Club requirements re vaccination against Equine Influenza are set out in The Pony Club Eventing Rule Book and are also detailed in the Health and Safety Rulebook. Please see The Pony Club website for the current requirements.

Section 7: Access & Traffic Movement

Points covered in this section:

- AA/RAC and Police
- Parking
- Entry/Exit
- Cattle Grids
- Thefts from Lorry Parks
- Tractors

7:1 AA/RAC and Police

The approaches to the venue should be signposted. If desired the local representatives of the A.A. or R.A.C. may be asked to undertake this, but usually require two to three months' notice and they will charge for their services. The Police should be informed about the event well in advance, and if you are worried about traffic problems on the highway you should consult them. They might erect Police Warning signs. PC Signs can be purchased from Sportsmark Signs. www.sportsmark.co.uk/c/6/event

7:2 Parking

There should be a steward allocated to direct the parking. This is particularly important when parking is likely to be 'tight'. *At Area Trials it can be a difficult job because in some Areas all members from the same Branch park together, and while this is popular it does need careful organisation. The Steward must be available for parking cars and horse boxes AT LEAST two hours before the Dressage starts, and they should be briefed about where the Officials are to be sent.* If possible, the horse box park should be close to the road and have a downhill exit.

It is much safer if horse boxes and trailers are parked in a separate park from that provided for cars. This must be pointed out in your schedule if you intend to do this.

It must be remembered that it is a Health and Safety requirement to provide Horse Walks to separate horses/ponies from spectators, when going to and from the different phases of the event.

7:3 Entry/Exit

Where an event will be using gates, which directly or indirectly allow access to the public highway, these gates should always be shut or manned when there is any possibility of a loose horse escaping from the event onto a road. In situations where there is no fixed gate in situ, a gate, barrier (even a vehicle or two to block the exit) or a moveable fence should be erected for the duration of the event.

7:4 Cattle Grids

If there are cattle grids anywhere near any part of the event where a horse, mounted or galloping loose, could possibly get to, then the grids must be securely gated, barricaded, or

suitably covered so that there is no possibility of a horse being injured. As a last resort a vehicle or two may have to be parked on top of the cattle grid, but they must completely cover it and beware of blocking an emergency exit/route.

7:5 Thefts from Lorry Parks

In recent years there have been an increasing number of thefts from cars and lorries at Events, particularly in the lorry park. This is a difficult problem to combat and vigilance is the main weapon. It is recommended, if you feel this will be a problem, to mention it from time to time on the loudspeaker system.

7:6 Tractors

If there is any possibility of horse boxes, cars or an ambulance becoming stuck due to the ground, then you must arrange for a tractor to be available on the site. If a towing fee is to be charged a notice should be displayed, and the insurance implications should be clarified first. The practice of charging a towing fee is therefore strongly discouraged. It is much safer to use a webbing strap for towing rather than a chain.

Section 8: Site Matters

Points covered in this section:

- Catering
- Litter
- Toilets
- Farrier
- Marquees/Portacabins/Caravans
- Trade Stands
- Water

8:1 Catering

Lunch should be provided for the Official Steward, Dressage Judges, the main sponsor's party, Show Jumping Judges, Fence Judges, Scorers, First Aid etc. Alcohol should not be offered during the day to any judge, steward, or other personnel, whilst acting in an official capacity, including lunchtime, if on duty again in the afternoon. Your helpers should all be informed before the day if they need to bring any of their own food or drinks.

Whenever possible it there should be at least one catering outlet enabling competitors and the public to purchase food and drinks. *This is particularly important at Area Trials when some teams will have travelled a long way and had an early start.* This can be mentioned on any schedules, posters, or other advertisements.

8:2 Litter

If the landowner is to be in a good frame of mind when he is asked if he will allow the Event to be held on his land again, the state of cleanliness that his land was left in before will be a major factor affecting his decision. This point must be carefully considered; waste bins should be provided and the means to empty them. Competitors should also be reminded to tidy up around their trailers/lorries and not to 'muck them out' into the lorry park.

8:3 Toilets

Very important! Nothing sours competitors and their supporter's more than inadequate toilets. There are now many contractors offering a whole range of mobile solutions. In addition to toilets in the central area near the lorry park consideration should also be given to placing them near Dressage, Show Jumping and the Cross Country start/finish if these are a distance away.

8:4 Farrier

At Branch, and especially at Area events every effort should be made to have a farrier on site or at the very least on call. The Farrier should collect his own fees unless there is an arrangement for a retainer.

8:5 Marquees/Portacabins/Caravans

Accommodation is required for:

- Secretary
- Scorers

- Caterers
- Officials/Sponsors
- Information point/Numbers (if not being printed by competitors)
- Scoreboards and writers (unless relying on Pony Club Results online)
- Starters and timekeepers

8:6 Trade Stands

Trade stands at an event enhance the event as a whole and can be an additional source of income. At least you should try to have a tack stand present for the benefit of the competitors.

8:7 Water

Water point – tap, trough* or water bowser – is essential and, ideally, should be close to the box park. A water bowser should be provided, preferably at the end of the cross country course, when hot weather is forecast. (* The Pony Club's current guidelines on Bio Security recommend that, if a trough is used, 'dipping buckets' are provided to prevent contamination by competitors using their own ones.)

Section 9: General Administration

Points covered in this section:

- Classes
- Stewards
- Finance
- Publicity
- Programme
- Sponsorship
- Supplies Available to Order from the Pony Club Shop at Wainwright Screenprint
- Entries
- Order of Starting
- Starting Times
- Running Order
- Scoring – Manual and Computer
- Rosettes
- Prize-Giving
- Reminders
- Jury of Appeal

9:1 Classes

For the purpose of these guidelines, we will refer to classes as the following: PC70-PC110 an appropriate Dressage Test from those listed in the Rules, under Appendix B, should be chosen. Rules for SJ and XC speed and height can be found in the current Pony Club Eventing Rule Book and appropriate tables earlier in this guide.

9:2 Stewards

The Eventing Committee will appoint an 'Official Steward' for your PC110/PC Chairman's Cup/PC100 and PC90 Area competition. If you are running your multiple qualifiers at the same venue the Organiser and Official Steward should agree on and appoint an Assistant Official Steward who is not the Organiser. The Organiser should contact the Official Steward as early as possible in the year, to make the plans. This is particularly important if the Organiser has no previous experience of running Area Eventing, or if the site or Cross-Country Course are new. In this case it can be beneficial for the Steward to visit the course at least four times. The organising Branch is responsible for paying the travelling expenses of the Official Steward at an Area Competition. It is recommended that the Organiser discusses the expenses as to when and how they are paid at an early date.

At Branch Events the Organiser should appoint an Official Steward for the day of the competition. **Ideally, due to the conflict in the roles, this should not be the Organiser unless at smaller Branch Events.** This person should be someone with experience of eventing and running an event. Their primary role will be to support those running the event and deal with disciplinary matters.

9:3 Finance

- a) *General – It is realised that in these days, the first time an Area Trial is held at a new site, it will almost inevitably run at a loss. Also, it can now be uneconomic to run a PC110 class. By running the PC Chairman's Cup/PC100/PC90 and even PC80 Regional (numbers permitting) with the PC110, or moving the PC110, with the agreement of The Pony Club and British Eventing to a BE Open Novice competition this can help costs considerably. It is also hoped that any loss can be recouped by running it for a second year or holding competitions over the course later in the same year or the following one.*
- b) At Branch and Area Events it is important to prepare a thorough budget of the likely expenditure and set your entry fees at a rate to cover this expenditure, and also make a profit. Ideally you should have a good idea of the breakeven point financially for the number of competitors.
- c) Entry Fees – Entry fees for Events must be worked out to cover the costs and to produce a surplus, if required, as stated under Finance. The entry fee must be stated in the schedule, and this fee is usually required to be paid at the time of entry – either online or sent in with the competitor's entry form. In addition to the Entry Fee a levy may be charged towards Paramedic Cover – either at the time of entry or when competitors collect their numbers or declare. *Entry Fees for Area Competitions may be paid to the Organising Branch with Entry Form 'A'. (If used) or via the online entry system.*
- d) Charges – for car and coach parking are left to the discretion of the Organiser. Although competitors and their District Commissioners (or appointed Representatives) shall be admitted free to the ground, they could well be charged for ringside parking places.

9:4 Publicity

Good publicity will make an event a financial success. It may be appropriate to include a small sum in the budget for this. Publicity for Eventing as a whole is undertaken by The Pony Club Office, but additional local publicity for each Area Trials is recommended. Information sent to the local newspapers for publication before the Trials can show good results, as can the responsible use of social media. Good publicity at Branch Events will help with entries, especially if you have non-Pony Club classes.

9:5 Programme

Initial work on the programme can start several months before the event takes place, leaving only the list of entries to be compiled at the last minute. The later the printer can accept this, the better, so that the programme does include substitutions. The programme should be provided for sale to spectators and competitors. The national sponsor's name shall appear on the heading. It shall give the name of competitor's number, forename and surname, age, Branch, name of horse, height of horse and owner of horse. Columns for writing down the scores are appreciated by spectators. The name of the Official Steward, Dressage Steward, Show Jumping Steward, Cross Country Steward, Chief Judges and the Jury of Appeal should be given. It is advisable to print a note in your programme warning spectators of the consequences of assisting a competitor in the cross country and show jumping, other than as

allowed for. This could also be given out over the loudspeaker. Additional space, if any, might well be devoted to a brief description of Eventing, the names of other judges and officials, and an outline of the work of the Pony Club. It is a good plan to print in the programme the date and place of the Championships. A course plan should be included if possible, showing the position and number of the fences and must show compulsory turning flags. It is well worth trying to get local firms to take advertising space in the programme, as this will help to pay for printing costs. Firms should be contacted early and could be told the price, the size of the page, such technical data as your printer will require (e.g. block, logo, pictures, file format etc.) and the final date for the receipt of copy. It is important to have someone dedicated to selling these programmes or you may end up with quite a few at the finish of the event.

It is acknowledged that nowadays it is unlikely that Organisers will be able to recoup the cost of the programme from sales and an expensive programme can put a strain on the Organising Branch's finances. In some circumstances it may be more cost effective to have an outer cover printed containing the key information outlined above, together with any local advertising, and to insert printed copies of the running order. It has now become the custom for the majority of Area Events, and indeed many Branch Events, to rely on the Pony Club Results portal to include much of the information above and provide live results.

9:6 Sponsorship

As well as advertising space it is quite acceptable to get sponsors for your Cross-Country fences, Show Jumping arena, Dressage arenas etc. The only stipulation is that these sponsors must not be business competitors of the national sponsors.

At Branch Events the above will apply, but there will not be a national sponsor to cater for.

9.7 Supplies Available to Order from The Pony Club Shop

Pony Club Stationery, Score and Test Sheets (wainwrightscreenprint.co.uk)

- a) Copies of the Rules for Pony Club Eventing*, Dressage, Show Jumping and Health and Safety. (Can also be downloaded from The Pony Club Website. (*1 copy sent FOC to Area Competition Organisers)
- b) Instructions for Cross-Country Fence Judges
- c) **Dressage**
 - Test Score Sheets – 1 per competitor
 - Dressage Test crib sheet (Also available on request from The Pony Club Office).
- d) **Cross-Country**
 - Fence Judge Score pads (2-part sets) 8 competitors on a sheet.
 - Cross-Country time sheet pads (gold pads) 8 competitors on a sheet.
 - Cross-Country time score sheets (green pads) 8 competitors on a sheet.
 - Cross-Country jumping score sheet (White A4) 24 competitors on a sheet.
- e) **Show Jumping**
 - Show Jumping score sheet pads (pads of 2 part sets) 10 competitors on a sheet.

f) **Results**

- Master Score sheet (white A3) 42 competitors or 1 section on a sheet
- Scoreboard writer's score card (white A4 card) 42 competitors on a card
- Team results card 1 card per team

- g) **Hat Tags and Medical Armbands** – Please decide if you will have them available on the day of the competition, and if you do, that you have a person responsible for inspecting the hat and fitting the tag. It is a good idea to state in your schedule if hat tags and medical armbands will be available on the day of the competition. (Some Branches sell hat tags at competitions at a premium rate).

When a competitor does not have their hat tagged, and you have no hat tags for sale, the competitor must have their hat inspected. If it complies with the Pony Club standard, they should be allowed to compete, and the other tack checkers made aware of the decision.

- h) Concussion Advice Forms

PLEASE MAKE SURE YOU SUBMIT YOUR ORDER FOR THE ABOVE AT LEAST 3 WEEKS BEFORE THE COMPETITION.

9:8 Entries

At both Branch and Area Events, Organisers are encouraged to use online entry systems.

9:9 Order of Starting

At Area the order of starting for teams and individuals, and for individuals in their sections, shall be established by ballot (but with due regard for the convenience of Branches travelling great distances), after the closing date for entries. In the Show Jumping and Cross-Country; the individuals should be fitted in at convenient points in the order. Team Managers do not like their team members all at the same specific time in the Dressage arenas, so the individuals can be used to stagger the team member's times. The following may be helpful:

- a) *For the Team Competition, where there are up to 72 individual competitors on the day, whether they are Team members or Individuals, there shall be two dressage arenas, A & B. The first two riders of each team shall be judged in Arena A and the third and fourth in Arena B. Alternatively even numbered riders compete in Arena A and odd numbered riders in Arena B.*
- b) *For the Team Competition where there are more than 72 individual competitors on the day, whether they are Team members or Individuals, there shall be four dressage arenas, A, B, C and D. The first rider in each Team shall be judged in Arena A, the second in Arena B, the third in Arena C and the fourth in Arena D. If it is possible to provide only two arenas for such a number of individuals, there shall be two sections in each arena, one after the other, with four dressage judges.*
- c) **Where there are less than 20 individual competitors on the day, whether they are Team members or Individuals, it is permissible to run only one arena.**
- d) *The Team Competition shall be judged as one with one winning team and one runner-up, etc.*

- e) *Individuals who are not part of a team shall be divided in such a way as to balance the numbers in each Arena and stagger the times of Team Members.*
- f) *The Individual Competition (which includes both team members and individuals) shall be divided into Sections to correspond with arenas.*
- g) *It is not permissible to run the Team Competition in three sections Unless (an unlikely event) **all** teams entered teams have only three members!*
- h) *At Branch Events your entries will be more concerned with individuals. At both Branch and Area Events you will have to allow for riders riding more than one mount, either in the same class or in different classes.*

9:10 Starting Times

The timetable for the whole trial including the lunch interval, if any, should be carefully worked out beforehand and the order and starting times of competitors—published at least 24, preferably 48 hours in advance. This can be uploaded to Pony Club Results (if used) or the information can be put on website or sent/emailed to the Team Manager of the Branch concerned. You should avoid publishing the times too early as there are always changes with withdrawals and substitutions, but they must be available at least 24 hours before the competition. While every effort should be made to be as accommodating as possible it should be remembered that no further changes can be made once the competition has started (i.e. the first competitor in that class has entered the Dressage Arena).

The production of the timetable is an important matter and one that frequently does not receive the attention that it deserves, with the result that events are unnecessarily prolonged. A one-horse rider will only be competing for some fifteen minutes out of the seven or eight hours that many events take to complete. Start by setting the dressage timetable remembering to check the length of time required for the test being used, plus two minutes; insert sufficient number and length of coffee breaks and remember a lunch break for helpers in the dressage if running a lot of classes. Now is also the time to level out the end of uneven length sections, insert show jumping course walks, course change breaks and tighten up XC running time if necessary. A competitor should be allowed a minimum of 45 minutes between Dressage and Show Jumping and 30 minutes between Show Jumping and Cross-Country.

For Branch events it is suggested the competitors are given a telephone number and time to ring for their times or use your website or email.

To avoid numerous phone calls, the internet is a source of valuable information of the event's status and therefore should carry all relevant details regarding entries, withdrawals, acceptance of late entries and likelihood of abandonment.

Dressage - Competitors should start at about 6 minute intervals, depending on the test. (This is decided by adding 2 minutes to the length of the test)

Show Jumping - at 2 minute intervals.

Cross-Country – ideally not less than 2 minute intervals. (Depending on the length of the course there may be two or more riders on the course at the same time).

Adjustments

It is essential, if the interest of the spectators is to be maintained, that competitors in the Show Jumping and Cross-Country should follow one another consecutively and without intervals between Teams. Phases must start at the published time. The temptation to start these tests too early should be resisted, and should it become apparent that one test is 'catching' up another, it is best to announce a complete break of say, 30 minutes for tea or refreshments, before proceeding. It shall be the Organiser's responsibility to check at frequent intervals throughout the day the rate of progress of each test and to make any adjustments necessary.

9.11 Running Order

It is important to supply all your Officials with running orders, which are as up-to-date as possible. This cannot be emphasised too strongly because it is an important aid in the efficient running of your competition.

9.12 Scoring

An increasing number of competitions are now being scored using Pony Club Results (see below). To ensure the smooth running of the system it is important that the Chief Scorer should be fully conversant with it, and those on the network should have been fully briefed. Sufficient computer terminals and ancillary equipment should be sourced, together with a reliable Wi-Fi link and sufficient power. (However, a backup plan must be in place in case of a power failure or other catastrophe.)

A) Manual Preparation

Before the competition starts, the scorer should insert on the master score sheets the numbers, names and other details of the competitors in section order (not in programme order), one section per sheet. If there is no printed programme, this should be done in dressage starting order for each section.

The scoreboard writer should insert these details onto the scoreboard writer's score cards in programme order (not in section order), and then onto the scoreboard. If there is no printed programme, this should be done in cross country or show jumping starting order. The name of each Branch, the numbers and names of the members of that Branch team should be inserted onto the team results cards.

No preparation should be done to any judge's score sheets or to any time sheets, or to the cross-country jumping score sheets. This is because competitors may not always compete in programme order and there is ample time for the judges and timekeepers to fill in these details during the course of the competition.

The scorers should thoroughly acquaint themselves with the scoring material, cards to be used and the procedure for calculating and producing the results beforehand. It is advisable for the scorers to meet beforehand to discuss the work involved, and to apportion the various tasks between the members of the scoring team.

Scoring procedure

N.B. - every calculation and result must have been checked by a second person before the final scores and placings are announced. It is essential that the scorers have privacy and quiet for their work. They should be protected from the public and other officials not directly concerned with scoring but should not be located so far away as to cause inconvenience or delay.

- a) **Dressage.** In each arena the judge uses one dressage score sheet per competitor, which is marked by the judge's writer and signed by the judge. Sheets should be

collected regularly, so that the scorers have a steady stream. The scorer must check that all the movements have been marked. If there are any discrepancies or items missing, the sheet should be returned to the judge in question for correction or completion.

The judge's good marks (from 0 to 10) should be added together, deducting any error of course. The percentage of maximum possible good marks available is then calculated. This value is shown as the individual mark for that judge. In order to convert the percentage into penalty points, it must be subtracted from 100 with the resulting figure being rounded to one decimal digit. The result is the score in penalty points for the test. When there are two judges per arena, their penalty points are then averaged. The scorer initials the sheet and it is checked and initialled by another scorer. Dressage crib sheets are available from the Pony Club office, which give the total good marks and penalty points for every possible score for every test. These will help to save time and avoid miscalculations.

The penalty points are copied onto the master score sheet on the line for that competitor.

- b) Cross-Country.** Cross-country score pads (2-part sets of carbonless paper) are used for each jump. The fence judge places a card under a 2-part set and enters on each sheet the number of the jump, the consecutive sheet number and their name. The number of each competitor is entered only when he can see it, as competitors may not always compete in programme order. They must tick the sheet if the competitor is clear at that jump or enters penalty points as they are incurred. The total penalty points for that competitor are added and entered, and any notes if appropriate, are written on the score sheet. If a competitor has to be stopped before a fence, the fence judge of that fence will, from their stopwatch, record the time at which that competitor was stopped, and the time at which they were restarted, and write these times on the score sheet. The first of these times will be deducted from the second to give the stopped time in minutes and seconds for that competitor. The top sheet of each 2-part set should be collected by a runner after about every eight competitors, leaving the lower copy sheet in the judge's pad. Runners will collect sheets from a section of the cross country course, going around the jumps in the same sequence as that in which they are jumped. The score sheets are taken to the scorer's office.

The starter, timekeeper and assistant(s) form a team of three, possibly four people. Cross-country time sheet pads (2-part sets of carbonless paper) are used for recording times. The timekeeper's assistant places a card under a 2-part set, and enters on each sheet the consecutive sheet number, the optimum time and the time limit for the course. Before a competitor starts, the assistant writes the competitor's number at the top of a column on a time sheet. Using a continuous-running digital stop-watch or clock, the starter should count down and start that competitor, take the starting time and give it to his assistant, who will write it in hours, minutes and seconds in the correct column on the time sheet. If a competitor starts before the signal to start is given, their starting time will be recorded from the moment they started. The timekeeper's assistant should write these points (if any) in the space for early-starting penalties. When a competitor finishes, the timekeeper should take the finishing time and give it to the assistant, who will write it on the time sheet for that competitor. The timekeeper's assistant should deduct the starting time from the finishing time to calculate the time taken in minutes and seconds. The assistant should write any appropriate remarks e.g. 'Did not finish';

stopped on course, etc., in the space provided. The top time sheet of each 2-part set should be collected every eight competitors by the score sheet runner who looks after the latter part of the cross country course, leaving the lower copy in the pad. Care should be taken that no time sheet is taken which has on it the starting time of any competitor who is still on the course. NB Green timecards for each individual competitor may also be used.

The time sheets are taken to the scorers' office. In the scorer's office, a scorer checks and then copies the penalties from the cross country score sheets onto the cross country jumping score sheet and totals each competitor's jumping penalties. The scorer checks and copies the stopped time (if any) of each competitor from the cross country score sheets onto the appropriate column for that competitor on the cross country time sheet and deducts the stopped time (if any) to give the net time taken. They then calculate or read from a ready reckoner that competitor's time penalties and enter them onto the cross country time sheet. The early-starting penalties (if any) are added to give the total time penalties. The cross-country time penalties and jumping penalties are then copied onto the master score sheet. The same method applies for green time score cards.

- c) Show jumping.** Show jumping score sheets in pads of 2-part sets of carbonless paper are used and are marked by the judge (or the judge's writer). A card is placed under a 2-part set and the judge writes the class, speed, distance, time allowed, time limit, the sequential sheet number and the number of every obstacle on the course, allowing for doubles and triples on the sheet. The number and Branch of each competitor is entered as they come into the ring, as they may not always compete in programme order. Jumping penalties are inserted as they are incurred at each obstacle or a tick if the competitor is clear at that obstacle. At the end of a round the jumping penalties are totalled, the time taken is read from the clock, and the time penalties and total penalties are calculated. As each sheet of ten competitors is completed it should be signed by the judge and the top sheet (of the 2-part set) taken to the scorers' office, leaving the lower copy sheet in the judge's pad.

In the scorers' office, a scorer checks the total jumping penalties, the time penalties and the total penalties, and initials the sheet. The total show jumping penalties are then copied onto the master score sheet.

Results

The master score sheets should be kept right up-to-date throughout the competition, as this greatly facilitates the final calculations.

- a) Individual results.** When the penalties for the three tests have been entered on the master score sheet, they should be added together to give that competitor's final score in penalties.

When the final score for any individual who is also a team member has been entered, that total should be copied onto the team result card for that team.

Two of the sets of scoreboard writer's score cards should be used alternately for conveying scores from the scorers' office to the scoreboard and to the show jumping commentator. These two sets of scoreboard writer's score cards are best attached to a clipboard or placed in a clear plastic folder. In wet weather they should certainly be covered with clear plastic. The third set of scoreboard writer's score cards should remain permanently with the show jumping commentator.

The scorers should keep one or the other of the sets of scoreboard writer's score cards regularly and alternately updated in programme order (not in section order) from the master score sheets as any new score for any phase is entered onto them. Any one of these two sets of score cards will contain only about half of the scores, but between them, the two sets will contain all the scores.

The scoreboard writer should take one or the other of the updated score cards alternately from the scorers to:

- i. Update the scoreboard.
- ii. Update the scoreboard writer's score card in the show jumping commentary box.

The scoreboard writer should then return this score card to the scorers, and exchange it for the other score card, which will by then have been updated with the next batch of scores ready for the scoreboard writer's next tour.

b) Team results. After each member of the team's total score has been entered on the team results card, the penalties of the three team members with the lowest scores should be copied into the spaces provided and added together to obtain the team total. This team total should be copied into the space at the top right-hand corner, which is for ease of sorting. The completed team result cards should be arranged in a pile in order of their team totals (the smallest at the top and the largest at the bottom). The scorer should copy the team totals as they are produced from the team results card onto one of the two scoreboard writer's score cards, for transfer to the scoreboard and to the score card in the show jumping commentary box.

c) Final results. When the total penalties for the last competitor in a section has been entered on the master score sheet, the places of the award winning competitors in that section should be entered, the lowest score being first. The scorer should copy these, and the places of the award winning teams from the team result cards, onto one of the two scoreboard writer's score cards, for transfer to the scoreboard and to the score card in the show jumping commentary box.

At an Area Eventing competition, the team and individual results should be copied onto the supplied results sheet which, must then be signed by the Official Steward and the organiser. Alternatively, if computer scoring is used a printout/file of the results can be submitted. It is the responsibility of the Official Steward to confirm and 'sign off' the results.

d) Score board. The score boards should be easily accessed by competitors and the public, and as short as distance as practical to the scorers' office. In case of inclement weather, they should be under cover. A template can be downloaded for use in the programme, for score sheets, and may be enlarged for the score board. It is important to keep the Scoreboard updated regularly during the day - remember that the best checker of scores is the competitor so the quicker the scores are up the better. Once the all scores and places are written up they should be signed off and the time noted. The same principle applies to Team Scores. Competitors and Team Managers then have half an hour to raise any queries or objections before the Prize Giving may take Place. Where scores are posted online there should be a similar interval after the scores have been marked final. *It is particularly important to adhere to this procedure at Area Trials where members will be trying to qualify for the Championships.*

- e) **Announcing of results.** The interest of the competition is greatly enhanced by the prompt announcement of scores. Scores announced while the competition is still in progress should all be “subject to confirmation”; so that any errors later discovered may be rectified before the final results are announced. After the prize-giving no alterations to the results may be made without reference to the official steward.

Dressage score sheets should be handed out as soon as possible after the class or section has finished the dressage phase, but scorers must make note of the total good marks for dressage before releasing the sheets, because these marks will be needed in the case of equality.

B) Computer

A lot of Branches and now using Pony Club Results, but it must be remembered a computer requires power, either the mains or a generator. If using a generator, it must be of sufficiently high wattage to power a printer (minimum 750 watts). A portacabin, a large caravan or room in a house is needed for the scorers to work in. A reliable wi-fi connection will be required. Wherever possible scores should be kept live throughout the day. A training session on Pony Club results can be booked via www.eventingscores.co.uk.

C) Results using online scoring systems

All results posted or written up during the course of the competition are ‘Provisional’ until all scores for that Section/Class are complete and they have been marked Final by the Official Steward.

9:13 Rosettes

*Unless otherwise advised Organisers are responsible for supplying the rosettes for Area Events. When there is a National Sponsor the rosettes need to have their name on them. The Craddock rosettes are special rosettes sponsored by Mrs A. Craddock and are awarded to all competitors in the PC110, PC Chairman Cup and PC100 Area Competitions who have achieved clear rounds both Cross Country and Show Jumping **without time penalties**. They are supplied by The Pony Club Office.*

Rosettes for Branch Events are organised by the Branch running the event.

9:14 Prize-Giving at Area Competitions

It is suggested that a plan is worked out for presenting the awards at the end of the event. The prize-giving might take place in the jumping arena, or some other place convenient to the loudspeakers.

The THANKS, which is the duty of the Official Steward, should be made at the start of the prize-giving, rather than at the end when people will be drifting away.

While there can be a mounted parade of all competitors, with classes often concluding at different times during the day and as some teams may have a long distance to travel it is now quite usual to have a dismounted presentation. It is a good plan to announce at the prize-giving the names of those who have qualified for the Championships, and to give them their ‘qualifying envelopes’ (information on the entry procedure for the Championships) or ask them to pick the information up from the Secretary. (This information should have been provided by The Pony Club Office). It is suggested that the awards are made in the following order:

- a) **Team Competition.** Rosettes for 1st, 2nd, 3rd, 4th, 5th and 6th (All four members of the Team should receive the awards and not only the three whose scores have counted towards the team total).
- b) **Individual Competition.** Rosettes for 1st, 2nd, 3rd, 4th, 5th and 6th.
- c) Craddock rosettes – PC110, PC Chairman's Cup and PC100 only.
- d) Any additional local awards/trophies.

Rosettes may be awarded to placings higher than 6th at the discretion of the Organiser.

If there is a mounted prize giving it may be found preferable, after the original line-up of teams in their correct order, to draw out the individuals, one at a time, to receive their awards, although if time permits, the award winners in each of the individual sections in turn may draw forward and line up for their presentation.

9:15 Reminders

- a) Please ensure that those who have qualified have are given details of the entry procedure for the Championships.
- b) **The return of Results, Steward's Report (and copy of programme, if available) shall be sent as soon as possible after the Event (not later than mid-day the following day) by First Class Post or emailed to The Pony Club Office. When the competition is run on or near the last qualifying date the results must be emailed to the Office straight away.**
- c) The names of the Team/s and Individuals who have qualified for the Championships shall be identified on the Final Results Sheets.

These points are important as they enable the urgent arrangements for the Championships to be made.

9:16 Jury of Appeal

The following people should be informed that they constitute the Jury of Appeal.

- The Official Steward or Assistant Official Steward
- A Dressage Judge
- The Chief Show Jumping Judge
- The Cross Country Steward
- Any member of the Pony Club Eventing Committee present.

The Official Steward may appoint a replacement for any member of the Jury if the need arises.

Any three members from the above shall form a quorum.

At the Championships the Jury of Appeal shall consist of those members of The Pony Club Eventing Committee who are present, and three of whom shall form a quorum. *At both the Area Competitions and the Championships at least three members of the Jury of Appeal must remain on the ground until half an hour after the final scores have been published.*

Section 10: The Role of the Official Steward at Area Competitions

Points covered in this section:

- *General*
- *First Visit*
- *Second and Subsequent Visits*
- *The Day Before the Competition Check*
- *The Day of the Competition*

10:1 General

The Official Steward represents The Pony Club at the Event and is responsible for ensuring that the competition is run in accordance with the current Pony Club Eventing Rules and Eventing Organisers' Handbook . (While based on BE Rules there are some minor differences). This means that they must not only make certain that the general layout, the Dressage Arenas, the Show Jumping and the Cross Country courses are in all respects suitable for competition, but also that ALL Officials fully understand the rules, as far as their particular jobs are concerned. On the day of the Event they will oversee the competition including any disciplinary matters.

They are responsible for briefing the Fence Judges but may delegate this duty to the Cross Country Steward, Controller or TA if present).

They are authorised to insist on any alteration being made if in his opinion this is necessary, but IT IS OF THE UTMOST IMPORTANCE FOR THE SUCCESS OF THE COMPETITION THAT THEY SHOULD CO-OPERATE FULLY WITH THE ORGANISER AND GIVE THEM SUCH ADVICE AND HELP AS IS NECESSARY, PARTICULARLY DURING THE PREPARATORY STAGES.

*For these reasons it **may** be necessary for them to make several visits to the site to contact the Organiser and the Course Builder in addition to being present on the day of the competition and the day before.*

In order that they can take part in the planning and preparation at an early stage, they should, as soon as possible after their appointment as Official Steward, contact the Organiser and arrange to make their first visit.

*The number of subsequent visits will depend on the experience of the Organiser, the site, facilities available, the knowledge and efficiency of the Course Builder and the amount of work required on the Cross-Country course. **They should endeavour to be present when the TA inspects the Cross-Country course.** NB it is most unlikely the TA will be present on the day, or the day before, and therefore in their absence the Official Steward is solely responsible for the final approval of both the Cross-Country and Show Jumping courses. On the day they will be, in consultation with the Organiser, ultimately responsible for any modification to the Cross-Course cancellation or abandonment of the Event.*

10:2 First Visit

At the beginning of the preparatory stage, they must make sure that:

a) The LAYOUT allows for:

- i. Dressage arenas on flat ground including suitable warming up and collecting areas.
- ii. Show Jumping arena at 60 x 80m up to 75 x 95m on moderately flat ground, or an all-weather surface arena which may be slightly smaller.
- iii. Cross-Country course – please refer to the tables for the different levels for the distance required.
- iv. Adequate parking space for horseboxes with sound access.

b) The following will be available:

- i. Dressage – Arena Boards and letters
- ii. Show Jumps of BSJA standard, jump numbers, timing equipment, judge's box or caravan.
- iii. Material for Cross Country fences, list of available portables.

c) THE OUTLINE PLAN OF THE CROSS-COUNTRY COURSE with proposed sites and types of each obstacle is agreed with the Organiser and Course Builder, (This may well take more than one visit), 'L' and Black Line obstacles except at the entrance to water should not be considered at this stage. All obstacles must be sited so that a vehicle can get to them to evacuate casualties.

d) OFFICIALS – encourage the Organiser to appoint their Cross-Country Steward, Cross-Country Controller, Show Jumping Judges and Chief Scorer as soon as possible, so that they too are in on the early planning.

10:3 Second and Subsequent Visits

a) ADVISE on any problems that have arisen during the preparations to date and in particular the construction of the Cross-Country obstacles.

b) PLAN THE 'L' AND BLACK LINE OBSTACLES if construction of the Cross-Country course is sufficiently far advanced (It is often difficult to plan an 'L' or Black Line Flag obstacle or the need for one until the severity of the main obstacle can be seen). Care will be needed in siting the elements of such fences to avoid creating a judge's problem where it may be difficult to decide what was the rider's intention – i.e. if a poor attempt to jump the more difficult fence can be disguised as the approach to the 'L' Fence.

c) Check the arrangements for:

- i. **Laying out** the Dressage arenas.
- ii. **Length of course** – satisfy himself that the course has been accurately measured.
- iii. **Building** the Show Jumping course.
- iv. **Spectator control** as necessary.
- v. **Communications** including the public address.
- vi. **Scorers and the scoring system** including the collection of score sheets and the siting and writing up of the scoreboard to ensure the minimum delay in announcing results. Or if scoring is being done via Pony Club Results there is provision for a Wi-Fi (or cell) network, sufficient computers, power, etc.
- vii. **Appointments and briefing of all officials.**

- viii. **Medical and Veterinary** arrangements.
- ix. **Catering and toilets**
- x. **Water** in horsebox park
- xi. **Outline timings** for the day, including Fence Judge briefing.

10:4 The Day Before the Competition Check

- a) **General arrangements** – Previously agreed.
- b) **Dressage Arenas** - Ensure that they comply with the Rules in **ALL RESPECTS**
- c) **Show jumping course** - Must be ready for inspection by competitors at least one hour before the test starts. A plan of the Show Jumping course should be displayed.
- d) **Cross-Country Course** - Ensure that:
 - i. All necessary alterations have been completed.
 - ii. Obstacles, including 'L' and Black Line Alternatives are correctly numbered and flagged.
 - iii. All portable fences are properly secured.
 - iv. Take-offs and landings – if, despite care in planning, you are in doubt it is better to take the fence out before the competition starts, rather than chance it.
 - v. Mark or make a note of any rabbit holes, so that you can be sure that they have been dealt with. It is better if they are left to be filled in first thing on the morning of the competition.
 - vi. Turning/direction flags as have been agreed are in position.
 - vii. The course(s) have been measured and optimum time/time limit calculated.
 - viii. Spectator control as necessary.
 - ix. Map of the Cross Country course displayed, indicating obstacles (including L and Black Line alternatives), turning or direction flags, and including distance/optimum time/time limit for each class.
 - x. Risk Assessment – Check that this has been completed in accordance with the Pony Club Health and Safety Rules.
 - xi. Ensure everything is in place and cross country can be declared open and ready for inspection by 2.00 pm after which no alterations are permissible, except for those on safety grounds.

10:5 The Day of the Competition

- a) **General arrangements** - Previously agreed are still in order. Arrive in time to make final checks to Dressage, Show Jumping and Cross-Country Areas prior to the start of the Event.
- b) **Medical, Veterinary and First Aid** – Check that: The Medical Veterinary and First Aid arrangements are in accordance with the relevant Rulebook and be thoroughly conversant with them. Check on the day, and before the Show Jumping and Cross-Country phases are allowed to start, that: -
 - i. The Doctor, Veterinary Surgeon, Trained First Aid personnel and Ambulance have arrived and where they are located – preferably near the Cross Country control which shall be in communication with the Jumping arena.

- ii. They know how to get to any particular fence.
 - iii. There is a 4-wheel drive vehicle available when a car or the ambulance cannot get to the casualty.
 - iv. The Cross Country Controller knows the situation and the arrangements.
- c) **Health & Safety** - Check that the risk assessment is available to view on the day, and that the correct arrangements have been made for the completion of accident forms and concussion advice forms. Ensure that the medical personnel have been briefed about the procedure for opening Woof Wear Exo body cages.
- d) **In the Event of a Serious Incident** take charge following the procedure set out in the current Pony Club Health and Safety Rule Book.
- e) **Dressage and Show Jumping** – Check that the Judges are satisfied with the arrangements before the start of their Tests. It is the ultimate responsibility of Judges to check their Arena/Course is satisfactory and have them modified at their discretion. Approve the Show Jumping Course.
- f) **Fence Judge Briefing** – Brief the fence judges yourself, or make sure it is done by the appointed person (Controller, Cross-Country Steward or British Eventing TA). You should check in particular:
- i. The distribution of equipment especially **stopwatches and radios** - The distribution of equipment especially stopwatches and radios and how to work them.
 - ii. That attention is drawn to any obstacle that requires special judging such as combinations, 'L' Fences, Black Line Flag Fences and hazards.
 - iii. That fence judges have accident forms available and have been briefed on their use.
 - iv. Provision of white markers as fence judge timing markers is recommended.
 - v. Where the online fence judge briefing videos have been used that fence judges have viewed and understood them.
- g) **Thereafter** be prepared to adjudicate in cases of:
- i. Protests or Objections – At Area Competitions only accept protests or objections from the District Commissioner or their Appointed Representative, i.e. Team Managers. **Any query about a competitor's score must be made only at the Secretary's Office. No approach may be made to the Judge, Timekeeper, Fence Judge or Official concerned.** You should give your decision in the first instance. If this is not accepted the Jury of Appeal shall give their decision after investigation and this decision is final.
 - ii. Forbidden Assistance
 - iii. Unsuitable Saddlery
 - iv. Disqualification
 - v. Destruction of severely injured horses.
 - vi. **Failure to abide by the Rules (re. Elimination, Retiring, Dangerous Riding, and Abuse – deal with offenders in accordance with the relevant Code of Conduct. In extreme cases riders can be reported to the Chairman of Training using the Rider Report Card. No member should be interviewed**

by the Official Steward without the presence of a responsible adult - i.e. their District Commissioner, Team Trainer, Branch Representative, Parent or Guardian.

- vii. Any unforeseen eventualities.
- h) Scorers** – Visit from time to time to ensure that there is no hold up.
- i) During the Trial** – provided they are easily contactable by radio, the more the Official Steward moves around, seeing what is happening, the better.
- j) Thanks** – at the end of the trial ensure that the Organiser, Landowner/s, Officials, etc. are thanked.
- k) Final Results Sheets** – Please sign this and check it is completed correctly and check on arrangements for sending it to the office. When scoring is being done online through Pony Club Results, authorise the Provisional Results being marked Final.
- l) Report** – after the competition please send a brief report to the Office on the form provided.

Section 11: Guidelines for Organisers of Hunter Trials

Points covered in this section:

- General
- The Course
- Tests of Skill
- Timing
- Course Plan
- Method of Judging
- Penalties
- Pairs and Team Competition

11:1 General

A Hunter Trial is a competition to test the ability of horse and rider to negotiate a course of typical hunting obstacles at a fair hunting pace. In previous years, a mark for style has been incorporated into the scoring; however, many feel that this is too subjective and have moved away from this method of judging in recent years. This can be achieved by timing competitors either over a short 'timed' section or the whole course (optimum time.) **The Pony Club does not advocate using the fastest time over the whole course as a deciding factor.**

Obstacles used for a hunter trial are usually more rustic and natural than those in the cross country course for Eventing.

A test of skill, such as a knock-down fence or opening a gate or slip rail should be included.

These guidelines are written in addition to the guidelines for Eventing Organisers contained in this book, therefore much of the content in Sections 2, 5, 6, 7, 8 and 9 also applies to the organisation of Hunter Trials. The current Pony Club Eventing rules should also be consulted for rules relating to cross country riding e.g., forbidden assistance, competitors in difficulty, protests, and objections *etc.*

11:2 The Course

To simplify control, it is a great advantage to have the start and finish adjacent to each other.

The regulations in the Eventing Rulebook should be used to determine the length of course and dimensions of obstacles. The maximum height stated in the schedule **must not** be exceeded.

Obstacles, where possible, should be similar to those likely to be met when hunting in the country concerned, however, in some districts, other obstacles may be necessary for variety.

Obstacles should be strongly built, fixed securely and look imposing. Attention should be paid to anchoring portable fences, if used, to ensure they do not move when a horse hits them. Top timber rails should be at least 10cms in diameter. If using knock-down obstacles, these must be clearly marked on the course plan or in the programme.

Obstacles where the height cannot be clearly defined (hedges, brush fences, bull finches), may exceed the maximum height, provided that the fixed and solid part of the obstacle (which

must be visible) does not exceed the maximum height. The overall height of these obstacles must not exceed the maximum height by more than 20cm.

The severity of obstacles is often determined by the terrain, state of going and location as well as their actual height and spread. Therefore, these must be taken into consideration when deciding dimensions, and selecting fences for classes.

Fence repair material should be available so that obstacles can be repaired quickly if they become damaged during the competition. Stewards and/or Fence Judges must be ready to replace obstacles that are knocked down by competitors.

11:3 Tests of Skill

A test of skill that is likely to be useful in the hunting field should be incorporated such as:

- a) Opening a gate, riding through and closing it again
- b) Removing a slip rail, riding through and putting the rail back
- c) Jumping a knock-down obstacle

A good test of skill could include a combination of the above elements, such as a knock-down fence, followed by a short turn to a gate to be opened and shut, followed by another short turn to a knock-down or narrow fence.

11:4 Timing

It is usual to incorporate a timed section in the Hunter Trial course. This removes the need to time the entire course, which will greatly simplify the organisation on the day. The aim is to complete the timed section as fast as possible. The beginning and end of the timed section must be clearly marked with flags.

The timed section should be fairly short, and often includes the test(s) of skill. For safety reasons, it is advised that not many fixed fences, if any, are included in the timed section. If possible, the timed section should be fairly early in the course and within sight of the starter, who would then be able to regulate the start times to prevent congestion at the start of the timed section.

A maximum time allowed for the timed section must be displayed on the course plan. If a competitor fails to complete the timed section within this time, they should be sent on to the next obstacle without delay and penalised as in Paragraph 7.

If timing the whole course, it is recommended that an optimum time is set, and the closest to the optimum time is used for separating any competitors with equal penalties. The optimum time should be calculated using the relevant speed specified in the Eventing Rulebook.

11:5 Course Plan

This must be displayed by the time the course is ready for inspection by competitors. The plan must include for each class:

- a) The Course to be followed and its length and, where appropriate, speed and optimum time or time allowed for the timed section.
- b) The numbering of the obstacles.
- c) Any compulsory turning points (which must be flagged).
- d) Any knock-down fences.

11:6 Method of Judging

Penalty points for faults* (refusals, run-outs *etc.*) are awarded to each competitor, the winner being the one with the least penalties. The penalties awarded are listed below. This method of judging will normally result in several competitors with no penalty points.

In such a case, the competitor who was quickest through the timed section or closest to the optimum time (depending on how the competition is being run) will be declared the winner.

*Definitions of faults can be found in the current Pony Club Eventing rulebook. It may also be helpful to have some Guidelines for Fence Judges.

11:7 Penalties

Knocking down a knock-down fence	10 penalties
Failure to shut and fasten gate or replace slip rail <i>etc.</i> within time allowed	20 penalties
First refusal, run-out or circle at an obstacle	20 penalties
Second refusal, run-out or circle at same obstacle	40 penalties
Third refusal, run-out or circle at same obstacle	Elimination
Four refusals around the course*	Elimination
Fall of horse	Elimination
Fall of rider	Elimination
Jumping obstacle in the wrong order	Elimination
Re-taking, in whatever direction, an obstacle already jumped	Elimination
Jumping a fence marked with crossed flags	Elimination
Continuing the course without a hat, or with chinstrap undone	Elimination

*Competitors at PC70 and PC80 may sometimes be allowed to continue after the fourth cumulative refusal at the discretion of the Organiser.

11:8 Pairs and Team Competitions

Classes for pairs or teams of 3 or 4 are often run alongside individual classes at hunter trials. In these competitions, each competitor is penalised individually as laid out in paragraph 7. Refusals are cumulative for the pair or team, i.e. the third refusal by any team member at one obstacle eliminates the whole team.

When negotiating a gate or slip rail as part of a team or pair, it is not necessary for each rider to open and close the gate for themselves. One rider should open the gate/slip rail for the team or pair and then they or another member of the team or pair must close it once they have all passed through.

If a knock-down fence is used for pairs or teams, a separate fence or top rail must be provided for each horse.

Many competitions incorporate 'dressing fences' where pairs and teams are judged on how well they keep together when jumping. A mark out of ten would be awarded for how well they kept together, which would be used to separate equalities. Dressing fences could be used instead of, or as well as a timed section.

Section 12: Rules and Guidelines for Pony Club Arena Eventing

Arena Eventing is a two-phase competition, which can be run on either an indoor arena, outdoor surface or a grass arena. General rules follow the current Pony Club Eventing Rule book except as modified below.

Competitors will jump a course of show jumps immediately followed by a course of cross-country style fences**. There will be no more than 20 (dependent on size of arena) jumping efforts in total.

The optimum time should be based on a speed of 325mpm (PC80 and below), and 375mpm PC90 and above).

Horses/Ponies must be aged 5 years old and over.

Stop Watches are not permitted.

The winner will be the competitor with the lowest number of penalties. In the event of a tie the winner will be the one closest to the optimum time.

There should be a drawn order and, where possible, approximate start times given in advance of the day.

The course will only be open for walking before the class starts.

The Judge's decision is final.

PENALTIES

SJ Phase

Knocking down obstacle	4 penalties
First disobedience of horse	4 penalties
Second disobedience of horse in whole course	8 penalties
Third disobedience of horse in whole course	Elimination*
(Each circle or crossing tracks between fences counts as one disobedience)							
Fall of rider	Elimination*
Fall of Horse	Elimination*
Error of course not rectified	Elimination*
Failure to start or jump next fence within 60 seconds	Elimination*
Starting before the Bell	Elimination*
Continuing the course without a hat, or with chinstrap undone	Elimination*

*Competitors eliminated in this phase may not proceed to the XC phase.

XC Phase

Knocking down an obstacle	4 penalties
First refusal, run-out or circle of horse at obstacle	20 penalties
Second refusal, run-out or circle at same obstacle	40 penalties
Third refusal, run-out or circle at same obstacle	Elimination
Four refusals around the course	Elimination
Fall of horse	Elimination
Fall of rider	Elimination
Error of Course not rectified	Elimination
Horse trapped in obstacle	Elimination
Horse resisting rider for 60 consecutive seconds anywhere on the course	Elimination
Failure to cross the finish line mounted	Elimination
Continuing the course without a hat, or with chinstrap undone	Elimination

Time will be taken overall.

Exceeding the time limit	Elimination
------------------------------------	-------------

Time limit is twice the optimum time.

For every commenced second in excess of the optimum time	0.4 penalty
--	-------------

Every commenced second in excess of 5 seconds under the optimum time	0.4 penalty
--	-------------

NOTES

XC Portable Fences/Fixed Fences – These must not be used unless they can be properly and safely anchored. ([Guidance on Cross Country Fences](#)). In their place, and especially on surfaces, knock down substitutes should be used, i.e., rustic show jumps or those supplied by specialist manufacturers such as “Jump 4 Joy.”

If local conditions dictate, Organisers can choose not to time the Show Jumping Phase, but the XC phase must be timed.

Safety Cups – Safety Cups are mandatory for all Pony Club Show Jumping Competitions including any practice fences. To be used on the back rails of spread fences and middle and back rails of triple bars. They should also be used for all knock down fences in the XC Phase.

It is recommended a BS Course Designer, preferably one with Arena Eventing experience, is used if possible. For Area Competitions this is mandatory. If the course designer is not qualified, then approval must be sought from The Pony Club.

Courses should be built within the dimensions set out in the current Pony Club Eventing Rules. First Aid – See The Pony Club Health and Safety Rule Book.