



**Zone 23**  
**Events Handbook**

# General Information for all Zone Events

- Zone Calendar should be set November of the previous year.
- Entries for State events close on the Friday, six weeks prior to the event. Zone events should be scheduled at least the week prior to this.
- Attendance at the Zone event is a pre-requisite in Zone 23 for State entry unless special exemption is granted by the ZCI prior to the event. In the event of illness or injury, a vet's or doctor's certificate will be required.

**Rules for pony club events are set out in the blue book.**  
**Please read this carefully before running your event.**  
**All zone events are run under PCA rules.**

Fees and levies for events should be decided by the Zone at the November meeting of the previous year

Outside Zone competitors may be allowed depending on numbers for the event at the discretion of the organisers.

Competitors from out of Zone may win ribbons in individual classes but will not be eligible for zone champion nor will they receive points.

All points will be distributed between Zone 23 riders.

**Zone event eligibility** - In order to compete at a Zone event a rider must have had at least 3 instructional rally days in the previous 12 months. They must have attended at least one rally day on the horse they intend to ride at the event and be appropriately graded and assessed as a suitable combination. The horse must be owned or leased by the rider or a member of their club.

## **As soon as your event is allocated**

1. Book venue.
2. Book all necessary qualified personnel
  - Judges - this is crucial as they are hard to get! Check with judges and outside officials if they require payment and how much. Otherwise arrange a thankyou gift for them (wine, chocolates, flowers)
  - First Aid - there must be a designated qualified First Aider at every Zone event, not otherwise involved in the event and clearly identified at the event.
  - Ambulance for cross country phase of ODE.
  - Course Builders.

## **3 months Prior to Event**

- Order ribbons
- Send out flyer to all clubs in zone (and other Zones if appropriate).
- Check the schedule of events with the ZCI prior to distribution.

## **Flyer and Entry Form**

Flyer should include:

- Date of event
- List of classes or events
- Age groups or grades for competition
- Venue and address
- Time gates open, gear check commences and event starts
- Entry fees - including Zone and/or ambulance levies if applicable. These are to be set in consultation with the Zone committee.
- Closing date for entries
- Address for entries
- Contact information - phone, email, website for further info
- Wet weather numbers.

Entry form should include:

- Rider's name
- Age and date of birth
- Horse's name
- Phone no and email
- Jumping grade (if appropriate)
- Signature of club chief instructor to verify correct grade and eligibility for event.
- Name of parent helper and contact number if required - especially for cross country jump judging!

## **Week prior to event**

- Distribute draw to all competitors
- Allocate jobs to your club members and make sure you have adequate helpers rostered on. Try and use your own club members rather than relying on competitors' parents on the day.
- Organise score sheets for judges.

You will require sensible, knowledgeable adults for the following roles. Obviously these roles will vary with each event.

- Gear checkers- riders must be gear checked before each event when they have left the arena. Make sure gear checkers are aware of the rules for the competition.
- Marshalls- at least one for each arena or game
- Pencillers- one for each judge
- Time keepers (1 for each ring in SJ – 2 for each event SP & MG)
- Practice jump supervisors
- Warm up arena supervisors.

- Pole picker uppers for jumping.
- Scorer- make sure the scorer has a quiet place to work with no interruptions! Suggest the scorer, if they are doing it for the first time, has a trial run at a club day. Be quick – try not to keep riders and parents waiting around hours after the event.
- Announcer

### **During the Event**

Appoint a TD (preferably an experienced instructor familiar with the discipline) to whom all queries, problems or protests should be addressed.

Look after your judges and other visiting officials making sure they are offered food and drink and breaks when necessary. Check with judges and outside officials whether they expect payment and, if so, how much. Make sure you thank them after they have finished and ask if they wish to stay and present the prizes.

Ensure that riders are gear checked and that they are adequately supervised. Make sure your volunteers are doing their jobs!

Try and post scores as they become available during the day so riders can check for errors - “human” errors will always occur and can be easily remedied but the rider should approach the TD for clarification and not the scorer.

Make sure final results are posted ASAP - this means no distractions for the scorer!

### **After the Event**

- Send a copy of results to the ZCI and to each club.
- Send a copy of results to the zone webmaster to post on the website
- Post results on your own web site.
- Consult your helpers as to any problems that have arisen and note them down for next time.



# Zone 23 Events Handbook

## Zone Event Eligibility -

**This also applies for RAS team of 4 and Jamboree**

1. Riders must have attended 3 instructional rally days in the preceeding 12 months. Unmounted attendance will be considered but only if the member has been present for the majority of the day and assisted in some capacity or taken part in instruction. For new members this rule may be waived at the discretion of the ZCI - other criteria must still be fulfilled and evidence of out side performance may be asked for.
2. Riders must have attended at least one rally day on the horse entered and to have been appropriately graded and assessed as a suitable combination.
3. The horse must be owned or leased by the rider or another member of their pony club.
4. A new horse must be a genuine new mount for the rider or replacing an injured or ill horse temporarily. A vet certificate may be asked for as proof of illness or injury.
5. Riders wishing to substitute a horse for state championships due to illness or injury must show adequate performance on the horse at state championship standard. The horse must be owned or leased by a member of their club and to have been appropriately graded and assessed as a suitable combination by the chief instructor of their club or the ZCI
6. Associates and other long standing members of Pony Club who have always been regular attenders may apply to the ZCI for an exemption in writing if work or other circumstances have made it difficult to meet all criteria.
7. All applications for exemptions must be through the club senior instructor and then to the ZCI in writing.



# Zone 23 Events Handbook

## INFORMATION FOR SPECIFIC DISCIPLINES

# Zone Sporting

- Riders wishing to compete at State require times in at least 2 of 4 named events.
- Please check which events these are with the ZCI.  
(As of 2007 they are 5- flag, Bending, Barrels, Bonfield Bounce)  
These events should be included and make sure you have timers on these who understand the rules and are reliable. (This will hopefully apply to all games!)
- Other events should be PCA events – rules are in the Blue Book or on the web site for new events.
- Rules for each game should be posted at the entry to each game.
- All riders should do each game once with a second run if time allows.
- Riders waiting for their first run should go ahead of riders waiting for their second run.

Ribbons to 5th place

Points to 10th place

1st- 10 points

2nd- 9 points etc

Zone Champion in each age group awarded to the rider with the highest total points.



# Zone 23 Events Handbook

## INFORMATION FOR SPECIFIC DISCIPLINES

# Zone Equitation

### Classes

Class 1 - E grade (45cms)

Class 2 - D grade (60cms)

- Riders wishing to apply for State equitation must ride in the following classes based on their age.
- They must be graded at least to the level stated but may be graded higher.  
Class 3 - Under 13 – 75cms (C or D grade at the discretion of ZCI)  
Class 4 - 13 and under 15 - 85cms (C grade)  
Class 5- 15 & under 17- 90cms (B or C grade at the discretion of ZCI)  
Class 6 - Associates - 95cms (B or A grade)
- Riders who are graded below the level for their age may compete in the class appropriate for their grade HC.
- Classes 3-6 should have 2 judges for each class.
- The first round may or may not include tasks. The second (and third) rounds should contain tasks set by the course designer. These should be discussed with the judges prior to the tasks being posted.
- Course plans need to be posted showing the tasks at the club house and at each arena entrance.
- Make sure you have people organised to change the courses between rounds as well as pick up poles.
- Practice jump must be supervised at all times and riders gear checked before each class. Please make sure gear checkers are aware of the rules for equitation.

Ribbons to 5th place

Points to 10th place.

In the event of equality of points, the rider who has the higher placing in the more difficult round (i.e. the round with tasks) will be declared superior.



# Zone 23 Events Handbook

## INFORMATION FOR SPECIFIC DISCIPLINES

# Zone Showjumping

3 competitions for each grade. Please check classes with the ZCI.

E and D grade are run to optimum time.

Course designer needs to be available through the day to alter courses between classes - they will need adequate help.

Course plans need to be posted at the clubhouse and at the entry to each arena. Rules for each competition also need to be posted at the club house.

They must include:

- the time allowed and time limit or optimum time for E and D grades.
- the start and finish
- the jumps numbered as they are to be jumped (except in “take-your-own line” competitions).

Please make sure the practice jump is supervised at all times and riders are gear checked before each class.

Ribbons to 5th Place  
Points to 10th place.

In the event of a tie on points the rider with the highest placings will be champion. If this is equal the rider with the best placing in the Grand Prix or comp over 2 rounds.

### **The Rose Kench Trophy**

This is awarded to highest scoring team of 4 riders from one club. There are usually sashes and/or medal awarded with the trophy. The scorer will choose the most successful team of 4 after the scoring is completed.



# Zone 23 Events Handbook

## INFORMATION FOR SPECIFIC DISCIPLINES

# Zone Mounted Games

Check with ZCI which Games will be held at the next State Championships so you know which games to run.  
This changes every year.

Teams wishing to go to State need to run qualifying times in at least 5 of the 10 games so try and run as many of the State games as you can to give them a better chance. If you don't have the correct equipment try and borrow or make some new.

Juniors (under 13) are run separately from the open teams and may have assistance if they are not trying to get State times. Make this clear prior to the event.

The State competition is Under 17 and Associate competitions.

Seniors may be combined with Associates if there are not sufficient associate teams.

Points to 10th place in each race.

Ribbons awarded for overall place only - get as many as you have teams!

Ian Charnaud Trophy is awarded to the Champion Senior Team from Zone 23.



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## INFORMATION FOR SPECIFIC DISCIPLINES

### Zone Showriding

- Each judge must have a steward and be given clear instructions as to how you want the class run. Remember if you have large classes that workouts may need to be limited or classes split.
- Instructions and rules for each class to be posted at the clubhouse.
- Age groups should run along the same lines as state championships - check the schedule.
- You may choose to have different classes from the State championships to provide better variety.

### Zone Dressage

- Each Judge will require a penciller
- Championship classes should be the tests and age groups for the State championships - check the schedule and with the ZCI.
- Riders wishing to attend State must ride in these classes.
- A novice section should be held where the riders can chose the tests appropriate for them but these will not gain points towards the Zone champion.
- Generally a rider may ride in 2 tests at the same or consecutive levels.
- Other events such as Prix Caprilli may be included for fun but not for championship points and only at the discretion of the organisers.

Points to 10th  
Ribbons to 5th

In the event of a tie, countbacks are taken from  
the collective marks section of the test

Team Trophy for the highest scoring team of 4 riders from any club,  
based on riders in the Championship classes.



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## INFORMATION FOR SPECIFIC DISCIPLINES

# Zone One Day Event

This event needs lots of helpers so make sure you have them available! To get a large number of competitors through the 3 disciplines safely in the one day, the following schedule is effective.

- 3 dressage rings commencing at 7.30am
- 2 showjumping rings commencing at 8.30am
- Cross country commencing at 1pm.  
(run at 1 min intervals except A grade which is at 2 mins)

Make sure there are enough course walks during the SJ phase. Riders may have to walk their course before they do their dressage. Remember they need time to change gear and warm up between phases.

Need to have cross country course checked prior to event. Time on course may need adjusting to suit the weather/going conditions. TD to decide on the day.

Gear checking required before each phase - make sure you have experienced gear checkers.

### **Cross country**

- Need radio contact at start and finish of course and around course in case of stop pages or problems.
- Need judges to have stop watches on course to time stoppages.
- Need experienced start and finish people.
- Have a meeting with all jump judges prior to event to explain rules. Make sure the jumps that cause most problems have the more experienced judges.
- Make sure you collect jump judges' sheets regularly from around the course to make it easier for scorer to keep up-to-date.
- Make sure jump judges have class numbers and bib numbers of competitors in each class.
- Announcer makes it more interesting and easier for jump judges to know where you are up to.

**REMEMBER NO ONE IS TO APPROACH THE SCORER WITH ISSUES – ALL QUERIES OR PROTESTS TO BE MADE THROUGH THE TD.**