Pony Club

Where it all begins

Rally Organizer's Guide

THE USPC PLEDGE

As a Member of the United States Pony Club,
I stand for the best in sportsmanship as well as in horsemanship.
I shall compete for the enjoyment of the game well played and
take winning or losing in stride, remembering that without good
manners and good temper, sport loses its cause for being.
I shall endeavor to maintain the best tradition of the ancient and
noble skill of horsemanship, always treating my horse
with consideration due a partner.

USPC MISSION STATEMENT

The United States Pony Clubs, Inc. develops character, leadership, confidence, and a sense of community in youth through a program that teaches the care of horses and ponies, riding and mounted sports.

USPC CORE VALUES

Horsemanship with respect to healthcare, nutrition, stable management, handling and riding a mount safely, correctly and with confidence.

Organized teamwork including cooperation, communication, responsibility, leadership, mentoring, teaching and fostering a supportive yet competitive environment.

Respect for the horse and self through horsemanship; for land through land conservation; and for others through service and teamwork.

Service by providing an opportunity for members, parents, and others to support the Pony Club program locally, regionally and nationally through volunteerism.

Education at an individual pace to achieve personal goals and expand knowledge through teaching others.

Vision Statement

The USPC Program is available to and accessible by an intergenerational community of equine enthusiasts with a focus on youth through multiple means of delivery

- An instructional program supported by mounted and unmounted lessons at all levels
- Multiple forms of membership
- Fully enabled by technology
- Marketed to multiple audiences
- Recognized and recognizable nationwide as the leader in Horse Management education
- Trained and capable volunteers

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SECTION 1—Rally Organizing

1.1 INTRODUCTION

While organizing a rally can seem overwhelming, this guide, numerous other resource documents, experienced volunteers from the national discipline committees and the USPC National Office are available to assist you in the task.

The primary resources needed to achieve success as an organizer are:

- Rally Organizer's Guide (ROG)
- Appropriate current discipline rulebook
- Appropriate current annual discipline newsletter
- Current Horse Management Handbook
- Current Horse Management annual newsletter
- Access to the Resources for Rally Organizer's page of the Pony Club website
- National discipline committee members
- Regional leadership and horse management organizer

Please make sure to reference the Rally Organizer's page of the USPC website for the most up to date list of officials and other resources.

Rallies should be run in accordance with the current discipline rulebook. The rules and regulations are precise standards and are not intended as general guidelines. Within a standard rally, the rally organizer, working in conjunction with the regional supervisor, may make allowances for non-Championships divisions and non-Championships seeking competitors based on local and regional conditions. Small modified regional rallies have different concerns and limits that large standard rallies do not face.

Remember that specific rules cannot be made to cover every instance. Officials, staff and competitors must use their best judgment in those situations. Do not over think the rules or expectations of the rally. If this is the first experience in organizing a rally, keep the plans basic and straightforward. More elaborate rallies can occur after the basics have been mastered.

1.1.1—Rally Definition

A Pony Club rally is defined as a team competition (whenever possible), where a team's achievement is emphasized whether competing unmounted or mounted. Rallies are Pony Club team competitions that allow members of mixed ages and skill levels to test their knowledge in both horse care and riding in a competitive atmosphere. Members are judged based on their Horse Management certification level. Rallies can be offered in any of the Pony Club disciplines and in varying formats.

Regions, clubs and centers are encouraged to host rallies each year and to work cooperatively with other groups to host joint rallies as appropriate. They can be as complex or simple as you need them to be. Any rally may be held within the framework of a local or recognized show. At all levels, organizers are encouraged to keep rallies simple and inexpensive.

1.1.2—First Decisions

1. *Who will host the rally?*
   Rallies can be hosted by a club, center or a regional committee.
2. *Will the rally be local, regional or inter-regional?*
   - Local and regional rallies are team competitions involving centers/clubs from only one region.
   - Inter-regional rallies are team competitions between two or more regions.
3. *Will the rally be a standard or modified rally?*
   A. Standard rallies are always preferred. These rallies exactly follow the discipline rules per the rulebook, including use of a chief horse management judge (CHMJ) from the approved CHMJ list on the USPC website and any other specified officials. Certain divisions of Championships require members to attend a standard rally. Attendance at a standard rally and meeting minimum eligibility requirements guarantees a member's eligibility to attend Championships. Standard rallies can include non-Championships divisions and additional competition divisions (often a lower competition level) than what are listed in the rulebooks as appropriate for the local membership.
   B. Modified rallies may diverge from the discipline rulebooks. Alterations generally occur due to limited resources. Attendance at a modified rally will make some members eligible for the modified divisions at Championships, but it does not meet the minimum competition eligibility requirements for standard divisions.
4. *Will the rally be one-day or multiple days?*
   A rally may take place all in one day or may span several days of competition.
5. *Will the rally be a stand-alone competition or coincide with another competition?*
   Pony Club rallies may be a member only competition or may be held within the framework of a local or recognized show. Most rallies are USPC member only competitions. Organizers will need to determine if it is affordable to have a stand-alone competition or if it is necessary to run in conjunction with another competition.
   A. Rally held in conjunction with a recognized event/ show
   It is possible to coordinate with the organizer of a recognized event/show to allow a rally to be held within their competition. USPC members enter the competition and the rally separately. This option works well when there are not enough entries to afford a stand-alone rally. The majority of the costs

(facility fee, licensed judges and TD) are a part of the recognized show. The CHMJ and assistant horse management judges (AHMJ) are hired by the rally organizer in conjunction with the region's horse management organizer (HMO). Some show organizers will work with you to stable all participating USPC members together for easier Horse Management judging. Tack-room and feed-room areas will also have to be coordinated.

B. *Schooling Show Held in Conjunction with a Rally*
Any rally may host divisions that are open to non-members. These divisions are not team competitions and do not compete in Horse Management. For rallies that are low in entries, filling non-rally divisions with public entries can help make a rally affordable for members and a region. If you do have non-USPC members participating in your competition, additional insurance must be purchased to cover the event, and additional waivers are required.

1.1.3—Facility Requirements
When selecting a location for hosting a rally consider the following important factors in your decision-making process. Are there appropriate areas for?

ALL RALLIES:

- Competition Areas
- Show Office
- Rally Headquarters
- Information Center
- Announcer's Booth
- Scorer's Office
- Scoreboards
- Medical
- Parking
- Bathrooms
- Landline Telephone
- Officials/Volunteers Housing Accommodations
- Competitor Housing Accommodations
- Food/Concessions
- Neutral Zone

MOUNTED RALLIES:

- Stabling
- Horse Management Office
- Horse Inspection (Jog-Out) Area
- Turnout Inspection Area

Competition Areas: You will need enough arenas suitable for competition plus separate arena(s) for warmup. Eventing will need to have a cross-country course suitable for the levels offered. Tetrathlon will need a location to run, shoot and swim.

Show Office: This will serve as the work area for key personnel, and needs to be central to the competitors and horse management staff. Team packets are usually distributed here. The tone for the rally is set by the show office or wherever team packets are distributed and information disseminated. It is the communication crossroads of the rally.

Rally Headquarters: This is where all the behind-the-scenes work will take place. It is also an obvious meeting place for judges/officials, and a place for hearing inquiries and protests. Therefore, it must be placed where there can be some privacy—certainly not in the mainstream of the rally or near the announcer, scorers or information center.

Information Center: Depending on the size of the rally and facility, a free-standing information center may be helpful. It should be central to spectators and close to the announcer. This serves as the center of the rally for CA/DCs, parents and spectators. If there are no radios, it will need to be near or with the announcer. The show office often becomes the default information center.

Announcer's Booth: Determine if the facility has an established announcer's booth or if you will need to provide something. Also, determine if the facility offers a PA system or if you will need to provide your own. Remember that amplifiers and microphones must be protected from direct sunlight, rain and snow. Most often this is located near one or more of the competition venues. Be sure adequate protection is also available for your announcer since they will be spending the majority of their day in the announcer's booth.

Scorers' Office: The location should be near the show office and Horse Management office, but separate and protected from the general public. It is often advisable to mark it "PRIVATE" or "OFFICIALS ONLY".

Scoreboards: They should be away from scorers' office. One board should be placed in the stable area for posting scores for competitors' review during the 30-minute protest period. A second "general public" board should be placed near the announcer or information center. This is where scores for spectator viewing will be posted once the competitors have signed off on their posted scores (i.e. After the 30-minute protest period).

Medical: Plan this area with your medical personnel. Ask them what resources they will need (tables, chairs, Gatorade, etc.) It is often advisable to locate in a covered or shaded area.

Parking:

- The organizing committee and officials: They should be able to park close to rally headquarters to be readily available when needed.

- Stabling Area: Designate a spot for the CHMJ and allow parking spaces for some horse management judges. Ensure there is space for farriers' and veterinarians' vehicles, with room to maneuver.
- Vans and Trailers: Trailers from which teams' competitions are working should be parked separately from other vehicles and if used in lieu of stabling, room must be allowed for rider and horse to move about. If teams are working out of stalls, vans and trailers should be parked out of the stabling area, unless needed as tack or feed rooms. Remember to keep in mind that people haul mounts in a variety of manners ranging from small two-horse trailers, to large semis. Do some investigation as to what is most common in your area and take into consideration where they will park, turn around, etc.
- Passenger Vehicles of Competitors, Parents and Spectators: If possible, they should be parked out of the stable area and away from competition areas.
- Emergency Vehicles: They should be parked where they are readily available to medical personnel and their exit must not be blocked by another vehicle.

Bathroom Facilities: Portable toilets may be necessary if the facility you have chosen does not have suitable permanent ones for your use. If portable toilets are necessary, take into consideration where they should be located.

Landline Telephone: Most people today have a cell phone, but regardless, access to a landline for anyone who may not have a cell phone, or if the signal is poor in your location, is important.

Officials/Volunteers Housing Accommodations: Hotel costs for officials are a part of the rally expenses and the sharing of a room is allowed when appropriate. See if local Pony Club families without competitors participating in the rally are willing to host any of the rally officials. Families with competitors participating in the rally should not host any officials to prevent the appearance of a conflict of interest. Some facilities have housing on the grounds which could be a viable option for housing officials.

Competitor Housing Accommodations: When possible secure a block of rooms at a hotel close to the facility to help with costs.

Food/Concessions: Depending on the size and location of your rally you may have a variety of food options. You do need to think about food options for officials, volunteers, competitors and spectators. While you will most likely provide meals for officials and volunteers, competitors and spectators are generally expected to purchase their own food and drink. Following are some suggestions for how to handle the food needs of a rally.

- *Competitors/Parents/Spectators:* A concession stand can be contracted out with a vendor or run by a center/club/region. Prices and options should be reasonable for the expected audience. Providing a list of available food facilities to parents and competitors is always advisable.
- *Officials and Volunteers:* Normally one or more meals per day are provided as part of the rally expenses. For larger rallies, this may be catered or provided by the venue. For smaller rallies meal tickets or a tab may be created with the concession stand. The hospitality chair should take special care of the judges' and officials' meals. Water and/or cool drinks should be available at all times. Coffee for the horse management staff is appreciated when barns open at 6:00AM.

Neutral Zone: Any area not a competition area is considered neutral for competitors, parents and coaches. The barn or stabling area (including tack and feed room if outside of stabling area) is considered a competition area.

MOUNTED RALLIES

Stabling: All stabling arrangements must be safe for the mounts, competitors and organizing committee. Permanent and temporary stalls, e-penning and picket lines are examples of stabling options. For one-day rallies, tying mounts to trailers may be appropriate. Loading and unloading areas should be designated and easily accessible to stabling before and after the rally.

Horse Management Office: An office is usually a stall or designated area within the stabling area.

Horse Inspection (Jog-Out) Area: The jogging lane should be a flat area near stabling. A grassy strip, well-packed gravel, or paved driveway providing a smooth surface is ideal.

Turnout Inspection Area: This should be close to the stabling area but far enough away to allow for uninterrupted judging. This area should also form part of a natural flow toward warm-up and the competition area.

1.2 RALLY BUDGETING

Rallies typically are budgeted to run on a break-even basis, or may even be subsidized by the hosting group (region, club or center) and run at a loss. Since all costs are reflected in charges to competitors the donation of equipment, facilities and services helps to keep rally entry fees low. The sale of concessions, hats, shirts, etc., may provide additional income opportunities. If you do offer merchandise for sale it is suggested that you refrain from including the year so that you can sell the remaining inventory in future years. Financing the rally may be the responsibility of the host club, center or the region. You will want to work with DC/CA, or RS and treasurer when developing and getting approval for the rally budget. The host center, club, or region will determine the rally refund and rally cancellation procedure, and the procedure should be included on the invitation. A budget template is included in 1.7 Competition Forms and rally budget examples are available on the Rally Organizer's page of the website.

1.3 ORGANIZING COMMITTEE AND RALLY OFFICIALS

An organizing committee is essential for planning and hosting a rally competition. The organizer works with interested volunteers to determine the organizing committee chairs, tasks outside of job descriptions and oversees the completion of those jobs. Members of the organizing committee are key personnel and should be carefully selected and monitored. They must be dependable in making preparations that are correct, complete, on schedule, and should not be competing in the rally. These persons need not be from the same (local) center/club.

Asking each center/club in the region to be responsible for a portion of the organizing duties is a good way to distribute the workload of running a regional rally. This will help keep the rally sustainable and can help in the instance of a site change or the need to bring in new volunteers to help prevent burn out.

Job descriptions and time frames outlined in this document will differ based on the individual needs of the rally. The assignment of duties is sometimes arbitrary and is therefore included in more than one job description. Please compare them carefully and adapt as necessary. Beware of overlapping duties, while making sure that no task is overlooked.

We suggest that you copy the respective notes for each organizing committee chair and staff position with your own adjustments and present to each to use as a guide. Ask that accurate records be kept, with comments, throughout the rally preparation for a final report and critique.

An organizing committee generally consists of the following positions. While these are suggested positions, your rally may alter the position titles and job descriptions as necessary. More detailed job descriptions and timelines are located in 1.6 Competition Resources.

1.3.1 Rally Organizer

The rally organizer is the overall director of the rally from the day of initial preparation to the final wrap-up meeting. The person filling this position should be a well-organized self-starter who is friendly, diplomatic and able to delegate.

IMPORTANT: The organizer must have a copy of and be familiar with the current discipline rulebook, discipline newsletter, Horse Management Handbook, and Horse Management Newsletter, so that the rally preparations comply with those rules and standards. During the rally, the officials will provide technical expertise, but the rally organizer must make organizing decisions based on the rulebook. During the months of preparation, the organizer must be able to monitor and provide guidance to the various chairs based on the USPC rules.

For regional rallies consider someone other than the regional supervisor (RS) as the rally organizer. The position of RS is a neutral authority that should not appear biased to rally participants should issues arise. Additionally, a CA/DC's first responsibility is preparing center/club team(s) for the rally, at just the time the organizer would be busiest. There can be exceptions to assigning the organizer position; common sense and local circumstances should prevail, but do look elsewhere first!

Competitors within the rally may not serve as rally organizer and should not be in any volunteer position that may lead to a potential conflict of interest. Doing so will prevent any actual or perceived biases in regards to official selection and scoring.

The organizer will:

- Oversee all aspects of the rally.
- Appoint committee members, make sure they are familiar with rules, and call meetings as necessary.
- Hire appropriate and knowledgeable officials according to rally discipline.
- Contact and secure farrier, veterinarian, EMT personnel.
- Work with region's horse management organizer (HMO) to hire a chief horse management judge (CHMJ) and put together a team of assistant horse management judges (AHMJs) that work well together.
- Identify the discipline ground jury per the specifications of the discipline rulebook.
- Contact preceding year's committee to discuss possible improvements to be made or problems to be solved in the current rally year.

1.3.2 Rally Secretary

The rally secretary is as important to a well-run rally as the organizer. The two are partners, the organizer dealing with the overall organizational responsibilities and the secretary dealing with specific duties, such as correspondence, records, entries and communications within the rally personnel. Familiarity with Microsoft Excel or other database software is an important skill for rally secretaries. Use of technology to gather data and create rally documentation is extremely helpful. It is important for the secretary to keep the organizer informed and have them review and approve all mailings.

The person filling this position should be well-organized, pleasant, punctual and familiar with Pony Club. They must have a copy of and be familiar with the current appropriate discipline rulebook, discipline newsletter, Horse management Handbook, and Horse Management Newsletter, so that the rally preparations comply with those rules and standards.

The rally secretary sets the tone for the rally, for they make the initial contact by sending out the rally invitation and entry forms to clubs/centers/regions. Although the organizer reviews and approves the information on the entry form, the secretary normally does the formatting, copying,

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assembling and distribution. A complete and clearly organized invitation and entry sent in adequate time for response helps to set this tone.

Since the secretary sends out and receives the entries for the rally, they must be able to field any questions concerning the rally and do so in a friendly manner. It is not necessary to know all the answers, but the secretary must know where to quickly find the answers and should respond promptly.

The secretary is responsible for equipping and staffing the information center. They will need help in staffing the center, as well as with pre-rally communication, logging entries, assembling and distributing team packets. Please choose these helpers carefully. They must be knowledgeable of discipline rules and well-informed about specific rally schedules, facilities, etc. They must—above all—be pleasant to everyone. The information center should be a calm collected place to obtain information, not a hubbub of frenzied activity.

1.3.3 Rally Treasurer

The rally treasurer collects entry payments and pays all bills and officials. The rally treasurer must be well-organized, with good bookkeeping skills and should be readily available throughout the rally preparation and competition.

1.3.4 Horse Management Organizer

Annually a horse management organizer (HMO) is elected by the regional council. Rally organizers should work closely with the HMO to hire appropriate horse management staff for the rally. The HMO organizes support materials and supplies for horse management staff at the rally.

1.3.5 Hospitality Chair

The hospitality chair is in charge of the care and feeding of officials and volunteers immediately before and during the rally. They arrange housing, meals and refreshment for officials and volunteers as prescribed by the organizer. Sometimes they are responsible for transportation of judges and officials to and from the rally facility and housing.

Sometimes when there is a lack of concessions, the hospitality chair may also coordinate some competitor food options or meals. Including meals is not a standard rally practice. If this option is used, it should be included in the rally announcement.

The hospitality chair must be well organized, hospitable and able to keep accurate expense records. They should truly enjoy people and be attuned to their needs.

1.3.6 Facility/Grounds Chair

A facility/grounds chair arranges for placement, set-up, preparation and maintenance of competition and warm up areas, secures equipment for the rally, posts rally signage, arranges placement and removal of trash containers and porta-potties, and manages all parking. The grounds chair must also understand Pony Club rallies in order to assess foot/horse/vehicle traffic flow.

1.3.7 Stabling Chair

This person must have knowledge of USPC rally barn rules and USPC Horse Management. They work closely with the CHMJ, organizer and secretary. Good organizational skills, great tact and patience are necessary. The stabling chair must be on the grounds at least the day before, during, and possibly the day after the rally because of their responsibilities. See Section 1.6.1 for the full job description.

They are responsible for arranging stall assignments, providing personnel for check in and out of stalls, setup of the Horse Management office, developing a plan for stall bedding, manure disposal and water disbursement. In conjunction with the organizer, they will help make plans for team trailer parking, e-penning (hot penning) or picket lines.

1.3.8 Communications Chair

This person is responsible for all communications at the rally, including communications to or from officials, and to competitors and spectators. They are responsible for locating, obtaining, setting up and returning (if rented or borrowed) all communication equipment for the rally, as prescribed by the organizer. If radios are used, this person is responsible for seeing that they are in good working order and distributing them as required.

1.3.9 Volunteer Chair

The volunteer chair is an essential position that secures and schedules all rally volunteer staff that are needed onsite (other than officials). This person must be a good communicator that enjoys working with people.

1.3.10 Scorer(s)

Scorer(s) must be familiar with the discipline, knowledgeable in breaking ties, and be calm and unflappable. They will work closely with the TD/steward in resolving inquires and mathematical issues. They must be kept up to date on scratches, changes, anything that might affect the final scores. This is important during and at the end of the competition.

1.3.11 Announcer

The announcer keeps the rally moving and needs to be comfortable with a microphone and USPC procedures. It will help the announcer to see a list of competitors and mounts before the rally to familiarize themselves with the names and find out how to pronounce unusual ones. They announce the competitors as they enter and for applicable disciplines their times (and penalties) at the end of each round. While highly recommended, this is an optional position, as not every facility will have announcing capability.

1.3.12 Awards Chair

The awards chair determines required awards, secures award sponsors, orders, confirms delivery of awards, and organizes the awards ceremony.

1.3.13 Securing Rally Officials

Once the budget is completed and approved, the organizer contacts and secures rally officials. Volunteers may fill some of these positions, while others will require a fee for their time. When hiring officials, preference should always be given to licensed officials and in many disciplines, licensed officials are required for standard rallies. Section V: Officiation in each of the discipline rulebooks covers the specific requirements for rally officials. Quiz rallies will include most of the following positions and mounted rallies include all of the following positions.

- Technical Delegate/Steward
- Riding Judges
- CHMJ and AHMJs
- Course Designers
- Farrier
- Veterinarian
- Medical Personnel

PLEASE NOTE:
All officials should be confirmed in writing clearly spelling out:

- Date(s) of rally
- Location
- Discipline(s)
- Approximate arrival and departure time (day of, day before, hour)
- Type of transportation (car, bus, train, plane)
- Fee (if any) and expenses to be paid, when, where, by whom
- Accommodations (Housing, if any, and specific meals included)

Every official should have a copy of or access to the current appropriate discipline rulebook, any addenda to that rulebook, the USPC Horse Management Handbook and appropriate annual newsletters.

1.3.14 Selecting Discipline Ground Jury

Prior to the start of the rally a discipline ground jury should be selected and if not pre-determined by position, the president of the discipline ground jury should be determined. Each discipline has specifications as to the positions and individuals who may and may not serve on the ground jury. See Section V: Officiation, of the discipline rulebook for full details.

1.4 OVERALL ORGANIZING TIMELINE

1.4.1 Twelve Months Before Rally

- Set dates for the rally, including opening and closing dates. Regional rally dates may be set by the regional council at a meeting or they may be determined by the RS with the assistance of the other regional officers. They should be set to a date that is beneficial for the majority of the region.
- Select an overall organizer.
- Determine an approximate number of teams/competitors participating in the rally.
- Develop budget.
- Determine a suitable location(s), review/sign contract and pay any required deposits.
- Post the rally dates on the regional calendar and submit them to the national USPC calendar.

1.4.2 Six Months Before Rally

- Assemble organizing committee. Although the organizer is ultimately responsible for the overall planning of the rally, they will need to assemble a team of volunteers to assist them with rally organization. They should be able to delegate and depend on these teammates. Once the rally date, site and organizer have been selected the organizer should begin to assemble the organizing committee as outlined above.
- The organizer may delegate some of their jobs, and at small rallies one person may fill several positions. It is wise to line up all personnel early. In the case of regionally hosted rallies, check with RS for responsibility of selecting officials and judges as this could vary from region to region. The organizer is responsible for seeing that they are confirmed.
- Secure officials and key volunteers.
- Set up a calendar of dates (i.e. rally open and close dates, deadlines, etc.)

1.4.3 Three Months Before Rally

- Update/develop site/location plan.
- Set a tentative schedule.
- Update/develop human and equine emergency plans.
- Send out "Save the Rally Date" to centers/clubs and adjacent regions and review for accuracy rally dates on the USPC National Calendar.

1.4.4 Six Weeks Before Rally

- Send out rally invitation.
- Inspect rally site.

1.4.5 Four Weeks Before Rally

- Secure necessary insurance through USPC website. If non-USPC members will be participating, additional insurance will be required and the Non-Member Activity Release completed for each participant.
- Finalize all emergency planning processes and documentation, biohazard, equine, human, weather, etc.
- Confirm the following:
  - All key personnel commitments
  - All stabling and Horse Management arrangements
  - Arrangements for housing and meals are complete
  - EMT and Emergency Vehicles (human and equine)
  - Vets and Farrier, where and when applicable

1.4.6 Two Weeks Before Rally

- Review the number of teams entered in comparison with the budget
- Draw team order of go (as appropriate)

1.4.7 One Week Before Rally

- Check in with **all** chairs to be sure their jobs are nearing completion.
- Pickup ribbons/awards

1.4.8 Day Before Rally

- Final Inspection with TD/Steward
- Complete team packets, schedule and program with pre-printed labels whenever possible
- Set up official's equipment
- Set up competition grounds
- Place signage

1.4.9 Day of Rally

- Monitor and adjust schedule as necessary
- Meet and brief officials and organizing committee
- Facilitate volunteers, competitors and coaches briefings
- Establish and announce official rally time

1.4.10 After Rally

- Tear down and clean up grounds
- Collect and send evaluation forms
- Confirm the TD/steward's report was submitted or sent to the USPC National Office
- Send the organizers report, submit any incident report and copies of score sheets to USPC National Office
- Plan an organizing committee final wrap up meeting
- Send thank you notes

1.5 COMPETITION SCHEDULING

Proper scheduling is crucial to a rally running smoothly. The communication of the schedule prior to the rally and the implementation of a good schedule is one of the most impactful areas providing for a good competitor, parent, chaperone, coach and volunteer experience. The following are functions that will be at all rallies (with the exception of Quiz rallies which will not have the mounted rally portions). Discipline specific scheduling will be included in the discipline sections.

1.5.1 Grounds Opening Time

The official opening time is when mounts and competitors may begin arriving on the facility. Any arrivals before this should be by special request only and must be approved by the organizer/stabling chair.

1.5.2 Packet Pick-Up

This is an official time set when rally packets are available for competitors to pick up.

1.5.3 Official Rally Start Time

This may or may not preceed the competitor briefing. Once the competition officially starts the barns are closed to anyone other than competitors and officials. There should be a designated time when the barns open and close each day for multi-day rallies. Defined times should also be scheduled for visitors to see the barns.

1.5.4 Organizer Briefings

Prior to starting the rally, plan to meet with the TD/steward, CHMJ, and key rally personnel. This should be before the competitor and coaches briefing to go over any last-minute items, review the order of the briefing and the topics to be covered.

1.5.5 Volunteers Briefing(s)

Prior to the start of the competition, a volunteer briefing should be held to outline the competition schedule and expectations of the volunteers. There may be a single briefing or multiple briefings depending on the size of the rally and volunteer jobs to be covered.

1.5.6 Competitors Briefing

The competitor briefing should include the organizer, TD/steward and CHMJ. This is an excellent occasion to set the tone for the competition. As the organizer, introduce yourself and your team and stress the importance of having fun and being safe. The briefing should include the competition format, the schedule and locations for posting scores, and any other information that is unique to the facility and rally.

1.5.7 Coaches Briefing (if applicable)

The coaches briefing should be made by the TD/steward. Coaches should all have some type of identification that lets rally officials know that they are an approved coach, and all coaches must complete the coaches form. Coaches should be reminded of the requirement to assist any competitor that requests assistance and any other information that is unique to the rally.

1.5.8 Horse Inspection (Jogs)

Prior to the start of competition, an inspection panel as defined in the discipline rulebook must examine mounts in hand for soundness. The first horse inspection should be done at the beginning of the rally. For a multiple day rally it may be done the evening before the first day of competition. Inspections may be done in numerical order or if done on the first day of the rally, in order of go so the first to ride are the first to present. It can be helpful to assign times. If lining everyone up in numerical order, a start time is all that may be necessary. Allow one minute per horse for horse inspection, with a minimum of 30 minutes scheduled.

1.5.9 Turnout Inspection

While recommended times for turnout inspection are included in this document, the turnout schedule should be made following consultation with the CHMJ for the rally. They will have the best idea of the necessary time required based on the number and certification of competitors, and the discipline. Consideration should also be given to the layout of the facility and distance between the barns, warm-up and competition ring.

Individual Turnout Inspections

For most disciplines' members present to turnout inspections as individuals or as a pair if they are sharing a mount. For competitors with D certifications, allow at least 30 minutes between the beginning of their turnout inspection and their first ride. For other competitors, allow 45 minutes to an hour between their turnout inspection and their first ride. One hour can be a bit long but it allows for some flexibility for horse management staff in getting the turnout inspections completed.

Turnout inspections should be scheduled each at 8-10 minute intervals, and enough stations should be planned to allow for an even flow of riders into the ring. If competitors are sharing mounts, they should be scheduled at 10-15 minute intervals. Add breaks to the schedule of turnout inspections to allow the stations to catch up if they are running late, and give the horse management staff a break.

Turnout inspection judges should be assigned in a fair manner between the teams. This can be done in different ways. For example, all members of all teams within a division have the same judge or multiple judges are evenly assigned to each team with each rider being assigned to a different judge. If multiple judges are used, the same judges should be used within each division.

Shared Mounts

If competitors are sharing mounts, they will have their turnout inspections at the same time, with the same horse management judge, at the first rider's turnout time. All riders sharing the mount present at the same time and bring their individual tack if there will be a tack change. The rider who changes tack will need to have a safety check before mounting.

Team Turnout Inspections

In Games and Polocrosse, competitors present to turnout inspections as a complete team instead of individually. Ideally there are enough turnout stations so each team member can report at the exact same time and inspections are scheduled at the 8-10 minute intervals between teams. If there are not enough turnout stations to accommodate all members of the same team presenting at the same time, increase the time between turnout inspections for teams to 20-30 minutes.

1.5.10 Course Walks

For all jumping phases and the run phase of Tetrathlon, all competitors must be given the opportunity to walk their course. This can occur immediately before the round begins or further in advance. There should be course maps with the time allowed and time limit posted prior to opening the course for walking.

1.5.11 Mounted Ride Times and Competition

An order of go (OOG) is a specified order that riders will follow for the rounds of competition for individual sports. For team sports, the schedule will include team information and will be less detailed. For individual sports when competitors are sharing mounts, try not to have competitors ride back to back. Each competitor should be given at least 15 minutes to warm-up prior to their individual round.

For dressage tests, if a change in arena size is required, you should plan a 10-15 minute break for that change. For jumping competitions, you should plan on 20-30 minutes between division changes to allow the course changes and volunteers to be in place. The discipline specific sections will include more detailed information about scheduling ride times.

1.5.12 Safety Checks

Safety checks required every time a competitor returns to the barn with mount, prior to a ride. Initial safety checks are included in the turnout inspection. Prior to scheduling your rally consult with the CHMJ about how they would like to schedule safety checks. Many times they are not listed in the official schedule.

1.5.13 Turnbacks

Turnbacks are determined by the CHMJ and should be discussed during the competitor briefing. Following mounted competition, the mount, tack and equipment used for that ride are checked. There are no official turnbacks on the last day of a multi-day rally or after the last ride of a one-day rally; however, many CHMJs will want to see that mounts are properly cared for following the mounted competition.

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1.5.14 Posting Scores

Score posting times should be discussed during the competitor briefing. Scores are posted in the barn for competitors to see before they are posted in the common area (for parents and coaches). This allows all teams to plan to review scores at a specific time and allows scorers to plan when they will receive Horse Management scores. A person designated by horse management should be available to answer any questions from competitors during the inquiry period, to catch transcription errors and to document inquiries.

Horse Management Scores: Scores should be posted first in the barn area for competitors once daily at multi-day rallies. At one-day rallies or on the last day of a multi-day rally, post once in the morning and once at the end of the day.

Riding Scores: Scores should be posted throughout the day whenever available and convenient for the scorers.

1.5.15 Inquiry Period

Competitors have 30 minutes after scores are posted to make inquiries. It is recommended that rally offices have an inquiry book to log the date and time that inquiries are made and an inquiry tracking form is included in Section 1.9. The announcement of scores being posted is important and should be done in a way to maximize the communications to the competitors. Full processes and procedures for inquiries and protests are outlined in Section IV Scoring, of the discipline rulebook.

1.5.16 Awards

The awards presentation is often one of the most overlooked and rushed portions of the competition. Because this is the final experience that the competitors and parents have, it is important that it is well planned and smoothly run. Make sure that inquiry periods have concluded and that final scores have been triple checked by the scorers and others prior to the start of the awards presentation.

Planning for the awards presentation begins well before the rally. The organizing committee should determine what awards will be given and that information should be published in the prize list/rally invitation. The awards chair will need to order ribbons well ahead of time, keeping in mind any existing inventory. It is recommended that you limit the dates that you include on the awards so you can keep any unused items to use in upcoming years.

1.5.17 Wrap-Up Meeting

While the competitors' experience concludes with the awards presentation, the rally organizing committee still has several important items that must be completed before the rally is considered completed. These items include:

- Debrief officials and volunteers.
- Finalize financials working with the rally treasurer.
- Prepare a rally summary for the RS. This should include a list of any competitors who earned Championships eligibility.
- Write thank-you notes to volunteers.
- Follow up with the required TD/steward to make sure the TD/steward's report has been sent to the USPC National Office. The TD/stewards report can be completed electronically on the USPC website, emailed to rallies@ponyclub.org or mailed to the USPC National Office. Failure to send the report will jeopardize the region's members eligibility to enter Championships.
- Complete and submit the required rally organizer's report and either email it to rallies@ponyclub.org or mail it to the USPC National Office. Include any suggested changes to the discipline rulebook.

1.6 HORSE MANAGEMENT

As a core activity within Pony Club, all rally competitions must include Horse Management competition. The knowledge and hand-on applications of Quiz are founded on horse management knowledge. To properly organize the Horse Management competition of any rally, the Rally Organizer's Guide must be used in conjunction with the Horse Management Handbook and discipline rulebook. While the organizing of the horse management portion of the competition generally falls in the responsibilities of the regional HMO, the rally organizer should be in constant communication with the HMO and aware of plans. Questions about Horse Management organizing should be referred to the USPC Horse Management Committee chair.

1.6.1 Horse Management Facility Requirements

The Horse Management competition area will be determined by the facility selected by the mounted discipline organizer. Once the rally organizing committee selects a facility, the regional HMO should work with the rally organizer on determining Horse Management competitions areas.

1.6.1.1 Barn/Stabling Competition Area

The barn or stabling area (including tack and feed room if outside of stabling area) is considered a competition area. Once the rally officially starts, it is only accessible to competitors and officials. Discuss with stabling chair the stall configuration desired by the CHMJ as to where feed and tack stalls will be located.

1.6.1.2 Horse Management Office

The Horse Management office is separate from the main show office. It is usually a stall or designated area within the stabling area and clearly marked. It will need a table and chairs just as other offices. Ask your CHMJ for other requirements.

1.6.1.3 Horse Inspection (Jog-Out) Area

The jogging lane should be a flat area near stabling or trailer parking. A grassy strip, well-packed gravel, or paved driveway providing a smooth surface is ideal. Prior to the inspection check with CHMJ and vet for suitability. Spectators are allowed to watch, but will need to have a designated area as to not interfere with competitors.

1.6.1.4 Turnout Inspection Area

This should be close to the stabling area but far enough away to allow for uninterrupted judging. This area should also form part of a natural flow toward warm-up and the competition area.

- Turnout Inspection Waiting Area: Should have adequate space for four mounts.
- Inspection Station(s): Each area should be large enough to allow a mount, competitor, and horse management judges to move around safely. It should be roped off or otherwise very clearly designated and separated from the public for privacy of the competitor. (Organizers may give parents/coaches the option of watching turnouts from a designated distance so they can take pictures).
- Optional: a chair provided at each station.

1.6.2 Horse Management Officials and Additional Volunteers

Several factors influence the selection of the horse management staff, including whether or not the rally is standard or modified, the discipline, and the numbers and certification levels of the competitors.

1.6.2.1 Horse Management Organizer (HMO)

An HMO is elected annually by the regional council of each region. The HMO must work in conjunction with the organizer and secretary when preparing for the Horse Management portion of a rally. The HMO, in conjunction with the RS and the organizer, is also responsible for ensuring the horse management staff for regional rallies is hired. The HMO should be available for communication with the chief and rally organizer during the rally.

1.6.2.2 Chief Horse Management Judge (CHMJ)

The chief is the head judge hired for the Horse Management competition at a rally. The chief leads and manages the assistant horse management judges. It is required that the CHMJ for all standards rallies be selected from the current USPC CHMJ list found on the USPC website. It is recommended that modified rallies also utilize CHMJs from the list, but the organizing committee may select an individual whom the region feels is capable of providing a safe and educational environment for members. At some rallies, the chief may serve a mentor to a provisional chief. If a provisional CHMJ is used, a qualified mentor CHMJ, selected from the current USPC Mentor CHMJ list, must also be used. The CHMJ should not be selected from the same region hosting the rally.

HMOs must submit names of rally CHMJs to the Horse Management Committee using the HMO Intent to Rally Form found on the Resources for Horse Management Organizers page of the USPC website.

1.6.2.3 Assistant Horse Management Judge (AHMJ)

AHMJs are volunteers serving as horse management staff in addition to the CHMJ. Based on an estimated number of entries, you should determine the number of AHMJs necessary. Regions are encouraged to keep a list of CHMJ recommended individuals. Note: Scribes are not considered HMJs.

When using active USPC members as AHMJs, the AHMJ must possess a higher certification than competitors they are performing safety checks for. If the AHMJ is under the age of 18, they must have adult supervision at all times.

The number of AHMJs required at a rally will vary based on the schedule, and a ratio of one AHMJ per four teams is recommended. The HMO, in consultation with the discipline rally organizer and the RS, will determine the final staffing numbers based on:

- Rally discipline (i.e. an Eventing Rally requires more horse management staff than a Dressage Rally)
- Estimated number of competitors
- Proficiency level of competitors

There must be enough HMJs for the duration of the rally. AHMJs should not also be assigned any other volunteer responsibilities.

1.6.2.4 Additional Volunteers

1.6.2.4.1 Horse Management Secretary—The CHMJ may assign an AHMJ or a reliable volunteer to transcribe comments from the AHMJs' working notes to the appropriate Horse Management score sheet. This individual only transcribes the scores as assigned by the CHMJ.

1.6.2.4.2 Turnout Inspection Scribes—A volunteer position that is recruited by the HMO, or volunteer chair. They scribe HMJ remarks during turnout inspections.

NOTE: Everyone working as a volunteer with the horse management staff must wear appropriate barn attire.

1.6.3 Horse Management Scheduling

The daily horse management schedule will vary depending on the number of teams, number of AHMJs, the discipline and the schedule of rides. The CHMJ, organizer and secretary will work together to develop a schedule that is efficient and practical.

The following are recommendations for the amount of time to allow for the specified task. The numbers reflect an average and include time to complete paperwork and organize competitors. For example, it usually takes less than 30 seconds to jog a single mount, but a schedule of 30 minutes to jog 30 mounts allows time to organize the competitors and re-jog any mounts that do not pass the initial inspection.

These recommendations can be used to determine how many staff members are required to complete a given task in a given amount of time. For example, a rally with ten teams will require 100 minutes (one hour and 40 minutes) for setup and safety checks. Two judges working separately could complete all ten checks in 50 minutes, three judges working separately could finish in under 35 minutes.

Recommended Time Allowed

Initial Competitor Briefing	45 minutes
Initial AHMJ Briefing	45 minutes
Horse Inspections	one minute/mount
Helmet Checks	one minute/judge/helmet
Setup & Safety	ten minutes/team
Required Equipment	ten minutes/team
Turnout Inspections	ten-fifteen minutes/ inspection
Turnbacks	two minutes/turnback staring one hour after ride
Safety Check	two minutes/safety check starting one hour before ride
Scoring	two minutes/sheet

NOTE: There are no turnbacks on the last day of a multi-day rally or after the last ride of a one day rally.

Refer to Section I, Chapter 1.5 Competition Scheduling and Appendix K of the Horse Management Handbook.

1.6.4 Horse Management Printing and Supplies
The HMO must ensure all office supplies and other materials (including Horse Management sheets) are printed, labeled and ready for the horse management staff at the start of the rally.

Horse Management Printing
Rallies must use the score sheets located in the current Horse Management Handbook which is reviewed every year. Refer to Horse Management Handbook, Section VI for the current forms and quantities.

1.6.5 Horse Management Administration

1.6.5.1 Prior to Arrival

- HMO or CHMJ contacts AHMJs to discuss:
  - AHMJ experience level
  - Experience and preference of jobs/tasks
  - HMJ dress code
  - Suggest items they may need to bring
  - Schedule including arrival and departure times
  - Discuss details of move in/out times and horse management staff expectations
  - Horse management staff job expectations and responsibilities
  - Answer any questions

1.6.5.2 Once Chief Arrives on Rally Grounds

- The CHMJ must check with the HMO, secretary and organizer to discuss:
  - Location of supplies and Horse Management forms
  - Communication plans (radios, phones, etc.)
  - Contact information for veterinarian, farrier and emergency personnel
  - Emergency plans (biohazard, mount, human, weather)
  - Horse management staff assignments and locations
  - Scoring office location and barn score sheet location
  - Housekeeping details related to the rally grounds, safety issues, barn/tie areas, water, etc.
  - Process for cleaning stalls and/or manure disposal
  - Procedures expense forms for horse management staff
  - Competitor who have notified the organizing committee of medical, educational or physical conditions.
- Attend organizer briefings as appropriate
- Meet with TD/steward to discuss inquiry processes and procedures

1.6.5.3 Move-In and Set Up

- CHMJ, HMO or designated AHMJ oversees the move-in and set up period to ensure a safe environment
- As competitors arrive at the stabling area, they will unload mounts and equipment. Once mounts and equipment are unloaded, the truck and trailer must be moved to the designated parking area to keep the flow of incoming vehicles moving.
- During this time, competitors may have help moving in heavy equipment and handling of mounts while they continue with set-up.

1.6.5.4 Horse Management Competition Begins

- At the designated time close barns to parent, coaches and spectators

1.6.5.5 Competitors Briefing

- The CHMJ will attend and assist in giving the competitor briefing, where they will share the location and schedule for posting scores

1.6.5.6 Horse Inspections

- Gather and line up competitors as decided by the horse inspection panel. Mounts should be kept moving until their turn to present.
- When the panel is ready, each competitor will move mount at a trot straight away from the judges, then turn to the right (away from the presenter).
- The panel will announce approved or held. If a mount is approved, they may return to the barn. If a mount is held, they should proceed to the holding arena.
- As determined by the panel, the mount may be evaluated by a veterinarian or farrier and then represented.
- Upon the representation the mount will be approved or rejected. Rejected mounts may be further evaluated by a veterinarian and represented at a later time or date for approval.

1.6.5.6 Turnout Inspections

- At the designated time, competitors and their mount with competition tack and attire arrive at the turnout inspection station.
- If necessary competitors may wait in a holding area until their station becomes available and they are signaled by the horse management judge.
- The time the competitor arrives at the turnout inspection station or in the holding area should be noted at the top of their score sheet. If the schedule begins to run late, the competitor will be credited for arriving on time.
- Once the inspection is over, the horse management staff show the competitor their score and then they proceed to the mounted competition.

1.6.5.7 Safety Checks

- Prior to mounting for competition after the first ride, members must present to the horse management staff for a safety check.

1.6.5.8 Vet Box (Eventing and Polocrosse Only)

- Upon completing the course or chukka, riders will come to the vet box or to a designated area.
- Riders will gradually come to a walk and report immediately to the veterinarian or horse management judge.
- The veterinarian takes vital signs, which includes temperature, pulse and respiration. After the veterinarian has completed the examination of the mount, the cooling out procedure begins.
- The competitor will report to veterinarian when requested for at least one more check, usually in ten minutes, and will continue reporting to the vet as instructed until excused.
- Refer to the discipline rulebooks and Horse Management Handbook for additional details.

1.6.5.9 Turnbacks

- As determined by the CHMJ and relayed to competitors. All competitors must present their mount and/or tack for a turnback inspection.
- Turnbacks are not required on the last day of a multi-day rally or after the last round of a one-day rally.

1.6.5.10 Posting Horse Management Scores

- Horse Management scores should be posted as described in the competitor briefing.
- No scores can be posted until all the scores from that phase of Horse Management are complete for each division.
- Note the time that Horse Management scores are posted on the individual and master score sheets, if used.
- Each posting must be followed by a 30-minute inquiry period. Team captains sign the score sheet to indicate they have no inquiries or 30 minutes have elapsed.
- At multi-day rallies scores should be posted when barns open in the morning, or as soon as possible after barns open.
- At one day rallies scores should be posted once in the morning and once at the end of the day.
- The first posting should include Setup & Safety and Turnout Inspection sheets. The second and final posting should include Required Equipment, Daily Sheets and XC Phase sheets (Eventing Only).

1.6.5.11 Final Briefing

- Hold a final briefing with competitors. This may be in conjunction with the awards ceremony.

1.6.5.12 After Competition Concludes

- Horse management staff supervise and assist the competitors to make the move out period as safe as possible.
- At least one horse management staff member should remain on rally grounds until all competitors have departed with the exception of any layovers.
- Check stalls/tie areas before competitors depart to ensure they have been left as instructed at the initial briefing.
- Submit required paperwork.

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1.6.6 Horse Management Scoring and Awards

The formulas and rules for scoring are outlined in the Horse Management Handbook. Only the CHMJ has the authority to assign or adjust Horse Management scores as the result of inquiries. The CHMJ should be available where Horse Management score sheets are posted for the required 30 minute inquiry period.

Scores sheets should be turned in promptly to the scorers. All Horse Management scores (on Master Score Sheet) must be turned in to the rally scorer on the final day of rally by the time designated by the scorer to prevent a delay in the pinning of awards.

In recognition of the team aspect of the competition, overall team and Horse Management awards are presented at mounted rallies.

1.6.7 Horse Management Checklist

- CHMJ hired
- Horse Management staff assembled
- Contact rally organizer about schedule
- Paperwork printed
- Collect competitor evaluations
- Submit required paperwork to appropriate people

1.7 COMPETITION RESOURCES

1.7.1 Organizing Committee Job Timelines and Details

1.7.1.1 Rally Organizer

Position Specific Timeline

Six Weeks to Two Months Before the Rally

- After first rally announcement has been sent out, contact center/clubs for an estimate of teams. Discuss results with RS and any other appropriate personnel to determine if any adjustments in facilities, personnel and entry fees are necessary.

After Closing Date (Usually 2 weeks before rally)

- Review with secretary, treasurer and HMO the number of teams attending. If the necessary adjust the budget, staffing and other plans as needed.
- Work with secretary and HMO to prepare competition schedule.
- Secure insurance for the rally using the insurance section of the USPC website and any additional insurance if non-PC members will be participating. Copies of insurance certificates can be obtained for any facilities who require them.
- Confirm and update emergency plans.

One Day to One Week Before Rally

- Confirm with hospitality chair arrangements for transportation, housing and meals for the organizing committee and officials are complete.
- Confirm that any PA system are in place and functional and that radios are charged and ready for use.
- Confirm with facility/grounds chair that rally signage is either up or ready to go up the day of rally.
- Confirm the awards chair has obtained and organized ribbons and awards.
- Confirm with the stabling chair that stalls are marked and the Horse Management office is set up.
- Confirm with the secretary that the schedule, program, labels and orders of go are complete and correct. Confirm competitors' packets are ready and officials and judges' sheets have been prepared.
- Accompany TD/steward on the final inspection prior to competition; include appropriate chairs. Carry out any corrections/instructions/requests promptly.

Day of Rally

- Arrive early, collect your radio and test it with the officials, secretary, announcer, information center, and stabling area.
- Greet and introduce yourself as necessary to officials, judges and volunteers as they arrive.
- Meet with and brief all judges (including horse management) and officials as a group. Go over the schedule and map that includes key people and locations of the important areas.
- Give or attend volunteer briefings as appropriate.
- Facilitate competitor briefing. Welcome and introduce yourself and share any instructions, changes etc. Introduce TD/steward and CHMJ and then turn briefing over to them.
- Be present at the beginning of each round or phase and stay in contact with chairs to be sure positions are covered by designated personnel.
- Keep secretary informed of any schedule changes so that they can notify announcer if appropriate.
- Facilitate the awards ceremony. Recognize and thank organizing team, staff, judges, officials, volunteers and parents.
- Remind organizing team of wrap-up meeting date and time. Remind everyone that needs reimbursement to submit their receipts/reimbursement form promptly.

After the Rally

- Be certain that the site is returned to its pre-rally condition or better. Ask chairs to assist and to inventory their equipment and submit lists of items for repair and replacement.
- Consider hosting a potluck supper or barbecue after the last piece of equipment has been put away.

- Assist secretary in getting and saving all necessary reports, evaluations, and score sheets, make sure reports and score sheets are sent to the appropriate recipients.
- Assist treasurer in reconciling their figures in order to have a complete financial report for the wrap up meeting.
- Chair the wrap-up meeting soon after the rally, within two weeks if possible. Collect the notes and information from chairs, complete with their remarks and suggestions for next year.
- File records, reports, notes and inventories wherever your region requests, in preparation for next year.

1.7.1.2 Rally Secretary

Position Specific Timeline

Four Months Before Rally

- Check with the organizer, TD/steward, CHMJ, and scorers to verify they have the following documents:
  - Current appropriate discipline rulebooks
  - Current appropriate discipline newsletters
  - Current Horse Management Handbook
  - Current Horse Management Newsletter

If they do not have the above documents, determine how to get them copies, whether they be electronic or hardcopy.

Three Months Before Rally

- Locate pinnies and any other means of identification you need for the rally.

Six Weeks Before Rally

- Send rally invitation and entry forms to participating centers, clubs, and nearby regions and make available online.

Four Weeks Before Rally

- Begin processing entries as they arrive.
- Follow up with centers/clubs/regions on questions about the competition.

Two Weeks Before Rally (usually Closing Date of Rally)

- Continue processing entries.
- Coordinate scramble teams or put centers/clubs/regions in contact to do so.
- Pick up pinnies and any other means of identifying competitors. Note missing numbers for when assigning competitor numbers.
- Give stabling chair a list of teams entered so that they can assign stalls/trailer spaces/tack rooms. Be sure you receive a copy of the final stabling plan for the office and the information center.
- With organizer and HMO, prepare the final rally schedule including all applicable items in Section 1.5. The final schedule should be made available online and sent to all officials and competitors.
- With organizer, make up a list of medical personnel, veterinarians, farriers, etc. on call or on grounds and post in the show office and Horse Management office.
- Familiarize yourself and assistants with all emergency plans.
- With organizer, facility/grounds, communication chair(s) and announcer make final plans for the information center and rally office. This may be two separate locations or one location.

One Week Before Rally

- Prepare and triple check the final order-of-go, which includes rider number and the turnout inspection time. Make enough copies for teams, judges and officials, warm-up, timers, announcer, bulletin boards and the information center.
- Review and confirm the list of individuals who need radios during the rally. At a minimum the following people should receive radios: organizer, secretary, announcer, TD/steward and CHMJ.
- With the organizer and chairs, produce the official program. Be sure to include a list of teams and a rally schedule. Make copies for all competitors, chaperones, coaches, officials, DC/CAs and RSs, or make available online. Additional copies may be provided to parents and other spectators.
- Make up name tags for competitors, chaperones, coaches, volunteers, the organizing committee and officials.
- Prepare packets by team or team member, as the organizer and you decide. Also prepare packets for chaperones, coaches, and officials.
- Each packet should contain:
  - Pinney (or pinnies, if only one packet per team)
  - Name tag or tags
  - Program

Day Before Rally

- Be sure both the information center and rally office are set up and all supplies and information for chairs, officials, judges and staff are ready to go.
- Check with grounds chair that all signs related to your duties are in place.
- In relevant areas post the following: a rally schedule, emergency phone numbers, stabling assignments.
- Check in with any assistants you have secured for the show office.

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Day of the Rally

- Be on site early, at least one hour before mounts are scheduled to arrive.
- Let organizer and chairs know you are on the grounds.
- Pick up your radio, and assist in checking them out to officials and volunteers.
- Be sure the telephone is working or that a cell phone is available.
- Have the packets prepared and organized ready to hand out.
- Synchronize the official rally clock with organizers' watch for official rally time.
- Assist officials and judges with picking up their documentation and radios.
- As competitors check in, ask them to check their names and their mounts' names. Correct misspellings and update the announcer with corrections.
- Work with organizer to make schedule adjustments and notify officials and the announcer of changes.
- Help chairs locate their equipment and supplies.
- Assist in preparation for each round or phase as necessary.

After Rally

- Inventory and store any equipment you or your assistants have used.
- Clean, sort and document pinney numbers.
- Attend wrap-up meeting as scheduled by organizer.

1.7.1.3 Rally Treasurer

Position Specific Timeline

Twelve Months Before Rally

- Using previous years' rally financials assist organizer and HMO in establishing rally budget and refund procedure.
- Using established budget, help organizer determine entry fee necessary to cover expenses.

Six Months Before Rally

- Determine with organizer how expenses will be processed.
- Determine when, where and by whom officials and judges will be paid.

Four Months Before Rally

- Maintain an itemized expense sheet and enforce the constraints of the budget.
- Distribute expense reimbursement forms to the organizing committee and officials. (*See sample on the Rally Resources & Materials page of the website*).
- Pay bills for expense sheets approved by organizer.

Two Weeks Before Rally (Usually Closing Date of Rally)

- Collect, record and promptly process payments for entries from secretary.
- Continue to pay expense forms as they submitted and approved.

Day of Rally

- Arrive at rally with a cash box, petty cash and checkbook to pay for services, officials, judges and any other fees due.

After Rally

- Prepare a financial accounting for the organizer and appropriate host (i.e. RS, DC, CA).
- Pay any remaining expense forms as they are submitted and approved.
- Attend wrap-up meeting as scheduled by organizer.

Position Specific Supplies:

- Ledger sheets, book or computer
- Calculator
- Checkbook
- Receipt book
- Expense reimbursement form
- Cash box with change

1.7.1.4 Horse Management Organizer

Position Specific Timeline

Twelve Months Before Rally

- Work with organizer to select CHMJ from the current list for the rally.

Six to Nine Months Before Rally

- Begin gathering names of potential AHMJs for the rally.

Four Months Before Rally

- Coordinate with organizer to confirm CHMJ travel to rally if necessary.
- Coordinate with the CHMJ and volunteer chair to recruit volunteers to fill additional jobs as needed.

Two Weeks Before Rally (Usually Closing Date of Rally)

- Confirm AHMJs.
- Confirm and gather supplies for the Horse Management office.
- Work with secretary to print Horse Management forms and label.
- From organizer, CHMJ and secretary, find out how many turnout inspection stations are needed and determine their location. Identify each station with a sign and name; 1 and 2 or, A and B, etc.

Two Days Before Rally

- Work with secretary to confirm Horse Management forms and label.
- Coordinate with hospitality chair about food, snack and drink plans for horse management staff.

Day of Rally

- Check in with CHMJ about snacks, drinks and lunch breaks.
- Work with CHMJ to gather Horse Management evaluation forms.

After Rally

- Attend the wrap-up meeting.
- Send evaluation forms to the appropriate locations.

1.7.1.5 Hospitality Chair

Position Specific Timeline

Twelve Months Before Rally

- Ascertain scope of your job with organizer. Gain an understanding of the following:
  - The budget
  - One-day or multi-day rally
  - Approximate number of teams
  - Organizing committee and officials lodging
  - Competitor lodging
  - Organizing committee, officials and volunteer meals
  - Competitor meal options
  - Transportation for officials, volunteers and others
  - Onsite concession vendors and requirements for use
- If using hotels, make hotel block reservations with written contracts. For the organizing committee, and officials book a block of rooms to be billed to the rally with a master housing list. For competitors, book a courtesy block of rooms at one or more hotels and include on the rally invitation.

Three Months Before Rally

- If using host families for housing officials, look at families who do not have competitors participating in the rally. The local organizing committee and other volunteers can be housed with competitors without the appearance of bias.
- Make sure the rally entry includes food options during the rally and if any meals are included in the entry fee.
- If necessary, coordinate location of a hospitality area with organizer and grounds chair.

One Month Before Rally

- Make final housing arrangements for the local organizing committee and officials.
- Ask all chairs for schedule and list of locations and personnel to receive meals and drinks.
- Make final arrangements for meals, snacks and beverages.
- Submit master housing list to hotel.

One to Two Weeks Before Rally

- Give secretary a list of your volunteers for the rally program.
- Obtain an accurate count of competitors, officials and volunteers from organizer and secretary.
- Work with grounds chair to determine trash can locations and removal process.
- Gather ice chests, water coolers etc. and label borrowed equipment.
- Determine locations for water coolers for competitors, volunteers and officials.
- Create a plan for distribution of meals and refreshments.
- Finalize organizing committee and officials housing with the hotel and share confirmation numbers.
- Coordinate transportation and pick-ups.

Move-In Day or Early on Day of Rally

- Be sure any volunteers or officials with a vehicle have rides to the facility.
- Arrive early.
- Organize refreshments and snacks for the Horse Management office.
- Organize refreshments and snacks for the show office.
- Place and fill water coolers in stable area, competition area and warm-up.
- Arrange to receive and distribute food.
- Track meals and food used to help the treasurer determine final bills.
- Share reimbursement form with any applicable volunteer to return to the treasurer for reimbursement.

After Rally

- Send thank-you notes to everyone who helped.
- Confirm all bills have been paid.
- Return borrowed equipment.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- 1-3 assistants
- 1-3 volunteer drivers

Position Specific Supplies:

- Paper towels
- Hot/cold cups
- Cardboard boxes
- Lunch bags
- Food
- Drinks
- Napkins
- Table
- Ice (may also include ice for Vet Box)
- Ice chests
- Water coolers

1.7.1.6 Rally Facility/Grounds Chair

Position Specific Timeline

Three Months Before Rally

- Work with organizer to understand competition locations.
- Work with chairs to determine what equipment, supplies, electrical and water they may need.
- Identify electrical, water and other facility resources.
- Order any portable toilets.

One Month Before Rally

- Recruit at least one or two reliable assistants who are familiar with the facility and all arrangements.
- Confirm plans with organizers and chairs.
- Coordinator one or more volunteers to assist in parking during the rally.
- If necessary, plan for trash removal.
- Make or assign someone to inventory and or make signs (*See Section 1.8.4*).

Two Weeks Before Rally.

- Send the secretary a list of your volunteers for the program.
- Check with organizer as to who is eligible for meals and share this information with the hospitality chair.
- Gather necessary equipment and supplies, label all borrowed equipment with owner's name.

Day Before Rally

- Brief your assistants on duties the day of rally.
- With your assistants, set up rally office, information center, Horse Management office, and all other necessary locations with tables, chairs and supplies.
- Rope off and post signs in areas as requested by chairs and organizer.
- Verify arrangements for trash and general cleanup.
- Put up directional off-site signs to the rally at the last minute making sure to observe facility rules and local laws.
- Identify where fire extinguishers, sprinklers, etc. are located.

Day of Rally

- Arrive early. Have your parking personnel in place, with complete directions at least one hour before the first expected arrivals.
- Contact organizer and chairs for last minute needs. Keep in touch throughout the day.
- Meet with each group of volunteers on your list and be sure they understand their jobs. See that they are in place before you leave them.
- Check throughout the day to make sure everyone is on duty. This is important; volunteers unfamiliar with Pony Club rallies may not understand the necessity for remaining exactly where placed for exactly the hours specified, even though nothing happens.
- Check portable toilets for paper—several times during rally.
- Check trash cans and see that they are emptied or removed as scheduled.
- Check that all signage is in place.
- Stay in touch with organizer and troubleshoot as necessary.

After Rally

- Perform or supervise final clean up.
- Retrieve all signs. Repair, inventory and store as directed by organizer.
- Disconnect, return or store electrical cords and equipment.
- Clear site of all stakes, markers and tapes. Inventory and store.
- Return all borrowed and rented items.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- 2-3 all-around helpers
- Parking person(s)
- Truck/tractor driver
- Sign maker
- Night watchman, if necessary

Position Specific Supplies:

- Truck/tractor
- Trailers/wagons
- Water troughs
- Water hoses

- Trash cans and liners
- Sledge hammer
- Ropes, stakes
- Heavy-duty extension cords
- Sign-making supplies
- Paint
- Lumber
- Nails
- Basic hardware and hand tools
- Masking/duct tape
- Surveyors' tape
- Staple gun
- Tent(s)/cabana(s)/fly(s)
- Tables/chairs
- Toilet paper—if not included w/toilets
- Handy-wipes
- Radios
- Parking vests and cones
- Drag, if using sand arena
- Saw horses
- Tents/cabanas

1.7.1.7 Stabling Chair

Position Specific Timeline

Six Months Before Rally

- Estimate the approximate number of teams, length of rally, the type of stabling (permanent, temporary, trailers, e-penning, picket line, etc.) and who is responsible for securing it.
- With the organizer and grounds chair, establish a stabling plan which should include the type (permanent, temporary, e-pens, picket lines or trailer), procurement, layout and parking.
- Competitors working out of trailers should be parked separately from any other parking and should have two trailers per team and vehicles must be left attached to any trailers that will have mounts tied to them.
- Work with grounds and communications chairs to set up communication, water and electrical supply (stalls must have lighting), telephone, garbage/manure disposal and availability of toilets.
- If temporary stabling is used, work with the organizer to get pricing and confirm orders.
- Determine how manure will be handled.
- Be aware of how stalls drain in case of inclement weather.
- Determine bedding, hay and grain:
  - If rally will supply them, shop for bedding, hay and grain supplies and include in the budget.
  - If competitors purchase directly, gather a list of options and prices to include in the rally invitation.
  - With the organizer, develop a plan for night watchman and emergency plans.

Three Months Before Rally

- With organizer, CHMJ and grounds chair, plan barn opening, closing and any visitor times. Include this information in the schedule and rally program.
- Work with grounds chair to order or make signs that you will need during rally.
- Obtain night watchmen, if needed.
- Plan for a stable office in the barn area if necessary.

Four Weeks Before Rally

- Arrange for storage of hay and bedding if necessary.
- Locate water/electric power for barns.
- Arrange for daily garbage/manure removal.
- If using temporary stalls, check on their arrival date/time and plan to meet them.
- With organizer and CHMJ, plan the Horse Management office in the barn. If alternate stabling is used, plan a work shelter for horse management judges, i.e., an empty, clean horse trailer, tent, etc.

Two Weeks Before Rally (Usually Closing Date of Rally)

- Determine when stalls will be available for rally preparation.
- Work with secretary to make team stall assignments, including tack rooms, feed stalls, the Horse Management office and stable office (as necessary). Make multiple copies for secretary, grounds chair, CHMJ, etc.
- If not using stabling, make final plans for e-pens, picketing, etc., with organizer, grounds chair and parking. If e-penning or picket lining overnight, the area must be enclosed with a gate.

One Day Before

- Set up stable and Horse Management offices with tables, chairs and supplies.
- Check condition of stalls, make necessary repairs or have them made.
- With knowledgeable help set up e-pens or picket lines if necessary. Have a knowledgeable person on site to assist competitors as they arrive.
- If tying to posts in ground or wooden fences, make sure all posts and boards are secure and free from protruding nails.

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- Have hay and bedding on site.
- Confirm placement of trashcans, portable toilets, etc.
- If appropriate place a bulletin board in the stable area. Don't duplicate if easily accessible at the show office. Post on this:
  - Stall charts
  - Stabling map with stable office, Horse Management office, farrier, veterinarian and mount wash areas marked.
  - Map of grounds, with facilities, warm-up and competition areas well marked.
  - Name/phone numbers for the following:
    - Veterinarian
    - Farrier
    - Feed Store
    - Fire Department
    - Police
    - Competitors' housing, if applicable
    - Medical/hospital, with directions
    - Applicable local stores, with directions
- Rope off and post signs in areas where required.
- If tents are used, to avoid accidents, be sure pegs are padded and well-marked.
- Clear truck/trailer off-loading area.

Day of Rally

- Be on hand early to greet teams on arrival.
- Pick up your radio, if they are being used at rally.
- Welcome any horse management judges arriving at this time.
- Know how to find the organizer and secretary, EMT, veterinarian, farrier.
- Be sure the hospitality chair supplies water coolers for humans to the stables as teams arrive.
- Be available to troubleshoot, answer questions, make repairs, etc.
- Check with CHMJ to be sure stable area can be open to visitors at announced hours.
- At overnight rallies, be sure stable area is closed to competitors by dinner hour, and that night watchman is on duty until it reopens in the morning. Display large STABLE CLOSED sign during this time.
- Be on hand to check that all stalls are stripped and clean before teams leave the grounds.

Day After Rally

- See that any necessary stall repairs are made.
- If board fence or posts in ground were used for tying mounts, be sure they are intact.
- If temporary stalls were used, meet dismantling crews and see that stabling area is left in good condition.
- Check that stalls are left in the condition requested by the facility, clean if necessary.
- Shred or cash stall deposits based on condition of stalls.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- One-two assistants (must be kept abreast of plans)
- Night watchmen, if necessary

Position Specific Supplies:

- Large bulletin board
- Hand tools
- Hammers, large nails or screws
- Pliers
- Crowbar
- Screwdriver
- Shovel
- Tables and chairs

1.7.1.8 Communications Chair

Position Specific Timeline

Twelve Months Before Rally

- Visit the site with the organizer, locate the announcer's booth and other key locations. Plan suitable communications, via PA system and/or radios, throughout the grounds during rally time.
- Determine cost of any rentals to include in the budget.

Six Months Before Rally

- Work with organizer to locate (borrow, rent) the necessary equipment.
- Recruit volunteers to help during the rally, including the announcer, if you are not also doing that job.

One Month Before Rally

- Check with awards chair and organizer about plans and music for the awards ceremony.
- Check with hospitality chair for lunch and drinks for you and your helpers.

Two Weeks Before Rally

- Confirm volunteers and give them setup date, time and meeting place.
- Confirm arrival of radios and equipment.
- Review all emergency plans with organizer.

Day Before Rally

- Check and charge radios. Finalize list of channel assignments and radio allocations.
- Test PA system.
- Work with grounds chair to set up tables and chairs in announcer's booth and other locations.
- Coordinate radios with organizer, officials and appropriate people.

Day of Rally

- Arrive early in order to review final plans, check equipment and meet and check out radios with volunteers.
- Meet volunteers at the site.
- Run radio check with the organizer, secretary, officials, information center, rally office and stable area.
- Check in all returned radios.
- Return all equipment at the end of the day.

After Rally

- Return or store all equipment not taken care of the day of rally. Don't forget to remove batteries, if appropriate.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- 1-2 assistants. to help set-up and take-down/put away.
- 1-2 assistants to help you the day of rally.

Position Specific Supplies:

- PAs, stereo/speakers
- Radios and spare batteries
- Vehicle and/or shelter for announcer's booth and/or other key areas
- Tables and chairs for the above, as needed

1.7.1.9 Volunteer Chair

Position Specific Timeline

Two Months Before Rally

- Work with the organizer and chairs to determine the needed volunteer positions and numbers.
- Begin recruiting people for key volunteer positions.
- Determine process (electronic, hardcopy, etc.) for tracking and recruiting volunteers.

One Month Before Rally

- Continue recruiting people for positions.
- Get contact information for volunteers entered with teams from rally secretary.

Two Weeks Before Rally

- Send secretary a list of volunteers for the program.
- Confirm volunteers and give them setup date, time and meeting place.

Day of Rally

- Meet volunteers at the site
- Arrive early in order to review final plans.
- Brief volunteers on their duties or attend volunteer briefing if performed by another person.
- Be prepared to stay all day and continuously check in with volunteers.

After Rally

- Thank all volunteers and make notes for future rallies.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- 1-2 Assistants

1.7.1.10 Scorer(s)

Position Specific Timeline

Two Months Before Rally

- Obtain electronic or hardcopy current copies of rulebooks, the Horse Management Handbook, addenda and newsletters.
- If unfamiliar with discipline rules, check with discipline committee or national office to understand how to score rally.
- Plan process for scoring, whether online, with excel spreadsheets or hardcopy.
- If using online scoring, find out if the site will have internet access available, plan for alternative access to internet if not available.
- With organizer plan the scorers' office and equipment, including table, chairs, computers, printers, electrical and internet if necessary.
- Recruit additional scorers, preferably with experience.
- Working with the organizer and grounds chair a suitable place for the scoreboards (competitor and public).

Two Weeks Before Rally

- From organizer or awards committee, get a list of all awards.
- If using online scoring, set up the event and import competitors and team information.
- If using excel spreadsheets, obtain the most current version from the Rally Resources & Materials page of the website.
- If using hardcopy score sheets either purchase them from Shop Pony Club or download the template and

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print them on 11"x17" paper. Two sets are needed: one for posting and one as a working copy.

One Week Before Rally

- Review the discipline scoring as outlined in the current rulebook.
- Reference the current Championships Competitor Eligibility document.
- Confirm competitor and teams' information and last-minute changes with secretary.

Day of Rally

- Set up score sheets or program by teams with team captain, if riding, as the first team member, the stable manager listed last the 5th member of each team. Their competitor number is a multiple of 5, even on 3-person teams.
- If using excel or online scoring program, set up program with riding level, order of phases (eventing), number of rounds (show jumping), and determine how to obtain the information needed by the awards chairman.
- Confirm and last-minute changes with secretary.
- Follow the scoring rules set forth in the current discipline rulebook.
- Work with TD/steward to handle inquiries and protests.

- Compile original individual Horse Management score sheets and any individual discipline test/score sheets to distribute to teams after conclusion of the rally.

After Rally

- Give a copy of the score sheets to the RS for forwarding to appropriate USPC personnel unless instructed to send directly.
- Attend the wrap-up meeting as scheduled by the organizer.

Potential Additional Personnel:

- 2-3 Assistant Scorers
- 2-4 Runners

Position Specific Supplies:

- Current discipline rulebook(s), Horse Management Handbook, addenda and annual newsletters
- USPC score sheets
- Two calculators with tapes; extra tape and batteries
- Staplers with extra staples, staple gun, heavy clips (for posting)
- Computer and printer
- Heavy duty long extension cords
- Multiple power strips
- Printer paper
- Pens, pencils, erasers, sharpener
- Indelible markers (different colors for each division if possible)
- Push pins, masking tape
- White-Out, correction tape, or blank labels
- Scratch pads, index cards (for messages)
- Paper towels
- Plastic cover for scoreboard in case of rain
- Trash container

1.7.1.11 Announcer

Position Specific Timeline

Six Weeks Before Rally

- Work with the communications chair (if that is not also your job) on plans for equipment and personnel.
- Determine locations and equipment usage. The announcer should be physically accessible, but not in a loud or heavily populated area. Speakers should be sited so that announcements are audible in both spectator and stable areas.

Day Before Rally

- Check in with communications chair about equipment, locations and personnel.
- Review emergency plans.

Day of Rally

- Arrive early, pick up radio and test equipment.
- Familiarize yourself with locations, officials and key volunteers.
- Coordinate official rally time with secretary, organizer, and officials.
- Get updated program and order of go from the secretary.
- Meet your assistant(s), coordinate plans and announcements with the organizer and chairs.
- Be informational in your announcements without too much chatter. Make sure to avoid any appearance of preferential treatment.
- Before announcing any significant schedule, changes confirm them with the organizer or secretary.
- The following are examples of typical announcements:
  - Good morning, with official rally time
  - Team and competitor packets may be picked up at…
  - Give locations of the various facilities, i.e., food booth, scoreboard, information center…
  - Lost and found items

  - Give directions for parking and keeping aisles clear
  - Reminder of rules of the facility
  - Turnout inspection announcements
  - Locations and schedule of competition
  - Turnout inspection may be observed from outside the designated area
  - When competitors' scores are posted for review
  - Scores will be posted for parents/spectators after the inquiry period has expired
  - Announce any official breaks in schedule
- Awards:
  - Introduce the awards presenter(s).
  - Announce placings backwards, give the placing and score, then team name, name of team members, stable manager and riders' mounts.
- Final Announcements:
  - Instructions to parents on process to load trailers.
  - Lost and Found—check with organizer and secretary.
  - Thank you to officials, volunteers, landowners, etc.
  - Give clean-up instructions, as requested by organizer and phase chairs.
  - Remind all volunteers to turn off electronic equipment and return it to place they received it.
  - Turn off your own equipment and return the equipment.
- DO NOT announce accidents or injuries over the PA system. Used the radios to call medical, veterinarians and officials. If necessary call for them over the PA to check in with their radios. Staying calm, will set the example for everyone should an accident occur.

After Rally

- Return any borrowed equipment.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- A runner is useful, but not necessary if you have radios.

Position Specific Supplies:

- Paperweights
- Clipboard
- Clock or large watch (rally clock is often with announcer)
- Stopwatch
- Updated program be sure you are kept informed
- Orders-of-go
- Maps
- Copies of all emergency plans

1.7.1.12 Awards Chair

Position Specific Timeline

Twelve Months Before Rally

- Work with the organizer and treasurer to prepare an awards budget.
- Work with organizer to determine the awards, trophies and perpetual awards that will be given.

Three Months Before Rally

- Coordinate with organizer to place the awards and ribbon order.
- Locate any perpetual or traveling trophies and plan for their return.
- Provide awards information to scoring.

Two Weeks Before Rally

- Verify awards have arrived, are correct and complete.
- Follow up on any unreturned perpetual awards.
- Work with the organizer to determine where the awards presentation will be and who will be making the presentations. Provide that information to the announcer.
- Select a place to lay out and double check awards. Plan for tables and chairs as necessary.
- Coordinate with the announcer for sound and music at the awards presentation.

Day of Rally

- Arrive at least two hours prior to the awards ceremony.
- Check the sound and music with the announcer and go over last-minute details.
- Lay out the awards for ease of presentation.
- Meet with presenters and instruct them on the flow of the presentation.
- Instruct and guide the competitors in the process.

After Rally

- Give a list of perpetual or traveling trophy recipients to the secretary and RS for the regional files.
- Inventory leftover ribbons and awards to be used at future rallies.
- Attend wrap-up meeting as scheduled by organizer.

Potential Additional Personnel:

- Any number of presenters.
- 2-3 assistants to help set up and pass our awards and ribbons.

Position Specific Supplies:

- Music
- Ribbons
- Other awards

- Perpetual and trophies
- Tables to set up awards

1.7.2 Safety and Crisis Incident Management

While not a preferred topic of discussion when planning for a Pony Club rally, the importance of having emergency plans are essential in the instance that they become necessary. All members of the organizing committee, officials, medical personnel and veterinarians onsite should understand how these plans relate to their positions. We have broken emergency planning into four key areas: biohazard, equine, human and weather. Samples of each of these plans are available on the Rally Resources & Materials page of the website.

1.7.2.1 Human and Equine Biosecurity

A rally includes the potential of biohazards from the human and equine standpoint. Bacteria, fungus and viruses can easily be transmitted when a large group of people and equines comes together. Attendees should be encouraged to regularly wash their hands and should be provided with handwashing and/or disinfectant facilities.

Standard equine biosecurity rules include having mounts up to date on vaccinations (which can vary based on location and facility), isolating sick mounts, not allowing mounts to touch noses and having individual equipment per mount. Competitors knowing their mount's normal temperature, heartrate and respiration influence their ability to identify potential sickness. The sample biohazard plan includes details about biosecurity planning.

1.7.2.2 Emergency Veterinary Plans

Equine emergencies occur in a variety of ways including trailering accidents, competition accidents, illness and death. Thoughtful planning for who, how and where these emergencies will be handled should be outlined in the equine emergency plan.

1.7.2.3 Emergency Medical Plans

Proactive planning of how to deal with human injuries ranging from sprained ankles to fatal accidents should be a part of any competition planning. Discussions of the closest hospitals and trauma centers should be had with competition officials. These details and emergency numbers and locations should be easily accessible and updated for each competition.

1.7.2.4 Weather and Disasters

Different locations in the county provide for a variety of potential weather and disaster potentials. Based on rally location, extreme heat, earthquakes, floods, hurricanes, tornadoes, wildfires, etc., should be taken into consideration. Plans for who, how and what in these instances should be discussed before the competition begins.

1.7.3 Rally Announcement

Rally dates and details should be made available through all available communication venues, including but not limited to: email, center/club/region websites, the national USPC calendar, Facebook pages and groups, etc. The initial rally announcement should include dates, location, competition levels and entry fees. You may ask for estimates of team participation in this announcement.

1.7.4 Rally Invitation and Entry

The rally invitation and entry forms will be approved by the organizer, RS, and CHMJ. The invitation and entries may be distributed via hardcopy or electronically. The organizing committee should discuss and decide how entries should be submitted. Whether online or via hardcopy, the rally invitation and entry should include the following information:

- Date(s) and Location of Rally
- Entry Information
  - Entry Fees
  - Entry Procedure
  - Refund Procedure
  - Entry deadline
  - Volunteer Requirement
- Complete Entry Requirements
  - Chaperones' Duties/Emergency Contact Form
  - Discipline Coaching Form
  - Any Required Releases
  - Mount Required Paperwork:
    - Coggins (per state requirements)
    - Health Certificates (per state requirements)
    - Any Other Required Documentation
- Competition Information
  - Competition Levels
  - Competitor Age and Certification Requirement
  - Governing Documents
  - Dressage Tests, Games to be Played, Races to be Run
- Tentative Rally Schedule
  - Move In
  - When Grounds Open
  - Competition Start Time
  - Competitor Briefing
  - Coach Briefing
  - Awards

- Mount Information
    - Stabling Accommodations (trailers, barns, picket lines, tack- rooms, etc.)
    - Feed, Hay, Bedding, Water information
- Hospitality Information
    - Housing Information
    - Onsite and Local Food Options

See sample rally announcement, rally invitation, entry forms on the Rally Resources & Materials page of the USPC website.

1.7.4 Rally Map and Locations

Two different maps should be created: one for the organizing committee with more detailed information and one with publicly available information.

Public Map

- Rally Office
- Information Booth
- Public Scoreboard
- Horse Management Judges' office
- Competitor Scoreboard
- Stable Office (for sale of hay, bedding etc., if necessary)
- Competition Locations
- Medical Personnel
- Concessions
- Restrooms
- Parking (vehicle and trailer)
- Farrier
- Veterinarian

Organizing Committee Map (above items and)

- Announcer
- Scorers' Office
- Ambulance
- Equine Ambulance (if applicable)

1.7.5 Stabling Maps and Locations

- Barn layout
- Horse Management Office
- Manure disposal

1.8 ADMINISTRATIVE SUPPLIES

1.8.1 Radios

There should be an ample number of radios that provide communication across the entire facility available for officials and key volunteers. Different arenas/phases/etc. should be programmed to different channels.

The number of radios required for a rally depends on the type of rally, the facility and a variety of factors. An Eventing rally typically requires the greatest number of radios since during the Cross-Country phase each jump judge should have a radio for communication. At minimum, radios should be allocated for the following positions: rally organizer, rally secretary, TD/steward, president of the ground jury, CHMJ, announcer. Additional details about radio requirements by discipline are included in the discipline equipment section.

1.8.2 Rally Office Supplies

Many regions keep a rally office supply kit that is used for every regional rally. A well-stocked office will help you address any situation that may arise. Recommended items to include are listed below:

- Basic First Aid Kit
- Calculator
- Cashbox
- Clipboards
- Computer and printer
- Emergency contacts
- Inquiry logbook
- Paper (colored for forms, variety of sizes as necessary, scrap)
- Paper clips
- Pens, pencils and sharpies
- Pencil sharpener
- Push pins, thumb tacks
- Rubber bands
- Safety pins
- Sheet protectors
- Staple gun and staples
- Stapler
- Tape (duct, masking, packing, scotch)
- Whiteout
- Zip-lock bags (large and small)

1.8.3 Horse Management Office Supplies

Many regions keep specific Horse Management office supply kit that are separate from the rally office supplies. While some of these items are duplicated, many are unique to the Horse Management office. This list will also differ based on the personal preferences and work flow of the CHMJ.

- Clipboards
- List of emergency contacts
- "Good Job" type stickers
- Highlighters
- Inquiry logbook
- Markers

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- Paper
- Paper clips
- Pens, pencils and sharpies
- Pencil sharpener
- Post-It notes
- Push pins or clothes pins
- Staple gun and staples
- Stapler
- Tape (duct, masking, packing, scotch)
- Whiteout

1.8.4 Rally Signage

- Directional signs to rally site
- Information
- Trailer Parking
- Spectator Parking
- No Parking
- Stable Office
- Horse Management Office
- Officials Parking
- Barns Open to Visitors
- Barns Closed
- Stable Office (if applicable)
- Turnout Inspection
- Horse Inspection

1.9.1 RALLY BUDGET

Rally Budget		**Previous Year**	**Budgeted**	**Actual**
	Advertising			
	Donations			
	Sponsor			
	Stabling			
	Trade Fair			
	Camping			
	Entry Fees			
Total Income				
Awards				
Food				
Facility Rental				
Organization Fees (USEF, etc.)				
Insurance				
Vet/Farrier				
Radios				
Medical				
Miscellaneous				
Golf Carts				
Porta Potties				
Tables/Chairs				
Trade Fair				
Printing/Programs				
Supplies				
Volunteer and Officials				
	Volunteer Lodging			
	Volunteer Meals			
	Volunteer Travel			
	Contact Officials Lodging			
	Contact Officials Meals			
	Contact Officials Travel			
	Officials Fees			
	HM Lodging			
	HM Meals			
	HM Travel			
Total Expenses				
Profit (Loss)				

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1.9.2 COMPETITOR VERBAL INQUIRY TRACKING FORM

(multiple copies should be made and kept in a three-ring binder in the show office)

Name of Rally:____ Rally Date:______________________

Rally Discipline:____

Remember:

- Only competitors have the right to dispute scores and only competitors can participate in the process. Any non-competitor involvement in the process is considered unauthorized assistance.
- Competitors may only inquire about their team/individual scores.
- Inquiries are encouraged if there are any scores with which the team does not agree or understand, or if they feel a mistake has occurred. Any disputes regarding scores are to be made following the procedures as stated in the governing documents.
- All inquiries, protests and appeals must be made in a polite and courteous manner. Abuse of these procedures or rude behavior may be penalized up to and including elimination and/or disqualification.
- The current Inquiries, Protests, and Appeals process outlined in Section IV of the discipline rulebook supercedes any information included in this tracking form.

Competitor Number:____________________Competitor Name:______________________________________

Date Verbal Inquiry Received:_________________Time Verbal Inquiry Received:_______________________

Rally Division:______________________________ Team #s: _________

Team Captain Name: ____

Team Captain Contact Number: ____

State inquiry topic and provide points assessed:

____

____

____

____

____

____

____

____

Verbal Inquiry Review
For Official Use Only

Communicated to TD/Steward Date/Time: ____

Resolved Date/Time: ____

Written Protest Submitted Date/Time:____

Technical Delegate: ____

Please return to the Activities Department, USPC, 4041 Iron Works Parkway, Lexington, Kentucky 40511-8462

1.9.3 RALLY EVALUATION FORM

Thank you for participating in a USPC rally. We appreciate your feedback on the experience. Evaluation forms are received by the USPC National Office and reviewed by the discipline and Horse Management committees.

Rally Discipline (please circle) (required)
Dressage, Eventing, Games, Gymkhana, Polocrosse, Quiz, Show Jumping, Tetrathlon, Western Dressage, Western Trail

Rally Date ___________________________ (required) Hosting Region __________________________________ (required)

In what capacity did you participate at the rally (please circle) (required)
Competitor, Parent, Chaperone, Coach, Volunteer, CA/DC/RS, Official, Other:_______________________________________

Was the competition conducted according to the discipline rules? (yes/no) Please tell us why:

Did the competitors' interactions with the judges and officials meet expectations? (yes/no) Please tell us why:

What did you think of the location and facilities?

Were the briefings informational? Please tell us why:

Was the overall rally schedule adequate and easy to understand? (yes/no) Please tell us why?

Please tell us about your overall rally experience.

What other information would you like us to know?

Optional Information

Name:____ Center/Club/Region _________________________________

Email Address:_______________________________________ Phone Number _____________________________________

Please return to the Activities Department, USPC, 4041 Iron Works Parkway, Lexington, Kentucky 40511

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1.9.4 RALLY ORGANIZER'S REPORT

Discipline:______________________________________Region:_______________________Rally Date:______________

Organizer's Name:_______________________________ Email:________________________ Phone:_________________

TD/Steward's Name:______________________________Email:________________________ Phone:_________________

Number of Competitors and Divisions Competing:

Did the rally meet the requirements for a standard rally? If no, please describe the variance.

Was the rally run in accordance with the current discipline rulebook? If no, please describe the variance. Did you encounter any problems with the rulebook? If yes, then why?

Did you contact the discipline committee to assist in preparing for the rally? If yes, then why?

What was the best quality of your rally?

What was the worst quality of your rally?

What additional information would have made the rally planning process easier?

Additional Comments:

Please return to the Activities Department, USPC, 4041 Iron Works Parkway, Lexington, KY 40511

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SECTION 7—Quiz

7.1 QUIZ FACILITY REQUIREMENTS

A Quiz rally can be held at a variety of locations ranging from a school, hotel, church, or large lawn. While it may be nice to hold the Barn phase in a barn it is not required. The location chosen needs to be able to accommodate at least four phases or have an additional site close by. Make sure there is enough space to accommodate the number of competitors.

The competition setting can make a difference in the overall success of a Quiz competition. In fairness to the competitors, the atmosphere of a Quiz rally must be quiet.

7.1.1 Barn Location

The biggest misconception is that the Barn phase must be in a barn. The Barn phase is broken into stalls, and the term 'stall' refers to the questioning area. The Barn phase can be held in an actual stall, a trailer in a parking lot, or in a room at a hotel. A horse is not mandatory and the only requirement is that the competitors should be able to demonstrate something. If the Barn phase is at a barn, the barn needs to be very close to the main rally location.

7.1.2 Classroom Location

The classroom area should be large enough to hold five teams (20 competitors) seated in chairs, plus a table and chairs for the judge. Room for spectators is nice but not required. The Classroom location should be quiet and away from traffic. Small schoolrooms, meeting rooms, Sunday school rooms, or tents work well.

7.1.3 Mega-Room Location

Mega-Room needs to be in a large area. A school lunchroom, banquet room, large tent, or assembly hall works well. The room will need to be large enough to spread out several tables (five—ten 6' or 8' length). There needs to be enough space to walk around and through the room without being too cramped.

7.1.4 Stations Location

The stations location should be a large area similar to Mega-Room.

7.1.5 Written Test Location

Written Test requires a quiet area with chairs and a hard surface to write on (table or clipboards work well). Writing on chair seats is possible but not preferred. The Written Test may be given during the Classroom phase.

7.2 QUIZ OFFICIALS AND ADDITIONAL VOLUNTEERS

Since most officials schedule their activities as much as a year in advance, contact with them should be made months before the rally. Discuss fees (if any), and confirm arrangements in a written agreement. Send two copies to the officials and request one copy be signed and returned to the organizer before the rally. Selected officials should understand that a rally is not only a competition, but also an educational event, and be able to assist in the education of members.

Several key volunteer positions are listed in Section 1 of this guide. Those positions in addition to the positions listed below are important to the success of the rally.

7.2.1 Technical Delegate (TD)

All standard rallies are required to have a technical delegate and they are highly recommended for all rallies. TDs are responsible for working with rally organizers to make sure the rally is being run according to the competition rules and to assist in the administration of the event. The TD for Quiz needs to be very familiar with the Standards of Proficiency (SOPs) and discipline rulebooks.

7.2.2 Phase Coordinators

Phase coordinators are appointed by the rally organizer and coordinate all aspects of their phase. It is ideal if regional Quiz rallies have distinct phase coordinators. However, it is possible for a single volunteer to serve as phase coordinator for more than one phase of competition. The phase coordinators should consult each other or with the organizer to make sure quizzing material does not overlap. To prevent any appearance of an unequal competition, phase coordinators should not be a parent, chaperone, instructor, or coach of any competitor.

Phase coordinators and judges should be:

- Familiar with the phase being coordinated
- Knowledgeable about Quiz rules
- Impartial
- Unflappable, able to make fair decisions
- Able to communicate clearly both with other volunteers and with competitors, in a clear, friendly fashion

7.2.2.1 Barn Phase Coordinator—The barn phase coordinator is responsible for creating and developing the barn stalls questions and gathering the materials to be used. They are also responsible for appointing barn judges, timer, scorers and scribes (if used). The barn phase requires multiple barn judges. The Barn phase coordinator must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.

7.2.2.2 Classroom Phase Coordinator—The organizer or classroom phase coordinator, with the approval of the organizer, appoints all classroom judges, timers and scorers. Unlike the other phases, the classroom phase coordinator does not answer inquiries. Classroom inquiries are answered by the classroom judge.

7.2.2.3 Mega-Room Phase Coordinator—The mega-room phase coordinator is responsible for creating and developing the Mega-Room tables and gathering the materials to be used. The mega-room coordinator is also responsible for appointing table monitors and the timer. The mega-room phase coordinator must be a

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visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.

7.2.2.4 Stations Phase Coordinator—The stations phase coordinator is responsible for creating and developing the stations questions and gathering the materials to be used. The stations phase coordinator is also responsible for appointing table monitors, timer and score keeper. The stations phase coordinator must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.

7.2.2.5 Written Test Phase Coordinator—The written test phase coordinator is responsible for administering and scoring the written test. The written test phase coordinator may appoint volunteers to help with scoring. The written test phase coordinator must be a visual presence during the competition in order to be available to competitors to answer and investigate their inquiries in a timely fashion.

7.2.3 President of the Ground Jury

For all rallies, one person on the ground jury must be designated as the president of the ground jury.

7.2.4 Classroom Judge(s)

The classroom judge is the chief official of their classroom and asks all questions and judges the correctness of all answers. Organizers are encouraged to give Pony Club members over 18 years of age the opportunity to assist and observe the qualified judges. When Quiz competition is large, multiple classrooms may be needed. In that case, a distinct room judge will be appointed. Parents, chaperones, coaches, and instructors should not serve as a classroom judge as it creates the appearance of unfair competition.

The classroom Judge must be available to competitors to answer and investigate their inquiries in a timely fashion. The classroom Judge must be available during the inquiry and protest period to clarify answers and make every effort to answer legitimate inquiries before the TD is called.

7.2.5 Additional Volunteers

Barn, Mega-Room, and Stations all require additional volunteers for their phases. Parents, chaperones, coaches, and instructors may serve in the following volunteer positions. Any of these positions may be combined if a volunteer is comfortable with assuming multiple responsibilities.

7.2.5.1 Score Keeper(s)—Score keepers are appointed by the organizer or phase coordinator prior to the start of each phase. They should be detail oriented, with legible handwriting.

7.2.5.2 Timer(s)—Timers are appointed by the organizer or phase coordinator prior to the start of each phase. They will operate the stopwatch, must be detail oriented, and must understand the rules for timing of competitors per the discipline rulebook.

7.2.5.3 Room Steward(s)—Room stewards are appointed by the organizer or phase coordinator prior to the start of each phase, and assist the coordinators in checking in teams. They also assist in maintaining the decorum necessary for a fair Quiz competition in their assigned phase.

7.2.5.4 Barn Steward(s)—Barn stewards are appointed by the organizer or phase coordinator prior to the start of the phase, and assist the coordinator in checking in the teams for this phase of competition. They are responsible for checking the competitors for proper barn attire that is in compliance with current Horse Management Handbook.

7.2.5.5 Barn Judge(s)—There shall be one Horse Management barn judge, appointed by the organizer or phase coordinator prior to the start of the phase. They should set a fair, friendly, and educational tone for the atmosphere in the barn and must themselves wear appropriate barn footwear. They are aware of, and assist in making sure the competition is following the rules.

7.2.5.6 Table Monitor(s)—There will be table monitors who are appointed by the organizer or phase coordinator prior to the start of the Mega-Room and Stations phases. Table monitors do not necessarily need to be knowledgeable in the area in which they are officiating, but must be able to follow direction.

7.3 QUIZ COMPETITION FORMAT

Quiz is an unmounted knowledge and skill based USPC discipline where teams compete against each other across the five phases: Barn, Classroom, Mega-Room, Stations, and Written Test. The phases may be offered in any order and may be run concurrently. A Quiz rally may be run as a one-day or multiple day competition.

For a rally to be considered a standard rally, the competition must include the Classroom and Written Test phases and any two of the remaining three phases. It must also meet the following ***minimum*** number of rounds per phase:

- Barn: 1 round (3 individual questions per competitor and 1 team question)
- Classroom: 3 rounds (3 individual questions per competitor) distributed from the National Office
- Mega-Room: 5 tables
- Stations: 5 stations
- Written Test: distributed from the National Office

For competitors seeking eligibility at Championships, the rally must specifically follow all the rules outlined in the Quiz rulebook.

For competitors not seeking Championships eligibility, rules may be altered based on the approval of the organizer and regional supervisor.

7.4 QUIZ TEAM FORMATION AND COMPETITOR NUMBERING

7.4.1 Team Formation

The CA/DC (RS for Championships) is responsible for team formation, and preference should be given to keep complete teams together as submitted. However, the rally secretary can be used to match members to make scramble teams and should work closely with the organizer during this process. The ideal team formation is all members from the same center/club/region riding the same competition division (i.e. Junior D) that are submitted as full teams by their CA/DC/RS. Competitors may also be entered as individuals to be scrambled onto teams by the secretary.

When forming teams, remember that all members of a team must be competing at the same competition level. Members can compete up into older age division, but should always stay in the proper competition level. Teams should always be formed with three to four members as defined in the rulebook. If an alternative configuration of teams is utilized, form the teams as equitable as possible to provide a fair and level playing field for the competitors.

Teams should always be formed with three to four competitors per team as defined in the rulebook. If an alternative configuration of teams is utilized, form the teams as equitable as possible to provide a fair and level playing field for the competitors.

Teams can be identified by name, i.e. Northwest Senior D or by a team number, i.e. Team 23.

7.4.2 Competitor Numbering

Prior to assigning competitor numbers, verify what pinney numbers are available and note any missing numbers. When assigning competitor numbers, remember that team captains are numbered 1s or 6s, i.e. 1, 6, 11, 16, 21, 26. Quiz does not use any numbers ending in 5s or 0s, i.e. 5, 10, 15, 20, 25, 30. Those numbers, and when numbering for short teams, should skip 6s or 9s, i.e. 4, 9, 14, 19, 24, 29, and continue to utilize the team captain numbering system. This numbering system allows for quick identification of the team captain.

Once the teams have been organized, send the list to the CA/DCs for verification of member information (name, certification level, division entered, age, Championships intent), mount information (name, age, Coggins) and team information (competitor numbers, team name, coach, chaperone). This verification can help get issues corrected early and make final rally paperwork will be more accurate.

7.5. QUIZ ORGANIZING DIVISIONS

After the secretary receives all the entries, it is time for the organizer and secretary to break the teams into their divisions. If there are more than five teams in a division, sections of teams will need to be created. There should be a maximum of five teams in any section. A division may have numerous sections of teams. Alphabetically label each section of teams A through Z. Some regions may only have three sections of competitors (15 teams) or some regions may have up to 20 sections of competitors (100 teams). Do not confuse members by assigning the same letter of the alphabet for different divisions. So, assign the letter A to the first five Novice D teams, when moving on to the Junior D division, continue with the letter assignment and work your way through the alphabet until all teams per division are grouped to no more than five teams per section.

7.6 QUIZ SCHEDULING

Establish and publish a schedule for arrival time, check-in time, and the activities listed below. Schedule built in breaks to keep the rally relaxed and allows for extra time if rides take longer than scheduled. Refer to Section 1.5 for additional details about the below functions.

7.6.1 Packet Pick-Up—*see Rally Competition Scheduling in Section 1*

7.6.2 Competition Start Time—*see Rally Competition Scheduling in Section 1*

7.6.3 Organizer Briefings—*see Rally Competition Scheduling in Section 1*

7.6.4 Volunteers Briefing—*see Rally Competition Scheduling in Section 1*

7.6.5 Competitors Briefing—*see Rally Competition Scheduling in Section 1*

7.6.6 Scheduling Phases

When creating the schedule, keep each section of teams together as they move through the phases. This will allow the competition schedule to flow through the phases.

When scheduling the competition, think of it as an Eventing rally. Schedule time for each section/division to compete in each phase. While one section is competing in the Classroom phase, another section may be competing in the Barn phase. It is not always possible to have a whole division in a phase at one time. Schedule the phases based on how many teams can be handle at one time.

Each phase may be scheduled in any order that makes sense with the location and volunteer staffing available on the day of the competition. When creating the schedule, add thirty minutes to the time of each phase to incorporate the inquiry period into the schedule.

The following is a general guideline for phase time needs:

Barn: 15 minutes per barn stall. Allow five minutes between barn stalls to give officials time to re-set the area.

Classroom: 90 minutes per session. In 90 minutes, five teams should be able to complete three rounds.

Mega-room: 9 minutes per table. In 45 minutes, one division can complete five mega-room tables or in 90 minutes, one division can complete ten mega-room tables. Allow only three minutes per table and three minutes for competitors to move to the next table.

Stations: 45 minutes. In this time, five teams should be able to complete five station tables. Station tables should be limited to five minutes each and three minutes for teams to move to the next table. All answers will be judged and corrected during this 45-minute time period.

Written Test: 30-45 minutes. Give all competitors the same amount of time. The Written Test may be scheduled with the Classroom phase in order to complete two phases in one session. If this is done, increase the Classroom phase to two hours. The inquiry period will be held after tests have been graded and before scores posted.

7.6.7 Posting Scores

The location where the master score sheet is posted must be announced to all competitors. The area needs to be large enough that several teams can view their scores at the same time.

Scores should be posted as quickly as possible and announced to competitors. A multi-day rally must post Day 1 scores first thing the next morning. Since the competitors only have 30 minutes to inquire about their scores, everyone must know when and where they will be posted.

The chief scorer and TD should be present when the final scores are posted. Final scores are required to be posted prior to awards ceremony. Each team captain must sign their team's master score sheet signifying that they agree with their final score. If a team does not agree with their final score, they should not sign off. Instead, the captain inquires to the TD who confers with the chief scorer about any discrepancies in scoring. The chief scorer must make changes as directed by TD or discipline ground jury. See Rally Competition Scheduling in Section 1 for more details.

7.6.8 Inquiry Period

Every phase must have a 30 minute inquiry period scheduled at the end of each session. See Rally Competition Scheduling in Section 1 for more details.

7.6.9 Awards—*see Rally Competition Scheduling in Section 1*

7.6.10 Wrap-Up Meeting—*see Rally Competition Scheduling in Section 1*

7.7 QUIZ EQUIPMENT

Barn, stations, and mega-room coordinators must make all questions, answers, and props available for the TD to review prior to the competition. The TD must review questions for appropriateness and questions and props for accuracy.

In addition to the administrative supplies listed in 1.7 and printed materials described in 2.8, Quiz rallies require the following:

7.7.1 General Equipment

- Current Quiz Rulebook and Newsletter
- Current Horse Management Handbook and Newsletter
- Pinnies
- Human first aid kit
- Water cooler and cups (for officials, volunteers and competitors)

7.7.2 Reference Materials

A complete set of reference books should be available onsite for competitors to use to support an inquiry. Each phase coordinator should also have in their venue the reference materials they used to develop their questions. This saves time if the teams have the references available to support the inquiry.

Annually the Quiz Committee reviews the reference list and it is available on the Quiz page of the USPC website. The reference list always includes the most current version of all discipline rulebooks, discipline newsletters, the Horse Management Handbook, the Horse Management Newsletter, and the Standards of Proficiency.

7.7.3 Barn Equipment

- Barn stall questions and answer keys
  - Individual stalls—There should be four questions at each certification level per individual stall
  - Team Stall—One team question for all D levels, one team question for all C level
- Barn score sheets (one per team)
- Clipboards for barn stall judges
- Pencils and pens
- Stop watch
- All props needed for barn questions
- Chairs (one per judge)
- Tables (if needed to place items on)

7.7.4 Classroom Equipment

- Official Quiz question bank
- Classroom score sheets (one per team)
- Pencils and pens (one red)
- Stop watch
- White out
- 23 chairs minimum (one per competitor plus three at table)
- Table for officials (6'-8' long)

7.7.4.1 Official Quiz Question Bank
Annually the USPC National Office will send out the official Quiz question bank to be used in the Classroom phase of regional competitions. Previous copies of the Question Bank must be destroyed and may NEVER be used as study materials for any competitor. Inaccuracies or outdated questions should be reported to the current Quiz Committee Chair by the rally organizer. The question bank should be maintained by the RS or other designated individual. The question bank and/or individual questions must not be shared with competitors or parents outside of during the course of competition.

When preparing the classroom question bank for completion, please note:

- A separate question bank is needed for each classroom
- The Quiz question bank may be printed horizontally on to 8.5" x 11" paper. For easier use, print each certification on a separate color paper (i.e., D-1, yellow, D-2 blue, D-3 pink, etc.)
- Unrated and D teams need D-1, D-2, D-3, C-1 and C-2 questions
- C teams need C-1, C-2, H-B and H-A questions
- The question bank should be pre-organized into a 3-ring binder
- The question bank questions are grouped into topics. Use one topic per round as opposed to asking questions from one topic then another
- The questions have already been randomized and should be used in the order presented
- If more than one room/section is needed per division, questions should be organized so that each room is asked the same questions in the same order
- Have available more questions in each certification than are actually needed in each round. Sometimes questions are thrown out due to misreading or questions too similar to one that has already been asked
- Once the number of classroom rounds is decided, find out how many questions are needed for each certification level per each round.

7.7.5 Mega-Room Equipment

- Mega-Room answer booklet (one per competitor)
- Answer keys (one per table)
- Pencils and pens (enough per table)
- Stop watch
- Tags for item labels
- All props to be identified in Mega-Room
- Chairs (one per table monitor)
- Tables (6'-8' long) one per mega-room Table

7.7.6. Stations Equipment

- Stations answer booklet (one per team)
- Answer Keys (one per table)
- Pencils and pens (enough per table)
- Stop watch
- All props needed to conduct the Stations
- Chairs (one per table monitor)
- Tables (6'-8' long) one per station

7.7.7 Written Test Equipment

- Written Test (one per competitor)
- Answer Keys (several per test)
- Chairs (one per competitor)
- Tables, clip boards or chair bottoms to write on
- Pencils (one per competitor)
- Pens for grading

7.7.7.1 Official Quiz Written Tests and Answer Keys
Annually the USPC National Office will send out the official written tests for use in regional competitions that year. Previous copies of the written test must be destroyed and may NEVER be used as study materials for any competitor. Inaccuracies or outdated questions should be reported to the current Quiz Committee Chair by the rally organizer. The written tests should be maintained by the RS or other designated individual. The written tests and/or individual questions must not be shared with competitors or parents outside of during the course of competition.

7.8 QUIZ PRINTING

Of all disciplines, Quiz requires the largest amount of printing to facilitate the competition. As the organizer, encourage the secretary, phase stewards, chief scorer and volunteers to have all paperwork as possible printed and sorted by division before arriving on site for the competition.

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7.8.1 Program

The program should be prepared by the person doing the scheduling. Enough copies should be made to provide them to all officials and personnel, all judges, and each of the competitors, with extras for parents and spectators. Copies of the final time schedule should be corrected to include all last-minute alterations.

Getting a good program out with an accurate time schedule is difficult, because it must be done as close to the date of the rally as possible. Someone with access to a computer, a good quality printer and a copier is ideal to work on the program.

7.8.2 Orders of Go (OOG)

The OOG is a list of the teams/sections, what order they attend each phase and their competition time. The OOG being accurate is essential to a smoothly run rally and should be triple checked for accuracy. Print enough OOG that each team has a copy, plus one for each phase coordinator, and other officials.

The OOG should be available at the beginning of the rally in the competitor packets. Any changes to the OOG made during the competition and must be announced to competitors.

7.8.3 Phase Materials and Score Sheets

Each phase will have a unique set of printed materials. It is advisable to print a few extra of each of the below items to have available. Score sheets are available in Section 7.11 of this guide.

7.8.3.1 Barn

- Barn score sheet—one per team
- Answer sheets and keys per team/competitor as needed per stall

7.8.3.2 Classroom

This list is per classroom

- Official Quiz classroom bank (RS requests from National Office)
- Classroom score sheet—one per team
- Copy of multi-part score sheet (Quiz Rulebook Appendix VI)

7.8.3.3 Mega-Room

- Mega-Room score sheet—one per team
- Mega-Room answer booklet—one per competitor
- Answer keys—one per table (if applicable)

7.8.3.4 Stations

- Stations answer booklet—one per team
- Print one set of answer keys per table (if applicable).
- Stations score sheet—one per team

7.8.3.5 Written Test

- Official Quiz written test (RS requests from National Office)
- Print one copy per competitor at their certification level
- Two set of answer keys per test level.

7.8.4 Overall Score Sheets

Hardcopy competition score sheets are available to download from the Rally Resources & Materials page of the USPC website, or for purchase through Shop Pony Club, www.shopponyclub.org. If printed, they should be printed on 11” x 17” paper. Electronic scoring is also available through the use of excel spreadsheets, or other online resources. Please visit the Rally Resources & Materials page of the USPC website for the most up to date options for rally scoring.

7.8.5 Competitions Scoring Inquiry/Protest/Appeal Form

Appendix I of the discipline rulebook is the inquiry form. Have double sided copies available in each phase and at the rally office based on the number of competitors.

7.8.6 Labels

While not required, printing competitors’ labels to place on answer booklets, score sheets, written tests, and competitor packets can save a significant amount of time versus completing those forms by hand. Recommended items to include on the labels are listed below:

7.8.6.1 Barn

- Team Labels—Team Name, Team Number, Region/Club/Center/Section

7.8.6.2 Classroom

- Team Labels—Team Name, Team Number, Region/Club/Center/Section

7.8.6.3 Mega-Room

- Individual Competitor Labels—Competitor Name, Competitor Number, Certification Level, Competition Division, Team Name/Number

7.8.6.4 Stations

- Team Labels—Team Name, Team Number, Region/Club/Center/Section

7.8.6.5 Written Tests

- Individual Competitor Labels—Competitor Name, Competitor Number, Certification Level, Competition Division, Team Name/Number

7.8.6.6 Competitor Packets

- Competitor Name, Team Name, Competition Division, Section

7.8.7 Evaluation Forms

Every competitor, parent and volunteer shall receive an evaluation form to return to the organizer prior to the awards ceremony. This feedback is utilized to make continuous improvements to the rally. Please share with the appropriate individuals. See Section 1.7. for the evaluation forms.

7.9 QUIZ ADMINISTRATION

7.9.1 Prior to Arrival

Phase coordinators create quizzing material for Barn, Mega-Room and Stations phases.

The classroom phase coordinator determines the number of rounds for the phase by balancing the possible score with the other phases possible score. For example, if Mega-Room and Stations have a possible score of 50, then Classroom should complete three-four rounds to equal 50 possible points.

Communicate the final schedule to all key volunteers, the TD, judges, emergency personnel and the facility.

Prior to the competition day, the TD must review all quizzing material for Barn, Stations, and Mega-Room for accuracy and appropriateness to certification level.

7.9.2 Phase Setup

On-site and prior to start of competition, the TD must review all materials set up for accuracy. Any incorrectly labeled props should be removed from competition or the answer sheet should be corrected for each competitor. There should be little if any discussion as to the correctness of a prop.

7.9.2.1 Barn

- Set up the stalls with a chair for the judge and spaced for privacy
- Lay out clearly labeled items
- Confirm all necessary supplies
- Position the timer in a central area with the stopwatch

7.9.2.2 Classroom

- Place the judge's table at the front of the room with a chair for the scorer/timer
- Set up the competitor's chairs in groups of four, facing the judge. If it is possible, you should have the competitor's backs to the door. The competitors should not be able to communicate with the spectators.
- Place the room steward at the entrance to room.

7.9.2.3 Mega-Room

- Set mega-room's tables around the perimeter of the room, with a chair at each station for the table monitor.
- Lay out clearly labeled items
- Confirm all necessary supplies
- Position the timer in a central area with the stopwatch

7.9.2.4 Stations

- Set station's tables around the perimeter of the room, with a chair at each station for the table monitor.
- Lay out clearly labeled items
- Confirm all necessary supplies
- Position the timer in a central area with the stopwatch

7.9.2.5 Written Test

- Prepare area and written tests
- Confirm all necessary supplies

7.9.3 Barn Phase Procedure

Overall

1. Teams gather in the holding area and receive their score sheet.
2. Teams are brought to the barn area where they will select the stall they want to begin with.
3. The barn coordinator or steward asks teams to check their score sheets for accuracy of team names and team number.
4. Competitors are check for identification, pinnies, USPC pins and medical bracelet/card and appropriate footwear.
5. The barn coordinator introduces themselves, explain the Barn phase and inquiry process, and ask for questions.
6. At the signal to begin, the stall judge explains the stall and competition begins. All questions must be read twice to the competitors.
7. After 15 minutes competitors must stop, and no further questions can be asked even if they haven't completed the task.
8. The stall judges grades the competitors work and returns the score sheet to the competitors.
9. Stall judges may review the correct answers briefly with competitors for clarity. When appropriate, the stall judge notes correct answers.
10. The stall judge then asks if there are any inquiries. If there is an inquiry an "I" is noted in the appropriate box on the score sheet. If the competitors proceed to the next stall without lodging an inquiry, they have lost the ability to inquire about that stall. All inquiries are held to the end of the Barn phase after all stalls have been completed.

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11. The competitors then move on to the next stall to begin the process again.
12. After all the stalls are completed the barn phase coordinator will handle inquiries that were noted during the session. The team captain is responsible for inquiries as outlined in the rulebook.
13. If a team is satisfied with their Barn phase scores the team captain will sign off and the team may leave the barn area.

Individual Stall

1. Starting with the lowest competitor number on each team, each competitor answers one question per stall. A round is complete when every competitor has answered one question.
2. Competitors will state their name and Horse Management certification. If a stall offers a choice of question values, a competitor can request a question value—either one at their certification level, one level above or two levels above their Horse Management certification.
3. Each question should be read twice.
4. The competitor should not start their answer until the question has been read twice. Jr and Sr. Ds have 20 seconds to begin their answer and Cs and up have 15 seconds to begin to answer. The timer will announce when 5 seconds are remaining to begin the answer. A Novice D has 20 seconds to begin the answer or to ask for a conference.

Novice D Conferring—At the regional level, *only* Novice Ds may confer with their team mates for the correct answer. If they confer, they will have 30 seconds to begin the answer. Conferring will result in only half the value for the correct answer. *Conferring is NOT allowed at Championships.*

Helpful Hints

- Ask questions in the individual stalls in order on question sheet. Do not skip or randomize questions.
- Have items clearly market with letters A—J. Underline 'I' and 'H' for clarity.
- Stall judges should reorganize stalls between rounds to help competitors.
- Ask competitors to face away from stall when not competing. This will help keep order and signify when competitors have completed a table.
- Have stalls marked clearly with a number so competitors are clear as to which stall they are on.

7.9.4 Classroom Phase Procedure

1. The classroom judge, scorer and timer sit together at the judge's table. Competitors should be seated by teams in numeric order facing the judge's table.
2. At the beginning of the first session for each section, the judge should read the Quiz Classroom Judge's Speech found in section 7.11 and explain that everyone will have a chance to ask questions when they are finished.
3. The classroom judge verifies the score sheet accuracy of competitor names, certification and checks for competitor's I.D., pinnies, USPC pins and medical bracelets/cards.
4. At the beginning of the first round for each section, the judge introduces themselves, explain the Classroom phase, inquiry process and ask for questions.
5. Starting with the lowest competitor number on each team, each competitor will answer one question per round. Once the first member of the team has answered their question, move to the second member and then so on. A round is complete when every competitor has answered one question.
6. Competitors will state their name and Horse Management certification. The first question is asked at the competitors certification level, for additional rounds if the round offers a choice of question values, a competitor can request a question value—either one at their certification level, one level above or two levels above their Horse Management certification.
7. Each question should be read twice.
8. The competitor should not start their answer until the question has been read twice. Jr and Sr. Ds have 20 seconds to begin their answer and Cs and up have 15 seconds to begin to answer. The timer will announce when 5 seconds are remaining to begin the answer. A Novice D has 20 seconds to begin the answer or to ask for a conference.
9. *Novice D Conferring*—At the regional level, only Novice Ds may confer with their team mates for the correct answer. If they confer, they will have 30 seconds to begin the answer. Conferring will result in only half the value for the correct answer.
10. For an answer to be counted as correct, it must be supported by a Pony Club-recognized reference material or the TD. Answers for questions officially designated as requiring a multiple-part answer will be given partial credit for each part plus a bonus if all parts are correct. Single answer questions do not receive partial credit.
11. At the end of each round, the classroom judge asks if there are any inquiries. If there is an inquiry an "I" is noted in the appropriate box on the score sheet. If the competitors proceed to the next round without lodging an inquiry, they have lost the ability to inquire about

that round. All inquiries are held to the end of the Classroom phase after all round have been completed.

13. The next round begins again with the same process.
13. After all the rounds are completed the classroom phase coordinator will handle inquiries that were noted during the session. The team captain is responsible for inquiries as outlined in the rulebook.
14. If a team is satisfied with their Classroom phase scores the team captain will sign off and the team may leave the classroom area.

Helpful Hints

- Select the question from the appropriate page from the official question bank (one topic per round).
- Ask questions in order in question bank. Do not skip questions unless the question is too similar to one previously asked. If the question is disqualified, read it to the group, then select another question.
- Restate the Horse Management certification and value and then the number of the question so that it may be heard by the competitor and the Scorekeeper and recorded properly.
- Decide whether or not the answer is correct and, if not, state the correct answer, briefly for clarity and education. Due to multiple sections schedules in phases at different times, NO correct answers will be given at Championships unless an inquiry is made.
- Announce "Correct for ____ points" or "Not Correct" after each question is answered so that the scorekeeper can keep score accurately.
- Pause at the end of each round and ask if there are any inquiries. Wait until the end of phase to answer inquiries. If the inquiry cannot be satisfied, then the team may begin the inquiry process explained in the rulebook.
- State the end of the session and have the scorer note the beginning of the 30-minute inquiry and protest period. At this time have all spectators leave the area.
- Keep the questions sorted so that the organizer knows which have been used and which have not.

7.9.5 Mega-Room Session Procedure

1. Teams gather in the holding area and receive their score sheet/booklet.
2. Teams are brought to the mega-room area where they should spread out with no more than one team member per table.
3. The mega-room coordinator asks competitors to check their score sheets for accuracy of teams, names and information.
4. The mega-room coordinator verifies the score sheet accuracy of competitor names, certification and checks for competitor's I.D., pinnies, USPC pins and medical bracelets/cards.
5. The competitors may not look at their answers sheet or begin working until the round begins.
6. At the beginning of the first round for each section, the mega-room coordinator introduces themselves, explain the Mega-Room phase, inquiry process and ask for questions.
7. At the signal to begin, the competitors are given three minutes at each table to complete matching the items to their answer sheet.
8. After three minutes competitors must stop, put their pencils down and hand their answer sheets to the table monitor(s) for grading.
9. The table monitor grades the competitors work and returns the score sheet to the competitors.
10. Table monitors may review the correct answers briefly with competitors for clarity and note correct answers.
11. The table monitors then asks if there are any inquiries. If there is an inquiry an "I" is noted in the appropriate box on the score sheet. If the competitors proceed to the next table without lodging an inquiry, they have lost the ability to inquire about that table. All inquiries are held to the end of the Mega-Room phase after all stalls have been completed.
12. The competitors then move on to the next table to begin the process again.
13. After all the tables are completed the mega-room coordinator will handle inquiries that were noted during the session. The team captain is responsible for inquiries as outlined in the rulebook.
14. If a team is satisfied with their Mega-Room phase scores the team captain will sign off and the team may leave the mega-room area.

    NOTE: *If two members of a team have the same answer, but only one inquired at the table, only one team member is eligible for the inquiry.*

Helpful Hints

- Have items clearly market with letters A—J. Underline 'I' and 'H' for clarity.
- Table monitors should reorganize table between rounds to help competitors.
- Ask competitors to face away from table when not competing. This will help keep order and signify when competitors have completed a table.
- Have tables marked clearly with a number so competitors are clear as to which table they are on.

- Table monitors should help make sure competitors are on the correct answer key for the table.

7.9.6 Stations Phase Procedure

1. Teams gather in the holding area and receive their score sheet/booklet.
2. Teams are brought to the stations area where they should pick a station table to begin.
3. The stations coordinator asks competitors to check their score sheets for accuracy of teams, names and information.
4. The stations coordinator verifies the score sheet accuracy of competitor names, certification and checks for competitor's I.D., pinnies, USPC pins and medical bracelets/cards.
5. The competitors may not look at their answers sheet or begin working until the round begins.
6. At the beginning of the first round for each section, the stations coordinator introduces themselves, explain the Stations phase, inquiry process and ask for questions.
7. At the signal to begin, the table monitor reads the instructions for the station. Teams have five minutes to complete the station, during which time the monitor can clarify logistics but not definitions.
8. After five minutes teams must stop, put their pencils down and hand their answer sheets to the table monitor(s) for grading.
9. The table monitor grades the teams work and returns the score sheet to the competitors.
10. Table monitors may review the correct answers briefly with teams for clarity and note correct answers.
11. The table monitors then asks if there are any inquiries. If there is an inquiry an "I" is noted in the appropriate box on the score sheet. If the competitors proceed to the next station without lodging an inquiry, they have lost the ability to inquire about that station. All inquiries are held to the end of the Stations phase after all stalls have been completed.
12. The competitors then move on to the next table to begin the process again.
13. After all the tables are completed the stations coordinator will handle inquiries that were noted during the session. The team captain is responsible for inquiries as outlined in the rulebook.
14. If a team is satisfied with their Stations phase scores the team captain will sign off and the team may leave the stations area.

Helpful Hints

- Have items clearly market with letters A—J. Underline 'I' and 'H' for clarity.
- Table monitors should reorganize table between rounds to help competitors.
- Ask competitors to face away from table when not competing. This will help keep order and signify when a competitor have completed a station.
- Have stations marked clearly with a number so teams are clear as to which station they are on.
- Table monitors should help make sure teams are on the correct answer key for the table.

7.9.7 Written Test Procedure

1. All competitors in a division will take the Written Test either at the same time or at the beginning of their Classroom phase.

3. There may be only one competitor per team at each table and only up to ten competitors per table.

3. Each competitor will receive an individual test sheet at the beginning of the phase.

4. At the start signal, competitors shall begin the Written Test.
5. Individuals shall indicate when they are finished by turning their answer sheet over.
6. There is a 45-minute time limit for the Written Test.
7. Test sheets may be collected and graded in a separate location and returned at a later time for review **or** graded and returned at once.
8. The grader may review the correct answers briefly with competitor for clarity. Graders should put the correct answer next to any questions missed.
9. The graders then asks if there are any inquiries. If there is an inquiry an "I" is noted on the written test. If the competitor leaves the written test area without lodging an inquiry, they have lost the ability to inquire about their written test.

Helpful Hints

- Any competitor may have their test read to them. A reader will be assigned by the organizer.

7.9.8 After Competition Concludes

- Clean up and return equipment
- Submit required paperwork (Organizer's report, incident reports, etc.)
- Host a wrap up meeting

7.10 QUIZ SCORING AND AWARDS

7.10.1 Scoring

The formulas and rules for scoring are outlined in the rulebook. Scoring can be done in a variety of manners, ranging from handwriting scores on large hardcopy score sheets, to utilizing excel spreadsheets in a program provided by USPC. The organizer and scorers should discuss what works best for their competitors and volunteers and select how they would like to move forward.

All USPC scoring documents and options available are posted on the Rally Resources & Materials page of the USPC website.

7.10.2 Awards

Recognizing the team competition aspect overall team awards are presented. Additional awards may include individual overall placings per division. Other awards may be given and all awards should be published in the prize list.

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7.11.1 QUIZ CHECKLIST	
Task Completed	
	Rally dates determined and budget created
	Organizing committee assembled
	Schedule created
	Dates and information publicized
	Facility obtained
	Insurance obtained
	Emergency plans in place (biosecurity, equine, human and weather)
	Necessary equipment obtained (supplies, arenas, booths, radios, etc.)
	Officials/volunteers hired (TD, phase stewards, judge(s), etc.)
	Determine the discipline ground jury
	Awards ordered
	Volunteers arranged
	Housing arranged
	Food concessions arranged
	Officials and volunteers food and hospitality arranged
	Water for people
	Paperwork printed
	Collect surveys and submit to the National Office
	Submit organizer’s report to the National Office
	Submit any incident reports to the National Office
	Confirm the TD report has been submitted to the National Office

7.11.2 QUIZ CLASSROOM JUDGE'S INTRODUCTION SPEECH

"Pony Club members will stand and state their name and Horse Management certification. If a round offers a choice of question values, you will then request a question value—either one at your rated level, one level above or two levels above your Horse Management certification. I will read each question twice. You should not start your answer until the question has been read twice. Unrated competitors will compete as D-1s and abide by D instructions. Only Novice Ds can confer. Novice Ds have 20 seconds to begin the answer or to ask for a conference. If you confer, you have 30 seconds to begin the answer. All other competitors have 20 seconds to begin to answer and may not confer. The timer will announce when 5 seconds are remaining to begin the answer.

"When someone has a question or asks for clarification, only I may respond to the request for information. Novice Ds must decide to confer before starting the answer and tell me. Only I may give permission to confer. If you do confer, you will receive only half the value for the correct answer.

"For an answer to be counted as correct, it must be supported by a Pony Club-recognized reference material or a designated knowledgeable person.

"Answers for questions officially designated as requiring a multiple-part answer will be given partial credit for each part plus a bonus if all parts are correct. **Single answer questions do not receive partial credit.**

"After you finish stating the answer I will rule whether it is right or wrong and will state the points earned. These points will be recorded on the official score sheet and on the large score sheet.

"If I say that your question is wrong, but you think it is correct, then you may make a verbal inquiry at the END of the completed round. This can only be done by the team's captain and may be made regarding your team's questions only. We will mark the question with an "I" and address inquiries at the end of the phase. If the question was not marked with an "I", you will not be able to inquire. If you are not satisfied with my decision you may present a written protest to the technical delegate at the end of the session and before the 30-minute time period has expired. If the team then does not agree with the technical delegate's decision, the team captain may announce this within the 30 minutes and then forward their written protest to the ground jury. These inquiries and protests must be made before you leave the room. If you need to state a reference then you will be escorted to the reference material. The decision of the ground jury is final.

"If, in the judgment of the ground jury, an appeal is deemed frivolous or groundless, a 5 point penalty may be assessed against the team that lodges the appeal.

"Once you leave the room without making an inquiry your option for further inquiry or protest is forfeited. Scoring errors that you notice in the room should be brought to the attention of the judge. When the preliminary scores are posted you will have 30 minutes to check and present an Protest Form to the technical delegate if there are any errors in the final scores.

"During the quizzing, everyone in the room must be completely quiet except for the person asking or answering a question. Team members may not talk to each other, except when conferring. Team members may not talk to spectators or friends. Spectators may not applaud answers or talk to each other. All spectators' cell phones must be turned off or set for silence. These rules are necessary to make the competition as fair as possible to all competitors.

"Any questions?

"Now, let's begin. Good Luck!"

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7.11.2 QUIZ MASTER SCORE SHEET

Team: Team Number: Division: Section:

Barn Scores

HM Cert	Pinny Number	Name	Footwear Y or N	Pin	Round 1		Round 2		Change	Barn
					Individual	Team	Individual	Team		
		Captain				▨		▨		
						▨		▨		
						▨		▨		
						▨		▨		
TOTALS						▨		▨		

Classroom Scores

HM Cert	Pinny Number	Name	Pin	Round 1	Round 2	Round 3	Round 4	Round 5	Round 6	Round 7	Changes	Classroom
		Captain										TOTAL
TOTALS												

Mega-Room Scores	Captain				Changes	MEGA-ROOM TOTAL
TOTALS:						

Stations Scores	Station 1	Station 2	Station 3	Station 4	Station 5	Station 6	Station 7	Station 8	Station 9	Station 10	Changes	STATIONS TOTAL
TOTALS												

Written Test Scores	Captain				Changes	WRITTEN TEST TOTAL
TOTALS						

TOTAL POINTS

Competitors are not permitted to compete in the barn unless they have the proper Footwear. A "-1" penalty point is assessed in the Pin box for not having a USPC pin. Only the three highest scores are used to calculate the score for each Classroom Round, Individual Stalls, Mega-Rooms, and Written Tests.

7.11.4 QUIZ BARN SCORE SHEET

Team: Team Number: Division: Section:

BARN SCORES					Round 1										Round 2										
					Stall 1			Stall 2			Stall 3			Team 1	Stall 5			Stall 6			Stall 7			Team 2	changes
HM Cert	Pinny #	Name	Pin	Foot Wear			P			P			P				P			P			P		
		Captain																							
TOTALS: use only the three highest scores per round, except for pin and changes.																									

REMARKS:

Key:

C = Confer; Place in Points Box, for Novice Ds only.
MP = Multi-part question. Indicate in Question Box.
IR = Inquiries. Indicate in Points Box.
Put a -1 in the Pin Box if a Pony Club member does not have a USPC pin.
Four-person teams answer four questions and three-person teams answer three questions.
The inquiry period shall last 30 minutes after the end of the session.
Captains may sign their team out before the end of the inquiry period; however, they give up the right to any more inquiries.

PLEASE NOTE: This page may be enlarged on a copier to 11 x 17 inches.

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7.11.5 QUIZ CLASSROOM SCORE SHEET

Team: Team Number: Division: Section:

CLASSROOM SCORES

				Round 1			Round 2			Round 3			Round 4			Round 5			Round 6			Round 7			
HM Cert	Pinny #	Name	Pin	Q#	V	P	Q#	V	P	Q#	V	P	Q#	V	P	Q#	V	P	Q#	V	P	Q#	V	P	Changes
		Captain																							
TOTALS: Use only the three highest scores per round, except for pin and c hanges.																									

REMARKS:

Key:

C = Confer; place in Points Box, for Novice Ds only.
MP = Multi-part question. Indicate in Question Box.
IR = Inquiries. Indicate in Points Box.
Put a -1 in the Pin Box if a Pony Club member does not have a USPC pin.
Four-person teams answer four questions and three-person teams answer three questions.
The inquiry period shall last 30 minutes after the end of the session.
Captains may sign their team out before the end of the inquiry period; however, they give up the right to any more inquiries.

PLEASE NOTE: This page may be enlarged on a copier to 11 x 17 inches.

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7.11.6 QUIZ MEGA-ROOM SCORE SHEET

Team Name:

Team Number: Division: Section:

MEGA-ROOM

Pinny #	Name	Pin	Table 1	Table 2	Table 3	Table 4	Table 5	Table 6	Table 7	Table 8	Table 9	Table 10	Change
Totals: **Use only the three highest scores per Table**													
REMARKS:										**Mega-Room Total**			

Key:

IR = Inquiries. Indicate in Points Box.
Put a -1 in the Pin Box if a Pony Club member does not have a USPC pin.
The inquiry period shall last 30 minutes after the end of the session.
Captains may sign their team out before the end of the inquiry period; however, they give up the right to any more inquiries.

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7.11.7 QUIZ STATIONS/WRITTEN TEST SCORE SHEET

Team Name:

Team Number: Division: Section:

STATIONS

Station 1	Station 2	Station 3	Station 4	Station 5	Station 6	Station 7	Station 8	Station 9	Station 10	Change
								Stations Total		

WRITTEN TEST

Pinny #	Name	Pin	Written Test	Change
	Written Test Totals Use only the three highest scores per test			

Remarks:

Key:

IR = Inquiries. Indicate in Points Box.
Put a -1 in the Pin Box if a Pony Club member does not have a USPC pin.
The inquiry period shall last 30 minutes after the end of the session.
Captains may sign their team out before the end of the inquiry period; however, they give up the right to any more inquiries.

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7.11.8 QUIZ SUMMARY SCORE SHEET

Pony Club

Division		Section						
Team Number	Team	Barn Total	Classroom Total	Mega-Room Total	Stations Total	Written Test Total	Total	Overall Placing

Division		Section						
Team Number	Team	Barn Total	Classroom Total	Mega-Room Total	Stations Total	Written Test Total	Total	Overall Placing

Division		Section						
Team Number	Team	Barn Total	Classroom Total	Mega-Room Total	Stations Total	Written Test Total	Total	Overall Placing

Division		Section						
Team Number	Team	Barn Total	Classroom Total	Mega-Room Total	Stations Total	Written Test Total	Total	Overall Placing

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