

Pony Club Association of Victoria Inc

Reg Assoc. No: A0013413S

Educational Resource for Club Resource Kit



Running a Competition

Entry Schedule and Forms Manual

1 July 2007

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Introduction

The requirements for competitions have changed effective 1 July 2007.

New flexible and relaxed opportunities have been made available to riders.

Consequently, if we are to maintain that privilege with our insurers, we must be more diligent from a risk management perspective. It is therefore, critical that the following procedures for compiling entry schedules and forms are followed.

Why include Conditions on the Entry Schedule/Form?

This is not only about the entry schedule and form. It is also the practical application of the rules at the competition.

It is not enough to simply say “run under PCAV rules”. The conditions are required for the following reasons:-

1. Most importantly, it is a key component of risk management.
2. There are aspects that are particular to your event that must be advised to competitors.
3. By advising competitors, it also helps to ensure organising committees are aware of some of the important requirements of running an event and more likely to fulfil the requirements.
4. It helps to minimise disputes – by reminding competitors of their obligations, they cannot say “they didn't know” or “were not advised”.

There can be dire consequences to individuals and the PCAV as a whole, when a club does not follow these procedures!

If something goes wrong, apart from the fact someone may be severely injured, the most dire of possible consequences for not implementing the rules are:-

- (a) Pony club sections and Open Sections: the potential for a club, the organising committee and/or individuals, to **be left uninsured**. (refer to PCAV insurance policy or Handbook rule 3.2)
- (b) Open Sections: the potential for PCAV be restricted by the insurer and **lose the right to conduct any open sections** and be left with pony club sections only.
- (c) Be denied any insurance or result in an unaffordable premium.

Continuance of the PCAV insurance is dependant on us all!

Source: The information contained in this document is to be read in conjunction with the following rules, on which this document is based:-

PCAV Handbook of Bylaws; PCAV Gear Rules; PCAV Alcohol Policy.

What to Do

Here is a summary of the obligations when preparing an event and the entry schedule and forms

STEP	Requirement
1	Read the organising committee requirements, rule 26 in the PCAV Handbook of By-laws.
2	Contact your zone secretary. The competition date must be pre-approved by the zone before release.
3	Prepare a draft entry schedule and form. Use the wording from the “Competitions Conditions Inclusions” (attached and also available on the PCAV web site with templates, so you can cut and paste).
4	Ensure that the correct and full legal club name and its registered association number must be on the entry forms and schedule. (no abbreviations)
5	Send a draft of your entry schedule and forms to your zone representative. All entry schedules and forms must be checked and pre-approved before release .

Rules to Reference and Implement

Yes, you do need to be familiar with the rules. How else, will you know what is relevant to your event and what your obligations are?

Remember: continuance of the PCAV Insurance is dependant on us all!

Critical Sections of the Handbook of By-laws for Events	Rule No.
Day attendance	3.3
Club member card requirements, corrections, penalties and verification forms	15
Organising committee duties	26
Open section requirements	27
Grading	30.1.a 30.1.b
Pony club section eligibility	31
Multiple horses	31.8
Hors Concours	31.10
Queries and Protests	32
Separating equal scores (especially note 35.1.b)	35

Also:

- Your gear check team must know the Gear Rules. These have changed too as at 1 July 2007.
- Know the applicable competition rules –
- Make sure you have the rule books at the competition.

Competition Conditions Inclusions

Effective: July 2007

Organising committees and zone representatives are to use the following information to assist in compiling competition documentation.

Documentation is defined as entry forms, schedules, programs and all promotional material, whether it be in printed or electronic form (web and email).

Publicising conditions helps reduce or eliminate misunderstandings and controversy at a competition and promotes risk management. A rider cannot plead ignorance if they have entered on a form that states the conditions fully. Importantly, the organising committee can also demonstrate that they have proceeded down the paths of risk management and adherence to PCAV rules.

Required Program Inclusions

Your zone representative is required to approve all competition documentation for pony club competitions. Publishing documentation before receiving zone representative approval is not permitted.

Below are standard inclusions to be included in documentation.

To save yourself time and rework, please ensure that all documents incorporate these minimum inclusions where appropriate.

For All Competitions

1. Club Registered Name:

- Your full registered pony club name, with "Inc." on the end must appear on all documentation, web site and electronically transferred information promoting/advertising a competition. This is required under section 12 of the Incorporated Associations Act and penalties apply for non-compliance.

2. Registered Association Number:

- Your full registered number must also appear. Note that the '0's' must appear. E.g. if your club number is A0001224B it must not be abbreviated as A1224B. All numbers are required.

The following is a list of suitable statements – simply choose what is applicable and cut and paste into your documents. Some have multiple choices.
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3. State Which Rules Apply:

- Entering this competition constitutes acknowledgement that PCAV rules apply and acceptance of these rules.

4. Statement of Rights:

- The organising committee reserves the right to cancel any class or competition; divide any class; alter times; refuse any entry with or without stating the reason.

5. Refund Policy: (choose one of these statements)

- No refunds after closing date.
- No refunds after closing date except with vet or medical certificate. An administration fee of \$XX will be deducted.
- No refunds after closing date except with vet or medical certificate. However, administration and/or facility fees will be deducted.

6. Disclaimer:

- Neither the organising committee of this competition nor the PCAV accepts any responsibility whatsoever for any accident, damage, injury or illness to horses, riders, ground spectators or any other person or property.

7. PCAV Club Member Cards:

- For pony club members, PCAV club member cards must be inspected at the event office before riding.

8. Armbands:

- Medical armbands must be worn by all competitors (applies to pony club and open sections)

(Note to organising committee: for horse trials cross-country phase, armbands must be inspected at gear check for competitors name and emergency contact name and number)

9. Helmets:

- Correct 'standards' numbered helmet must be worn as specified in PCAV Gear Rules. Spot checks may occur and incorrect helmet will mean elimination.

(Note to organising committee: no need to check helmet numbers at office but spot checks by an official may be conducted throughout the day to ensure correct standards number is on helmet)

10. Gear Check: (choose one of these statements)

- Gear check before riding in each test/phase of the competition is required.
- Gear check is compulsory for all pony club and open competitions (except open show rings).

11. Competitor Numbers: (choose one of these statements)

- **Horse Trials:** Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors may supply their own numbers. However, body numbers must be used for cross-country. Body numbers will be available at the event.

- **Horse Trials:** Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors must supply their own numbers. Body numbers must be used for the cross-country phase.

- **Dressage or Showjumping:** Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors may supply their own numbers. Body numbers will be available at the event.

- **Dressage or Showjumping:** Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors must supply their own numbers.

(Note to organising committee: for dressage and showjumping, bridle or saddlecloth numbers must be permitted. It cannot be specified that only numbers by the O.C. must be used.)

12. Queries, Protests, Horse Abuse:

- Queries, protests, horse abuse rules as per the *PCAV Handbook of By-Laws*.

13. Dog Policy: (choose one of these statements)

- Dogs must be kept on leads at all times.
- Dogs are prohibited without exception.

14. Other inclusions: (some of these statements may be relevant to your competition)

- Horses must be at least 4 years old, no stallions, colts or rigs.
- Horse Trials: No competitors under 8 years of age.

Specific Competition Inclusions

15. Additional for Competitions with Open Sections

- Before riding, all open section competitors must sign a day attendance form. A \$5.00 per day attendance fee must also be paid. However, pony club members who present a current club member card are exempt from the fee.

(Note to organising committee: remember to state whether fee is included in entry fee or additional. Also, the riding specifications must be detailed on the schedule/entry forms)

- PCAV Alcohol Policy applies.

16. Multiple Horses (choose one)

- Unfortunately, we have room for only one horse per competitor.
- More than one horse may be ridden subject to the conditions of PCAV Handbook of By-laws multiple horse rules.

17. Dressage, Showjumping and Horse Trials (and any activity that includes jumping)

(Note to organising committee: you must state which dressage tests apply and specify any PCAV grades. For open sections, dressage tests, maximum heights and spreads of jumps must be specified on the entry schedule/form.)

18. Gymkhanas:

- Gear check is compulsory for all pony club sections.
- All riders must wear medical armbands.

Include one of these statements -

- Plaiting is optional
- Plaiting is optional but not permitted in games

19. Games: include these statement if applicable

- Horses must be at least four years old.
- No plaiting, whips or spurs. Snaffle bits only. Running martingales only, fixed martingales are not permitted. Under mounting (horse too small for rider) is not permitted.

Templates

The templates on the following page are a suggestion only and an example of how a schedule may be compiled. Each entry form must be tailored to your needs.

The templates are best downloaded from the PCAV web site.

Reallygood Pony Club Inc. Horse Trials

Register Association: A000XXXX

Sunday XX Month 2XXX

At the Reallygood Pony Club grounds, 1 Reallybiglong Road, Bigdeep Forest
Web Site: www.reallygood.ponyclubvic.org.au Enquiries Phone: M. Secretary xxxx xxxx

Entries Close: XX Month

Sashes to Sixth Place Best - Dressage trophy for each grade (must compete in all phases)

For Pony Club Sections Only - Grades 1 to 5

Dressage tests – 1A, 2B, 3C, 4D and 5E - 60 x 20 m arena for grade 3

Conditions of Entry: Entry is conditional upon acceptance of these conditions.

1. Entry Fee is \$XX per entry.
2. Entering this competition constitutes acknowledgement that PCAV rules apply and acceptance of these rules.
3. The organising committee reserves the right to cancel any class or competition; divide any class; alter times; refuse any entry with or without stating the reason.
4. No refunds after closing date except with vet or medical certificate. An admin fee of \$10 will be deducted.
5. Competitors may ride more than one horse, subject to the conditions of PCAV *Handbook of By-laws* multiple horse rules.
6. PCAV club member cards must be inspected at the secretary's office before riding.
7. Armbands must be worn and inspected at gear check.
8. Gear check is required before each phase.
9. Riders under eight years of age may not compete, horses must be at least age four, no stallions, colts or rigs.
10. Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors may supply their own numbers. However, body numbers must be used for cross-country. Body numbers will be available at the event.
11. Queries, protests, horse abuse rules as per the PCAV *Handbook of By-Laws*.
12. Dogs are prohibited without exception.
13. Neither the organising committee of this competition nor the PCAV accepts any responsibility whatsoever for any accident, damage, injury or illness to horses, riders, ground spectators or any other person or property.

Include a self addressed envelope or your email address for return advice of your riding times

----- ✂ ----- Cut and post entry with cheque ----- ✂ -----

Cheques payable to "Reallygood Pony Club Inc."

Horse Trials XX Month 2XXX

Rider _____ Horse _____ Horse Trials Grade _____

Email _____ Phone _____

Address _____ P/Code _____

Reallygood Pony Club Inc. Horse Trials

Register Association: A000XXXX

Sunday XX Month 2XXX

At the Reallygood Pony Club grounds, 1 Reallybiglong Road, Bigdeep Forest
 Web Site: www.reallygood.ponyclubvic.org.au Enquiries Phone: M. Secretary xxxx xxxx

Entries Close: XX Month

Sashes to Sixth Place Best - Dressage trophy for each grade (must compete in all phases)

Pony Club Grades 1 to 5 and equivalent for Open Sections

Dressage tests – 1A, 2B, 3C, 4D and 5E - 60 x 20 m arenas for grade 3

Horse Trials and Showjumping: maximum heights and spreads at max height in metres:-

Grades	1	2	3	4	5
Max Height	1.05	0.90	0.75	0.60	0.45
Max Spread	1.20	0.90	0.65	0.50	0.45

Conditions of Entry: Entry is conditional upon acceptance of these conditions

- Entry Fee is \$XX per entry. Before riding:
 - all open competitors must sign a day attendance form; and if a current pony club card cannot be presented, pay an additional \$5.00
 - PCAV club member cards must be inspected at the secretary's office.
- No refunds after closing date except with vet or medical certificate. An admin fee of \$10 will be deducted.
- Entering this competition constitutes acknowledgement that PCAV rules apply and acceptance of these rules.
- The organising committee reserves the right to cancel any class or competition; divide any class; alter times; refuse any entry with or without stating the reason.
- Competitors may ride more than one horse, subject to the conditions of PCAV *Handbook of By-laws* multiple horse rules.
- Complying helmets must worn, spot checks may occur.
- Gear Check: required for all riders before each phase.
- Armbands: must be worn by all competitors.
- Riders under eight years of age may not compete, horses must be at least age four, no stallions, colts or rigs.
- Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors may supply their own numbers. However, body numbers must be used for cross-country. Body numbers will be available at the event.
- PCAV Alcohol Policy applies.
- Dogs are prohibited without exception.
- Queries, protests, horse abuse, rules as per the PCAV *Handbook of By-Laws*.
- Neither the organising committee of this competition nor the PCAV accepts any responsibility whatsoever for any accident, damage, injury or illness to horses, riders, ground spectators or any other person or property.

Include a self addressed envelope or your email address for return advice of your riding times

----- ✂ ----- Cut and post entry with cheque ----- ✂ -----

Cheques payable to "Reallygood Pony Club Inc."

Horse Trials XX Month 2XXX

Rider _____ Horse _____

Email _____ Phone _____

Address _____ P/Code _____

Horse Trials: Pony Club Grade _____ Open Grade _____

TEMPLATE 3 - Pony Cub and Open Sections

Reallygood Pony Club Inc.

Register Association: A0009999

Gymkhana/Open Show

Sunday XX Month 2XXX

At the Reallygood Pony Club grounds, 1 Reallybiglong Road, Bigdeep Forest
Web Site: www.reallygood.ponyclubvic.org.au Enquiries Phone: M. Secretary xxxx xxxx

Entries Close: XX Month

Sashes to Sixth Place

Pony Club and Open Sections

Showjumping: maximum heights and spreads at max height in metres:-

Table with 6 columns: Grades, 1, 2, 3, 4, 5. Rows include Max Start Height, Max Height, and Max Spread.

Conditions of Entry: Entry is conditional upon acceptance of these conditions.

- 1. Entry Fee is \$XX per entry.
2. Before riding: a. all open competitors must sign a day attendance form... b. PCAV club member cards must be inspected...
3. No refunds after closing date...
4. Entering this competition constitutes acknowledgement...
5. The organising committee reserves the right to cancel any class...
6. All riders must wear complying helmets...
7. Gear check: Pony club sections require gear check before riding...
8. Queries, protests, horse abuse...
9. Dogs are prohibited...
10. No stallions, colts or rigs.
11. Competitor numbers...
12. PCAV Alcohol Policy applies.
13. Neither the organising committee... nor the PCAV accepts any responsibility...

Events: (insert details)

Plaiting is optional (except games, no plaits)

(If Pre-Entry, add as follows, perhaps double sided)

Include a self addressed envelope or your email address for return advice of your riding times

----- ✂ ----- Cut and post entry with cheque ----- ✂ -----

Cheques payable to "Reallygood Pony Club Inc."

Rider _____ Horse _____

Email _____ Phone _____

Address _____ P/Code _____

Showjumping: Pony Club Grade _____ Open Grade _____

Reallygood Pony Club Inc.

Register Association: A0009999

Games Competition

Sunday XX Month 2XXX

At the Reallygood Pony Club grounds, 1 Reallybiglong Road, Bigdeep Forest
Web Site: www.reallygood.ponyclubvic.org.au Enquiries Phone: M. Secretary xxxx xxxx

Entries Close: XX Month

Sashes to Sixth Place

Pony Club and Open Sections

Conditions of Entry: Entry is conditional upon acceptance of these conditions

1. Entry Fee is \$XX per entry.
2. Before riding:
 - a. all open competitors must sign a day attendance form; and if a current pony club card cannot be presented, pay an additional \$5.00
 - b. PCAV club member cards must be inspected at the secretary's office.
3. No refunds after closing date except with vet or medical certificate. An admin fee of \$10 will be deducted.
4. Entering this competition constitutes acknowledgement that PCAV rules apply and acceptance of these rules.
5. The organising committee reserves the right to cancel any class or competition; divide any class; alter times; refuse any entry with or without stating the reason.
6. Competitors may ride more than one horse, subject to the conditions of PCAV *Handbook of By-laws* multiple horse rules.
7. PCAV club member cards must be inspected at the secretary's office before riding.
8. Gear Check – required for all riders.
9. All riders must wear complying helmets. Spot checks to ensure compliance may occur. Elimination will apply for incorrect helmet standards number.
10. Armbands to be worn by all competitors (includes non-PCAV members).
11. Queries, protests, horse abuse rules as per the PCAV Handbook of By-Laws.
12. Dogs are prohibited without exception.
13. Horses must be at least age four, no stallions, colts or rigs. A horse may only be ridden by one rider.
14. Competitor numbers - the organising committee will pre-allocate and advise numbers. Competitors may supply their own body numbers or body numbers will be available at the event.
15. PCAV Alcohol Policy applies.
16. Neither the organising committee of this competition nor the PCAV accepts any responsibility whatsoever for any accident, damage, injury or illness to horses, riders, ground spectators or any other person or property.

No plaiting, whips or spurs. Snaffle bits only; running martingales only. Fixed martingales are not permitted.
Under mounting (horse too small for rider) is not permitted.

Events: (detail)

(If Pre-Entry, add as follows, perhaps double sided)

Include a self addressed envelope or your email address for return advice of your riding times

----- ✂ ----- Cut and post entry with cheque ----- ✂ -----

Cheques payable to "Reallygood Pony Club Inc."

Rider _____ Horse _____

Email _____ Phone _____

Address _____ P/Code _____

Pony Club Section _____ Open Grade _____