



# **The Pony Club Association of N.S.W.**

7/25 Victoria Street, Wollongong NSW 2500  
Postal Address: PO Box 2085 Wollongong 2500  
Phone: 02 4229 8977 Fax: 02 4229 8966

Email: [admin@pcansw.org.au](mailto:admin@pcansw.org.au) Website: [www.pcansw.org.au](http://www.pcansw.org.au)

## **State Championship Host Zone Duties**

### **Dressage**

- Provide particulars to be included in the Entry Schedule such as merchandise order form, accommodation/maps of the area, information that might be required by the competitors (such as lack of power etc).
- Organise eight dressage arenas with white surrounds.
- Organise white disks to signal competitors (not car horns).
- Be responsible for catering including catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.
- Arrange stabling and camping facilities at the venue. Stabling to be allocated in Zone blocks. Those travelling furthest to be given priority for covered stables.
- Supply clipboards for Dressage Judges.
- Appoint experienced pencilers (writers) to assist Dressage Judges (16 required).
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather.
- Appoint 4 or 5 efficient people to assist the Scorer (information is included about the role these people will be performing at the championships).
- Organise a functional photocopier and paper supplies (for copying of dressage tests).
- Organise three or more calculators with tape.
- Organise three or more Gear Check stewards to assist the Chief Gear Check Steward. They should be persons fully conversant with the latest rules.
- Provide large display noticeboard - for results/outside sheets to be placed upon.
- Provide Two-way radios for use by officials at the event. The Association's two way radios will only be for the use of State appointed officials i.e. Technical Delegate, Chief Gear Steward and Scorer
- Supply the Association office with a list of motels nearest to the venue along with their phone numbers, addresses and prices.
- Organise for a veterinary surgeon to be available on request during the Fitness Check on the Friday afternoon. Fitness Check to commence at 3:00pm.
- Organise judges for the Best Presented Award. This usually takes place at the Fitness Check. Guidelines for judging Best Presented - riders must not be asked to parade; the judges should simply wander around discreetly.
- Provide a list of any local sponsorship and details of sponsorship to the office. Also provide a list of any trade stands or businesses that will be at the championships. Information to be provided one month before the championship to the state office.
- As part of the Associations continuous improvement process in regard to Work Health and Safety a Safety Officer will be appointed for all State Championships by the Host Zone, this Safety Officer will conduct a risk assessment for the event (including checking that all electrical appliances and leads have been tested and tagged), give a Safety Briefing at the start of the Championship and be the first point of reference for issues relating to Work Health and Safety. This Safety Officer will work in conjunction with the Technical Delegate to ensure the safety of all riders, officials and spectators.
- Complete a Safety Checklist for the event and notify the State Office of any issues relating to the venue.



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- Riders, officials and spectators are reminded of the responsibility to themselves and others in regard to safety and requests that any issues be reported immediately. The Associations reminds all attending Pony Club Events that they must abide by the Associations rules and any direction given by the Technical Delegate, Safety Officer, member of the Advisory Committee or State Executive at State Championship events.

## Marketing activities:

- Organise a photographer for the event and advise state office of their contact details
- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
- Provide state office with a pre-event quotation/s and any information of interest to local media such as photos
- Provide state office with a post-event story, and photos if available, with a minimum of 300 words



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## **State Championship Host Zone Duties**

### **Sporting & Campdrafting**

- Provide all sporting equipment for races that must be of State level standard and dimensions. Confirm sporting games and regulations via the Sporting Section of the Associations Handbook.
- Supply the Association office with a list of possible Campdraft judges, their telephone numbers and addresses. The Sporting and Campdrafting Advisory Committee is responsible for the actual selection of the judge who is invited by the Association.
- Supply the Association office with a list of six judges for each of the events. Please specify which judge you recommend for each event. Once approved, the Association will formally invite these judges.
- Provide sufficient cattle ensuring that there are sufficient cattle for each age group as well as for the finals. You may charge a cattle levy to competitors to cover any transport costs, this levy must be advised to the Association before the schedules are distributed. **Liaise with the Technical Delegate to confirm numbers if necessary.**
- Appoint timekeepers. The number of stopwatches required is the responsibility of the host zone.
- Organise for electronic timing equipment, costs to be borne by the host Zone. State will arrange for someone to check all electronic timing equipment and their travel will be reimbursed by State via a claim form.
- The Chief Gear Check Steward is appointed by the Association. However Gear Stewards (4 or 5 usually appropriate) are appointed by the host Zone. They should be persons fully conversant with the latest rules.
- Be responsible for catering including catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.
- Stabling to be allocated in Zone blocks. Those travelling the furthest to be allocated covered stables.
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather. Appoint 3 or 4 efficient people to assist the Scorer.
- Provide two way radios for use by officials
- Organise a functional photocopier, paper supplies and a backup computer for the scorer. Supply approximately three calculators, preferably with tape. Provide a large display noticeboard.
- Organise for a veterinary surgeon to be available on request during the Fitness Check on the Friday afternoon.
- Supply the Association office with a list of motels nearest to the venue along with their phone numbers, addresses and prices. This should be done 3-6 months in advance, depending on the availability of motels in the area. Please ensure that the motel has a restaurant and is reasonably close to the venue.
- Organise judges for the Fitness Check Award. This usually takes place at the Fitness Check, however please note that when a State Championship is held out of school holiday time, the Fitness Check Award will take place at the Final Parade rather than at the Fitness Check. Guidelines for judging Fitness Check - riders must not be asked to parade, the judges should simply wander around discreetly.
- When Sporting scoresheets are made available to the Host Zone they should ensure that names and back numbers for each Sporting event are updated before the championships commence.



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- As part of the Associations continuous improvement process in regard to Work Health and Safety a Safety Officer will be appointed for all State Championships by the Host Zone, this Safety Officer will conduct a risk assessment for the event (including checking that all electrical appliances and leads have been tested and tagged), give a Safety Briefing at the start of the Championship and be the first point of reference for issues relating to Work Health and Safety. This Safety Officer will work in conjunction with the Technical Delegate to ensure the safety of all riders, officials and spectators.
- Complete a Safety Checklist for the event and notify the State Office of any issues relating to the venue.
- Riders, officials and spectators are reminded of the responsibility to themselves and others in regard to safety and requests that any issues be reported immediately. The Associations reminds all attending Pony Club Events that they must abide by the Associations rules and any direction given by the Technical Delegate, Safety Officer, and members of the Advisory Committee or State Executive at State Championship events.
- Provide a list of any local sponsorship and details of sponsorship to the office. Also provide a list of any trade stands or businesses that will be at the championships. Information to be provided one month before the championship to the state office.

## Marketing activities:

- Organise a photographer for the event and advise state office of their contact details
- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
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## **State Championship Host Zone Duties**

### **Jumping Equitation**

- Provide suitable jumping equipment, enough for four arenas. I have included a note from the Course Designer regarding equipment requirements.
- The Chief Gear Check Steward is appointed by the Association. However Gear Stewards are appointed by the host Zone (4 or 5 are usually appropriate). They should be persons fully conversant with the latest rules.
- Appoint experienced pencilers.
- Provide clipboards for judges and pencilers.
- Provide a large display noticeboard on each ring as well as the secretary's office.
- Be responsible for catering including catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.
- Arrange stabling in Zone blocks. Covered stables to be allocated to those travelling the furthest distance.
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather.
- Appoint 4 or 5 efficient people to assist the Scorer
- Organise a functional photocopier and paper supplies.
- Organise approximately three calculators, preferably with printout.
- Provide two way radios for use by officials
- Organise for a veterinary surgeon to be available on request during the Fitness Check. Fitness Check to commence Friday afternoon at 3pm.
- Organise judges for the Best Presented Award. This takes place at the Fitness Check. Guidelines for judging Fitness Check - riders must not be asked to parade; the judges should simply wander around discreetly.
- Submit any extra information to be included in the entry schedule (including merchandise order form, welcome dinner details etc)
- As part of the Associations continuous improvement process in regard to Work Health and Safety a Safety Officer will be appointed for all State Championships by the Host Zone, this Safety Officer will conduct a risk assessment for the event (including checking that all electrical appliances and leads have been tested and tagged), give a Safety Briefing at the start of the Championship and be the first point of reference for issues relating to Work Health and Safety. This Safety Officer will work in conjunction with the Technical Delegate to ensure the safety of all riders, officials and spectators.
- Complete a Safety Checklist for the event and notify the State Office of any issues relating to the venue.
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## Marketing activities;

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- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
- Provide state office with a pre-event quotation/s and any information of interest to local media such as photos
- Provide state office with a post-event story, and photos if available, with a minimum of 300 words



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## **State Championship Host Zone Duties**

### **Showjumping**

- Provide a merchandise order form and any details that competitors will require for the venue (eg bedding for yards, camping facilities available, lack of showers/powered sites etc) to the state office so that this can be printed in the schedules and people can make their own arrangements or bring any necessities.
- Provide jumping equipment for four arenas.
- Recommend to the Association four suitable Showjumping judges
- Appoint timekeepers. The number of stopwatches required is the responsibility of the host zone.
- The Chief Gear Check Steward is appointed by the Association. However Gear Stewards (4 or 5 usually appropriate) are appointed by the host Zone. They should be persons fully conversant with the latest rules.
- Appoint experienced pencilers.
- Provide a large display noticeboard.
- Be responsible for catering including catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.
- Allocate stabling in Zone blocks. Covered stables to be allocated to those travelling the furthest distance.
- Issue programs to Team Managers when collecting back numbers – one per competitor.
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather.
- Appoint 3 or 4 efficient people to assist the Scorer.
- Organise a functional photocopier and paper supplies.
- Organise approximately three calculators with tape.
- Organise clipboards for Judges.
- Provide Two-way radios for use by officials at the event. The Association's two way radios will only be for the use of State appointed officials i.e. Technical Delegate, Chief Gear Steward and Scorer
- Organise for a veterinary surgeon to be available on request during the Fitness Check on the Friday afternoon. Fitness Check to commence at 3:00pm.
- Supply the Association office with a list of motels nearest to the venue along with their phone numbers, addresses and prices. This should be done 6 months in advance, depending on the availability of motels in the area. Please ensure that the motel has a restaurant and is reasonably close to the venue.
- Organise judges for the Best Presented Award. This usually takes place at the Fitness Check. Guidelines for judging Best Presented - riders must not be asked to parade; the judges should simply wander around discreetly.
- As part of the Associations continuous improvement process in regard to Work Health and Safety a Safety Officer will be appointed for all State Championships by the Host Zone, this Safety Officer will conduct a risk assessment for the event (including checking that all electrical appliances and leads have been tested and tagged), give a Safety Briefing at the start of the Championship and be the first point of reference for issues relating to Work Health and Safety. This Safety Officer will work in conjunction with the Technical Delegate to ensure the safety of all riders, officials and spectators.



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- Provide a list of any local sponsorship and details of sponsorship to the office. Also provide a list of any trade stands or businesses that will be at the championships. Information to be provided one month before the championship to the state office.

## Marketing activities:

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- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
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## **State Championship Host Zone Duties**

### **Mounted Games**

- Organise sufficient Mounted Games Equipment for five lanes. The games for the 2010 Championships will be determined at the March 2010 state meetings.
- The Chief Gear Check Steward is appointed by the Association. However Gear Stewards (3 or 4 usually appropriate) are appointed by the host Zone. They should be persons fully conversant with the latest rules.
- Provide a large display noticeboard.
- Be responsible for catering including catering for officials. Officials to be directed to the luncheon room at the appropriate time.
- Allocate stabling in Zone blocks. Covered stables to be allocated to those travelling the furthest distance.
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather.
- Provide two-way radios for use by officials.
- Appoint 3 or 4 efficient people to assist the Scorer.
- Organise a functional photocopier and paper supplies.
- Organise for a veterinary surgeon to be available on request during the Fitness Check on the afternoon before the Championships. Fitness Check to commence at 3:00pm.
- Supply the Association office with a list of motels nearest to the venue along with their phone numbers, addresses and prices. This should be done 3-6 months in advance. Please ensure that the motel has a restaurant and is reasonably close to the venue.
- Organise judges for the Best Presented Award. This usually takes place at the Fitness Check, however please note that when a State Championship is held out of school holiday time, the Best Presented Award will take place at the Final Parade rather than at the Fitness Check. Guidelines for judging Best Presented - riders must not be asked to parade, the judges should simply wander around discreetly.
- Provide any information about the venue to be included in the entry schedule. This includes a merchandise order (if being sold)
- As part of the Associations continuous improvement process in regard to Work Health and Safety a Safety Officer will be appointed for all State Championships by the Host Zone, this Safety Officer will conduct a risk assessment for the event (including checking that all electrical appliances and leads have been tested and tagged), give a Safety Briefing at the start of the Championship and be the first point of reference for issues relating to Work Health and Safety. This Safety Officer will work in conjunction with the Technical Delegate to ensure the safety of all riders, officials and spectators.
- Complete a Safety Checklist for the event and notify the State Office of any issues relating to the venue.
- Riders, officials and spectators are reminded of the responsibility to themselves and others in regard to safety and requests that any issues be reported immediately. The Associations reminds all attending Pony Club Events that they must abide by the Associations rules and any direction given by the Technical Delegate, Safety Officer, member of the Advisory Committee or State Executive at State Championship events.



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## Marketing activities;

- Organise a photographer for the event and advise state office of their contact details
- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
- Provide state office with a pre-event quotation/s and any information of interest to local media such as photos
- Provide state office with a post-event story, and photos if available, with a minimum of 300 words



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## **State Championship Host Zone Duties**

### **ODE**

- Supply the Association office with a list of possible dressage and showjumping judges, their telephone numbers and addresses (at least 8 dressage and 2 showjumping) as well as the name of a Course Designer.
- Arrange for a vet be on the grounds during the cross country phase.
- Appoint time keepers. The number of stop watches required is the responsibility of the host zone. All cross country jump judges must carry a stop watch to register "time off".
- Provide a suitable vehicle for the Technical Delegate to use on the cross country course.
- The Chief Gear Check Steward is appointed by the Association. However Gear Stewards (4 or 5 usually appropriate) are appointed by the host Zone. They should be persons fully conversant with the latest rules.
- Appoint experienced pencilers.
- Provide a large display noticeboard.
- Be responsible for catering including catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.
- Stabling to be allocated in Zone blocks. Covered stables to be allocated to those travelling the furthest distance.
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather.
- Provide two-way radios for use by officials.
- Appoint 3 or 4 efficient people to assist the Scorer.
- Organise a functional photocopier and paper supplies.
- Organise approximately three calculators, preferably with tape.
- Organise clipboards for Dressage and Showjumping judges and Cross Country Jump Judges.
- Organise for a veterinary surgeon to be available on request during the Fitness Check on the afternoon before the Championships. Fitness Check to commence at 3:00pm.
- Supply the Association office with a list of motels nearest to the venue along with their phone numbers, addresses and prices. This should be done 3-6 months in advance, depending on the availability of motels in the area. Please ensure that the motel has a restaurant and is reasonably close to the venue.
- Organise judges for the Best Presented Award. This usually takes place at the Fitness Check, however please note that when a State Championship is held out of school holiday time, the Best Presented Award will take place at the Final Parade rather than at the Fitness Check. Guidelines for judging Best Presented - riders must not be asked to parade, the judges should simply wander around discreetly.
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- Provide a list of any local sponsorship and details of sponsorship to the office. Also provide a list of any trade stands or businesses that will be at the championships. Information to be provided one month before the championship to the state office.

## Marketing activities:

- Organise a photographer for the event and advise state office of their contact details
- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
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## **State Championship Host Zone Duties**

### **Show Riding**

- Supply the Association office with a list of possible Show Riding judges, their telephone numbers and addresses (min of 4 required). This should be done at least four months prior to the Championship, earlier if there is a shortage of judges in the area. Official judges are preferred.
- Provide particulars to be included in the Entry Schedule such as merchandise order form, accommodation/maps of the area, information that might be required by the competitors (such as lack of power etc).
- Organise four arenas
- Be responsible for catering including catering for judges and officials. Judges to be directed to the luncheon room at the appropriate time.
- Arrange stabling and camping facilities at the venue. Those travelling furthest to be given priority for covered stables.
- Supply clipboards for Show Riding Judges. Carbon copy receipt style books are recommended as scorebooks to be used to record results of each class in each ring.
- Appoint experienced stewards (2 per ring) to assist Show Riding Judges.
- Ensure that the Scorer's office is a quiet room away from spectators with power and heat/cold depending on weather.
- Appoint 4 or 5 efficient people to assist the Scorer (information is included about the role these people will be performing at the championships).
- Organise a functional photocopier and paper supplies
- Organise five or more Gear Check stewards to assist the Chief Gear Check Steward. They should be persons fully conversant with the latest rules.
- Provide large display noticeboard - for results/outside sheets to be placed upon.
- Provide Two-way radios for use by officials at the event. The Association's two way radios will only be for the use of State appointed officials i.e. Technical Delegate, Chief Gear Steward and Scorer
- Supply the Association office with a list of motels nearest to the venue along with their phone numbers, addresses and prices. This should be done 6 months in advance, depending on the availability of motels in the area.
- Organise for a veterinary surgeon to be available on request during the Fitness Check on the Friday afternoon. Fitness Check to commence at 3:00pm.
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## **State Championship Host Zone Duties**

### **Polocrosse**

TBA

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- Complete a Safety Checklist for the event and notify the State Office of any issues relating to the venue.
- Riders, officials and spectators are reminded of the responsibility to themselves and others in regard to safety and requests that any issues be reported immediately. The Associations reminds all attending Pony Club Events that they must abide by the Associations rules and any direction given by the Technical Delegate, Safety Officer, member of the Advisory Committee or State Executive at State Championship events.
- Provide a list of any local sponsorship and details of sponsorship to the office. Also provide a list of any trade stands or businesses that will be at the championships. Information to be provided one month before the championship to the state office.
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#### **Marketing activities:**

- Organise a photographer for the event and advise state office of their contact details
- Provide state office with suitable local media contacts, i.e. newspaper, radio, television
- Provide state office with a pre-event quotation/s and any information of interest to local media such as photos
- Provide state office with a post-event story, and photos if available, with a minimum of 300 words