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 inter-generational community of equine enthusiasts with a focus on youth through multiple means of delivery
- An instructional program supported by mounted and un-mounted 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. <u>Standard rallies</u> 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. <u>Modified rallies</u> 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,

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 sign-age, 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.

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.

SECTION 1—Rally Organizing

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.

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.

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 Manage-Ment 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.

- 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

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 Event-

ing 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

- 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)				

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

SECTION 1—Rally Organizing

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 9—Tetrathlon

9.1 TETRATHLON FACILITY REQUIREMENTS:

A Tetrathlon rally requires a diverse set of facilities but locating and booking a swimming pool will likely be a key factor in determining the location. Locating a pool facility should be done as soon as a date is determined for a rally. For all venues/locations, there is normally a contract and/or deposit to be completed along with your proof of insurance.

Ideally, venues for the ride, shoot, and run should be within close proximity to each other if not at the same venue, permitting competitors to move easily from one phase to another. This not only saves time and transportation, but it also permits the overlapping of phases to save some additional time. (Example: Seniors, Juniors and Intermediates may shoot while Novices and younger members not seeking Championships eligibility run, then they switch phases.)

Farms, competition centers, schools or college campuses, public recreation facilities, or a combination of these works well, in particular if a swimming pool is part of the complex. Taking into consideration potential bad weather and back up plans for arena locations, etc. is always a good idea.

9.1.1 RIDING PHASE

9.1.1.1 Competition Arenas
Ideally, a competition arena should be 300' by 150' in size and must be enclosed. The minimum size for a competition arena is 200' by 80'. Arena measurements are for the interior of the enclosure. The footing should be well drained and level, without large stones. Sand, grass and other types of footing are appropriate as long as they are not slippery or too hard.

A separate enclosure (booth, tent, trailer) should be provided for the judge and scribe.

9.1.1.2 Schooling/Warm-Up Area
An enclosed schooling/warm-up area near the competition arena is necessary, which can accommodate 15 mounts warming up at the same time. The footing should be firm and level. It should include three adjustable stadium type fences at levels appropriate for competitors to utilize (a cross rail, a vertical and an oxer). All the fences should be flagged as specified in the Tetrathlon rulebook and must be jumped in one direction. Additional rails should be available in the case of breakage. Water for competitor and volunteer consumption should always be available in this area.

9.1.1.3 Stabling
The amount of available stabling at your venue is a contributing factor in determining the order of phases. More often than not, a location picked for the proximity of running, swimming, and shooting facilities will not include stabling. For this reason, many regions start with the riding phase on the first morning and simply use a nearby open field that has trailer parking adjacent to the riding course. It should be noted that the mounts may

be released to travel home by Horse Management and need not be on the grounds for the entire competition.

9.1.2 RUNNING PHASE

The facility requirements for the run is easiest of the four phases to find an appropriate location. There are three run phase set ups that are commonly used.

1. Two courses laid out, one 500-meter circle for the shorter distances and one 1,000-meter circle.

2. One 500-meter circle which can be used for longer distance by completing multiple trips.

3. An outback course which is measured half the distance going out from the start and half the distance going back to the finish, which are located side by side. Outback course designs will require multiple courses for the different lengths necessary.

The addition of simple jumping obstacles to the run course can make it more fun and interesting. If obstacles are used on the course they should be flagged as mandatory passages.

9.1.3 SHOOTING PHASE

When investigating potential facilities to host the Tetrathlon rally, check to see if they will allow the shooting range to be set up onsite. Some facilities do not allow shooting on site because of local jurisdictions.

The shooting phase can occur indoors or outdoors, and the terrain should be as flat and level as possible. The area should be large enough to accommodate the 10 meters from shooting line to the target as well as some room behind the shooters for chairs and spectators. If shooting against a solid backdrop, care should be taken to prevent ricochet by using hay bales, padding, tarps, plywood, etc. to protect the shooters as well as protecting the surface. Tarps can be set up to collect pellets after the competition if needed. If shooting outdoors, take into consideration the time of day to schedule the shoot. Afternoons can often get hot, windy, or lend to thunderstorms. If the shoot phase will be scheduled in the afternoon, make sure there is ample shade for the shooters, officials, scorers and spectators. Try to place the target stands where a shadow will not be cast over the target, should be in full sun or full shade. Windy times of day should be avoided if possible because strong winds can change the trajectory of the pellet and affect accuracy and consistency in the shots.

9.1.4 SWIMMING PHASE

The location and availability of a pool is a primary factor in deciding where to host the rally. Venues for the swim phase can be schools, public pools, private swim centers, city recreation centers, country clubs, etc. If possible schedule the pool when no other functions are taking place to reduce noise interference and confusion. Just make sure the pool fits the basic needs.

Things you need:

- At least 25 meters or 25 yards
- Preferably deep enough for diving
- Enough lanes to accommodate the number of competitors. 5-6 lanes or more is ideal.
- Lane lines
- Starting blocks

Things to ask:

- Are locker rooms/changing rooms/bathrooms provided /included?
- Is there a lifeguard included in the fee?
- Are there any other fees included (i.e. open/shut fee, equipment rental, etc.)?
- Do we have to uncover and recover the pool before and after use?
- Who will I be meeting at the pool, what time, and what is their phone number?

9.2 TETRATHLON 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. USEF knowledgeable officials are always preferred. Discuss fees and confirm arrangements in a letter. 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 developing competitors.

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.

9.2.1 Technical Delegate
Licensed technical delegates are highly recommended for all rallies and a TD is required for all standard rallies. The TD must be knowledgeable in both USPC and USEF rules and is responsible for working with rally organizers to make sure the rally is being run according to the competition rules. This person cannot have any conflicts as outlined in the discipline rulebook.

9.2.2 Phase Stewards
Each phase will have a steward who oversees the phase, delivers the scores to the scorer and certifies as to the correctness of the scores.

9.2.3 President of the Ground Jury
For all rallies, the discipline ground jury, see the Tetrathlon rulebook for specifics, will designate one member of the discipline ground jury as the president of the ground jury.

9.2.4 Farrier
While not a required position, it is always preferable to have a farrier as a member of the horse inspection panel and on the grounds during the competition. If a farrier is not available to be on the grounds during the competition, have one or more farriers on call during the competition if the competitors are in need of their services. The farrier's contact information should be available at the show office and in the Horse Management office.

9.2.5 Veterinarian
While not a required position, it is highly recommended to include a veterinarian as a member of the horse inspection panel and on the grounds during the competition. Also have the name, number and address for the closest referral clinic in case of a veterinary emergency that requires a higher level of care than is available from an ambulatory veterinarian. If it is not possible to have a veterinarian on the grounds during the competition, have one or more on call during the competition if the competitors need their services. Veterinarian and referral clinic contact information should be available at the show office and in the Horse Management office.

9.2.6 Medical Personnel
For all mounted rallies, an EMT-Basic is required onsite one hour prior to the first ride of the rally and stay until riding concludes for the day. This person can be a volunteer, but is often a paid position for the rally. They must not have any other responsibilities or duties during the rally and must be aware of the closest ambulance and hospital locations. The EMT should be involved in the creation of the human emergency medical plans, and educated about medical bracelets and armbands. Please refer to the current rulebook for full details on required medical personnel.

9.2.7 Riding Phase Officials and Volunteers
9.2.7.1 Riding Course Designer (CD)
Ideally, licensed, but at minimum, a knowledgeable person should be utilized for designing the jumping courses. They must have a clear understanding USPC Tetrathlon rules and be familiar with USEF course design.

9.2.7.2 Riding Judge(s)
There is one judge per ring, and one judge will need to score both round faults and equitation (if included) in one the rounds. Selected judges should understand that a rally is not only a competition, but an educational event. They should understand, and be able to assist in, the education of developing riders. Judges cannot have any conflicts as outlined in the discipline rulebook. Refer to appropriate discipline rulebook for resources for discipline judges.

9.2.7.3 Additional Volunteers
Judge Scribe—There will be one scribe per arena who should have legible penmanship, decent spelling skills and must avoid discussing riders or mounts participating in the rally.

9.2.7.3.1 Warm-Up Steward—This person checks in the competitors and monitors the number of competitors in the warm-up area. They let each competitor know when they may go to the competition ring and may also be in radio contact with the announcer. They should be in communication with the TD about dangerous riding or other issues in the warm-up area.

9.2.7.3.2 Timer—The timer records the start and finish time of each competitor during their round. Having two timers, or an individual timing in addition to electronic timers is important in case of equipment failure.

9.2.7.3.3 In-Gate Steward—The in-gate steward is in charge of letting competitors know when they may enter the competition ring and may also be in radio contact with the announcer. They will also open and close the gate between riders.

9.2.7.3.4 Jump Crew—Generally, the largest group of needed volunteers for the competition. They are responsible for assisting the course designer/arena manager with adjusting the course between divisions and for resetting the course when competitors knock down rails or jumps. Jump crew should be instructed how to pick up and reset rails/fences while not interfering with the competitors rides.

9.2.7.3.5 Runners—Judge score sheets should be picked as the sheet is completed (normally every 15-25 rides) depending on which score sheets are utilized. After being picked up, they should be taken directly to the scorers. Runners should be instructed how and when to approach the judge so as to avoid distracting the mount, rider or judge while the ride is in progress. Runners may also bring refreshments to the judges and scribes and convey changes of schedule or rider from the secretary or rally organizer.

9.2.8 Running Phase Officials and Volunteers

9.2.8.1 Course Designer—This position often falls within the responsibilities of the run phase steward, but can be an individual position as necessary.

9.2.8.2 Running Scribe/Timer—Multiple scribes/ timers are needed to assist in documenting the run start and finish times for competitors. The number of scribes will be dependent on the number of competitors and the type of run course. They should have legible penmanship, and decent spelling skills.

9.2.8.3 Spotters—Multiple spotters are needed to watch competitors during the competition. The number of spotters necessary will depend on the run course set up.

9.2.9 Shooting Phase Officials and Volunteers

9.2.9.1 Shooting Range Officer—A single position that should be filled by someone who is experienced and comfortable with firearms and firearm safety. They should be prepared to coach, run the shooting phase and take control of the range. A police officer, veteran or 4-H shooting sports leader are often good range officers.

9.2.9.2 Target Retrievers—Multiple target retrievers are needed who are familiar with range rules and procedures to assist in retrieving the targets between shooting rounds. The number necessary will be dependent on the number of shooting lanes used.

9.2.10 Swimming Phase Officials and Volunteers

9.2.10.1 Lifeguard—Pools often require a certified lifeguard on duty during the competition. Even if a certified lifeguard is not required, have someone designated in this position.

9.2.10.2 Swimming Scribe—At least one if not multiple scribes are needed to assist in documenting the start and finish times for competitors.

9.2.10.3 Timer—Two or more timers are needed to record the start and finish time of each competitor during their round.

9.3 TETRATHLON COMPETITION FORMAT

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

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

9.3.1 Order of Phases

There is no required order of phases in a Tetrathlon competition, but the location and availability of the swimming pool will likely be a key factor in determining the order. Once the swim times and locations are finalized, the order for riding, running, and shooting phases may be determined. If holding a multi-day rally, it is common to hold the "endurance" phases (run and swim) on separate days.

If the rally is run as an independent competition, a single day rally may work as competitors can move from phase-to-phase at a reasonably fast pace, eliminating much of the "down-time," getting everyone through the awards ceremony and on their way home.

With the ability to complete phases in a single day, even though it may be a two-day rally, have a one-day Horse Management rally, per the Horse Management Handbook. This allows those who live nearby the opportunity to get their mounts home early. If it is elected to release mounts before the end of the rally, it must be stated in the rally announcement and at the competitors briefing.

It is common, and a lot of fun for the competitors, to have a party at the pool following the swimming phase. This is also a good time to award the ribbons from the first two phases. It will cut the time of tomorrow's award ceremony by a great deal. The ribbons/medals volunteer has to be prepared for this short ceremony.

The final determination of schedule should consider the availability of facilities and the number of competitors.

Examples of one and two-day Tetrathlon rallies are available in the Tetrathlon section of the Rally Resources & Materials page of the Pony Club website.

9.3.2 In Conjunction with Another Rally
When running a Tetrathlon rally in conjunction with another rally it is highly recommended to run over a two-day period. Tetrathlon rally is most often run in conjunction with a Show Jumping rally, but could also be run in conjunction with an Eventing rally.

9.4 TETRATHLON TEAM FORMATION AND COMPETITOR NUMBERING

9.4.1 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 that are submitted as full teams by their CA/DC/RS. In the alternative, teams can be entered as mixed teams with riders competing in various competition levels. Competitors may also be entered as individuals to be scrambled onto teams by the secretary.

Teams should always be formed with three to four riders and if allowing stable managers for each 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 Team 1 or by a team number, i.e. Team 23.

9.4.2 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, ie. 1, 6, 11, 16, 21, 26. If you are allowing stable managers, they are numbered 5s or 0s, i.e. 5, 10, 15, 20, 25, 30. (even on 3 rider teams). Short teams should skip one of the in between numbers and continue to utilize the team captain and stable manager numbering system. If a competitor is both the team captain and the stable manager, they should be assigned a stable manager number. This numbering system allows for quick identification of the team captain and the stable manager.

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.

9.5 TETRATHLON ORGANIZING DIVISIONS
When determining the schedule for competition, look at what phase you are scheduling and then the competition divisions.

In the riding phase, it is often easier to set the courses for the highest competition level to go first and then drop the fences as the day progresses. (Commonly referred to as jumping high to low or low to high.)

9.6 TETRATHLON 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 phases take longer than scheduled. Refer to Section 1.5 for additional details about the below functions.

9.6.1 Grounds Opening Time—see Rally Competition Scheduling in Section 1

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

9.6.3 Competition Start Time—see Rally Competition Scheduling in Section 1

9.6.4 Organizer Briefings—see Rally Competition Scheduling in Section 1

9.6.5 Volunteers Briefing—see Rally Competition Scheduling in Section 1

9.6.6 Competitors Briefing—see Rally Competition Scheduling in Section 1

9.6.7 Coaches Briefing—see Rally Competition Scheduling in Section 1

9.6.8 Horse Inspection—see Rally Competition Scheduling in Section 1

9.6.9 Course Walks

Course walks will need to be scheduled for both the riding and running phases of the competition.

The riding course should be available for walking ideally the day before the phase starts in a multi-day rally or at minimum several hours prior to the start of the phase. The course map with time allowed must be posted near the in gate of the course. Additional times for course walks should be made between competition levels after the course has been adjusted.

The running course should be available for walking ideally the day before the phase starts in a multi-day rally or at minimum several hours prior to the start of the phase. The course map with time allowed must be posted near the start of the course.

9.6.10 Turnout Inspection

1. When scheduling Tetrathlon rides, a separate turnout inspection station with a horse management judge should be established for each ring.

2. If possible, try not to have several or all members of a team scheduled to go to turnout inspections at the same (or close to the same) time.

3. Turnout inspections should be scheduled at 10-15 minutes per inspection. Turnout inspections tend to run behind if the time allowed is too short. Consider adding breaks to the schedule of turnout inspections to allow the stations to catch up if they are running late.

4. Turnout inspections cannot be scheduled until a rider Order of Go and each rider's first ride time has been determined. (Section 9.6.11 below.)

5. See Rally Competition Scheduling in Section 1 for more details about scheduling turnout inspections.

9.6.11 Ride Times

1. The Tetrathlon riding phase does not assign competitor ride times, competitors are expected to enter the arena once the prior competitor finishes their course which allows for a smooth flow of riders into the arena. Instead, publish the start time of each competition level of riders so that the competitors can develop an expectation of when they will need to be ready to compete.

2. When creating the round start times, you should take into consideration the following:
   • Allow five minutes per round (or the round time limit) for each round.
   • Allow 20 minutes for course changes between each height.
   • If you have a large number of competitors, you may decide to run two arenas at the same time. i.e. Cham-

pionships divisions in one arena and non-Championships divisions in another arena without the slip rail and gate.

3. Sort riders according to riding division in the order (high to low or low to high) that they will jump.

4. Check for riders on a team being scheduled to ride back to back or very close together, as the stable manager of each team must have time to attend to each rider (if stable managers are used). If possible, move riders up or back in the schedule to allow more time between the riders on each team.

5. A mount shared by multiple riders should be scheduled with rounds as far apart as possible, with at least 30 minutes between rides to allow the second rider to warm up. Care must be taken that shared mounts are also allowed adequate breaks to rest. If a shared mount is being used for, multiple divisions try to have the mount go towards the end of the first division and the beginning of the next division so that it is not having to stand around for longer than it needs to.

6. Ride schedules must also account for ring drags and watering, if competition is occurring on footing. The frequency and length of time scheduled for drags and watering will be determined working in conjunction with the facility.

9.6.12 Safety Checks—see Rally Competition Scheduling in Section 1

9.6.13 Turnbacks—see Rally Competition Scheduling in Section 1

9.6.14 Run Schedule

The running phase may be run as a group start or an individual start. In either case, start each distance separately. The start you selected may depend upon the number of competitors. Avoid mixing different distances in the same start. Create a start order for each group by distance to run with the longer distances first.

9.6.15 Shoot Schedule

The shoot phase can be time consuming especially if multiple competitors are sharing a gun. Determine who will be bringing a gun and who will be sharing a gun during the entry process and predetermine your shooting heats. Only set up as many shooting stations as you have guns, extra stations will just be extra set up if there aren't enough shooters to occupy each station.

When scheduling, allow at least five minutes of setup time, five minutes for warmup shots, five minutes per string, and five minutes for packing up and removing oneself from the shooting line for every competition heat. Seniors should shoot first and will take the longest amount of time, and then work down the divisions from oldest to youngest.

9.6.16 Swim Schedule
With proper scheduling, the swimming phase can take the shortest amount of time. Once entries have been submitted, the number of competitors in each division and the number of pool lanes available will help establish the number of heats needed for the swim phase. Competitor's entries should include estimated swim times/distances so that heats may be created with swimmers of the same skill/speed swimming together. Ideally, heats are split by gender, although some competitions may mix genders in order to fill up lanes or if there are limited numbers of competitors. No heats should include competitors swimming at different distances. Not all lanes will be used in every heat.

Warmup typically takes 30 minutes or less and should include dedicated lanes for practice laps and dedicated lanes for practicing dives and starts. The rally announcement should include what time everyone leaves the barn to facilitate arriving at the pool simultaneously.

If time allows, schedule a competitor party at the pool following the swim competition phase. This is a great time to award ribbons from any previous phases.

9.6.17 Posting Scores—see Rally Competition Scheduling in Section 1

9.6.18 Inquiry Period—see Rally Competition Scheduling in Section 1

9.6.19 Awards—see Rally Competition Scheduling in Section 1

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

9.7 TETRATHLON EQUIPMENT
In addition to the administrative supplies listed in 1.7 and printed materials described in 9.8, Tetrathlon rallies require the following:

9.7.1 General Equipment—Used in multiple phases
- Current Tetrathlon Rulebook and Newsletter
- Current Horse Management Handbook and Newsletter
- Pinnies
- Radios (with batteries)
- PA or other sound system
- Bells and/or whistles for the judges
- A judges' stand including table and chairs, set in a position that the judge can see all fences.
- Water cooler and cups (for officials, volunteers and competitors)
- Stopwatches and/or electronic timing equipment (see 9.11.5 for more information on Tetrathlon timing equipment)

- Measuring stick for measuring jump heights and the width of oxers
- Tape measures and/or measuring wheel
- Tape measure (100' minimum)
- Cones
- Clipboards
- Staple gun
- Board for posting course maps
- Repair tools (hammer, nails, extra rails)
- Rake to smooth approach to jumps
- Muck bucket and manure fork
- Mounting block
- Emergency screens

9.7.2 Ride Phase Equipment
9.7.2.1 Jumps—enough equipment for 1 course plus warm up jumps
- Two standards for all verticals
- Four standards for all oxers
- Assume 40-50 rails or planks
- Flower boxes, walls or a ground rail for the base of each obstacle. If ground rails are used, make sure they aren't round since those will roll if a mount steps on it.
- Red and white flags for every numbered obstacle
- Numbers (1-14) and A (3), B (3), C (2) signs for combinations
- Start and finish flags for arena
- Cups and pins—Break away cups for the back rail of all oxers.

9.7.2.2 Slip Rail and Swing Gate
- The slip rail and gate are unique to Tetrathlon and not easily found outside of Pony Club. They are not difficult to build, just time consuming and directions for building both can be found in Section 9.11.
- Extra wood to repair back stop on swing gate or a jump
- Extra 2" x 4" in case a slip rail breaks
- Sandbags

9.7.2.3 Extra Items
- Board for posting course maps
- Repair tools (hammer, nails, extra rails)
- Rake to smooth approach to jumps
- Muck bucket and fork

9.7.3 Run Phase Equipment

- Red and white surveyor flags
- Spray chalk or paint
- Caution tape/flags

9.7.4 Shoot Phase Equipment

- Target stands
- Targets—ISSF Approved 10-meter Air Pistol Target (NRA B-40) available to order from www.championshooters.com
- Tables
- Chairs
- Tools to repair or unjam a pistol
- Ricochet prevention materials
- Target scoring gadgets
- Paper clips
- Easy-up tents
- Fasteners to secure targets to target stand
- Extra pellets, CO2, eye protection, etc.

9.7.5 Swim Phase Equipment

- Diving blocks
- Megaphone with beep function for start (or whistle)
- Sharpies for numbering swimmers

9.8 TETRATHLON PRINTING

Numerous items must be prepared and printed prior to the start of competition. As the organizer, encourage the secretary, chief scorer and volunteers to have as much of their paperwork printed and sorted before arriving on site for the competition.

9.8.1 Program

The program should be prepared by the person doing the scheduling. Enough copies should be made to provide them to all officials, personnel and competitors. Additional programs may be printed for key volunteers and parents, but they also may instead receive printed orders of go instead. 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.

It is highly recommended to make the program available online prior to the start of the rally. If the program is being printed, it should go to the print shop about five days before the rally. Consider inserting the final time schedule in the program after the program is printed so the unavoidable, last-minute alterations to the time schedule can be included.

9.8.2 Horse Management Forms and Score Sheets

Horse management forms and score sheets are all available in the most current version of the Horse Management Handbook. All forms should be printed on 8.5" x 11" paper. Each form should be printed on its designated color to help differentiate between forms. Some additional forms should be printed to have extras available in the case of a mistake, or other issue.

9.8.3 Phase Schedules and Orders of Go (OOG)

Each day (for a multi-day rally) and each phase. The OOG is a list sorted by phase, of the competitors, when they will compete (ride, run, swim and shoot). The OOG being accurate is essential to a smoothly run rally and should be triple checked for accuracy. Print enough OOG that each team and coach can have a copy, plus one for each steward, judge, paddock master, announcer, in-gate and warmup person. Withdrawn or eliminated competitors should be removed from the OOG, and for multi day rallies and updated OOG should be published each day.

The OOG for teams, coaches, in-gate and warmup person should include the list of riders and the start time for each group. The OOG for the stewards, judges, and paddock masters should include rider times so they can help keep the rally running on time and make the organizer aware of any potential schedule deviations.

The OOG for the announcers should include rider number, rider name, mount name, center/club and certification levels (if desired). Large print will help the announcer read the information smoothly.

9.8.4 Riding Phase Score Sheets (Judges Cards)

A jumper score sheet and equitation score sheet are both provided in Section 9.11 of this guide. While sample score sheets are included in this guide, it is not required to utilize the provided forms. For all rounds print one score card, per round, per 15-20 riders at each competition level (jump height). For the equitation round, print one score card per arena, per four riders at each competition level. Printing extra of each type of card is always helpful. It can also be helpful to print the two different cards on different colored paper to make for easy identification by judges and scorers.

9.8.5 Run Phase Score Sheets

A run phase score sheet is included in Section 9.11 of this guide. While sample score sheets are included in this guide, it is not required that you utilize the provided forms. One score sheet per 15-20 competitors is needed. It can also be helpful to print the competition level score sheets on different colored paper to make for easy identification by judges and scorers.

9.8.6 Shoot Phase Score Sheets

It can be helpful to print the competition level score sheets on different colored paper to make for easy identification by judges and scorers.

9.8.7 Swimming Phase Cards
Swim phase score cards are included in Section 9.11 of this guide. While included in this guide, it is not required to utilize the provided cards. It can also be helpful to print the competition level cards on different colored paper to make for easy identification by judges and scorers.

9.8.8 Overall Competition 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.shoppony club.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.

9.8.9 Mounted Competitions Scoring Inquiry/Protest/Appeal Form
Appendix I of the discipline rulebook is the inquiry form. Have double sided copies available in the show office based on the number of competitors.

9.8.10 Labels
While not required, printing competitors' labels for Horse Management forms, and competitor packets can save a significant amount of time completing those forms by hand. Recommended items to include on the labels are listed below:

9.8.10.1 Horse Management Labels

- Team Forms—Team Name, Team Number, Region/Club/Center, Competitor Numbers and Certification Levels
- Individual Competitor Forms—Competitor Name, Competitor Number, Certification Level, Competition Division, Team Name/Number

9.8.10.2 Competitor Packets

- Competitor Name, Team Name, Competition Division, Turnout Inspection Time

9.8.10.3 Shooting Targets

- Competitor Name, Team Name, Competition Division

9.8.10.4 Swimming Cards

- Competitor Name, Team Name, Competition Division, Distance to Swim, Heat, Lane Number

9.8.11 Evaluation Forms
Every competitor, parent and volunteer shall receive an evaluation form. This form may be the electronic form found on the Rally page of the USPC website, or the hardcopy form found in Section 1.7. This feedback is utilized to make continuous improvements to the rally.

For mounted rallies, competitors and volunteers will also receive Horse Management related evaluation forms that are found in the Horse Management Handbook.

9.9 ADMINISTRATION OF PHASES
9.9.1 Riding Phase
9.9.1.1 Prior to Arrival

- Determine if there will be two riding phase rounds or one and if the gate and slip rail will be used in one or both rounds.
- Communicate the final schedule to all key volunteers, the TD, judge, emergency personnel and the facility.
- Obtain an inventory of jumps available (all pieces available to build a course: standards, wings, rails, planks, cups, pins, flags and numbers). The back rail of all oxers must have a breakaway cup or pin. Include spare poles and standards in your counts in case any are damaged.
- Give the course designer (CD) the following:
  ○ The jump inventory
  ○ The size and shape of the ring
  ○ The footing in the ring
  ○ The desired levels of competition
  ○ The expected number of rally entries
- Have CD prepare a tentative materials list for each jump:
  ○ How many rails, planks, fillers, cups
  ○ Type of fence: vertical, fan, skinny, square or ascending oxer
  ○ Brief description "airy", "full", "no ground line" or simple sketch
- Collect a group of volunteers willing and able to set the courses

9.9.1.2 Preparing for Course Setup

- Water and drag the competition arenas.
- Organize vehicles to move materials:
  ○ 2 flatbeds pulled by trucks or tractors (ideal)
  ○ Load wings on one, materials on the other
  ○ Another pickup to carry first set rails and numbers

9.9.1.3 Preliminary Track Setup
A truck driver and one or two volunteers are needed.

- Numbers are placed with rails
- Load some rails onto pickup truck—only enough rails for CD to set track
- Correct color planned for each obstacle makes material drop easier
- This truck is in the ring first while other material is being loaded for distribution

- CD will place these rails in the exact place where the obstacle is to be built. Volunteers should not move these rails.

- One rail for vertical, two for oxer

- Put numbers on rail, facing front of jump to indicate direction jump is faced

- CD can now make changes to track before jumps are built

9.9.1.4 Building the Course

- While CD and helpers are placing and numbering rails, others can finish loading wings and materials

- When CD indicates the track is set, the rest of the materials are delivered to the course area

- Wings are to be dropped at end of each rail. Numbers indicate which way is the front of the jump

- Rest of materials dropped Perpendicular to jump—taking care not to disturb the rail placed by the CD

- Rest of the materials includes cups, pins, rails, planks, fillers, panels, decorations, etc.

- Jumps can now be built by several small groups of volunteers

- CD can help with more complicated or difficult fences

- Before the materials are put out, the steward may have a short briefing for the ring crew. This briefing should include:

  ◦ Do not disturb CD placed rails, pay attention to heights

  ◦ Explain difference between round and flat cups

  ◦ All pins go in front to back

  ◦ Safety pins on top and back rails (dowels cut to fit pin hole)

  ◦ Brief description of terminology

  ◦ Red flags on right/ white flags on left

  ◦ Numbers on right, below red flags

9.9.1.5 In the Warm-Up Arena
Build one vertical and one oxer with correct flags facing the same direction.

9.9.1.6 Prior to the Start of Rounds

- A clipboard should be prepared daily for the judge with score sheets, OOG and course maps.

- Before the start of rounds, the judge and/or phase steward may have a short briefing for the ring crew. This briefing should include:

  ◦ Do not enter jumping ring until rider has finished the round, unless instructed by judge or arena manager.

  ◦ Check each rail which has been rattled or ticked in the cup.

  ◦ Any jump which has been totally knocked down will be checked by the CD, steward, or arena manager.

- As necessary drag or water the arena before competition begins and as appropriate during competition.

- The scribe will fill out the top of the card completely and number the obstacles on the course correctly, as: 1—2—3A—3B—4, etc. according to the course map.

- The judge and/or phase steward briefs the scribe and timers of their duties and responsibilities including timing of the phase, gate and slip rail.

- Check gate and slip rail orientation to ensure compliance with the rules on opening direction.

9.9.1.7 In the Competition Arena—Competition begins

- Following the OOG, the competitors will enter the arena and the ingate steward will close the gate. The next competitor can enter the arena, while the previous competitor is exiting the arena. The in gate needs to maintain a steady flow of competitors into the jumping arena. Any delay in getting riders into the competition arena will delay the entire rally.

- The judge will acknowledge the competitor, and the competitor will begin their round.

- When the competitor passes through the start flags, the timer will start the time.

- During the round, the scribe will record what the judge sees and calls throughout the round. The judge will indicate a clear jump or a penalty. If the jump is clear, place a dash in the square on the card for that jump. If there is a disobedience (refusal), place an R in the upper left-hand corner with a diagonal slash dividing the square into two parts; if the jump is clear on the 2nd attempt, place a dash in the lower right hand corner; if there is a 2nd refusal, place an R in the lower right hand corner. If there is a knockdown of the obstacle, place a K in the scoring square for that jump. Refer to the Tetrathlon rulebook for the most up to date list of disobediences and penalties.

- As the competitor finished the course, the timer will announce the time taken for the round to the judge. This time is recorded on the card. If the rider is within the time allowed, place a dash in the time faults column. If the rider exceeded time, then note the time penalties as defined in the Tetrathlon rulebook.

- When the competition level is completed, the judge signs the card and the card is given to the runner to deliver to the scorers.

- During the equitation round, the rider receives two scores. One for the normal ride phase round and an equitation score ranging between 0-100. The jump

faults and time penalties are scored the same as a knockdown round.

9.9.2 Running Phase
9.9.2.1 Prior to Arrival

- Determine the start type, group or individual, the start type you select may depend on the number of competitors entered.

9.9.2.2 Preparing the Course

- Layout flag course according to the rulebook using the meter wheel or GPS tracker.
- Flag the course using red and white flags, red on right and white on the left. Each set of flags should be within eyesight of the next set of flags.
- Mark the ground line for start and finish using chalk or bright spray paint.
- Post a course map
- Set up water coolers

9.9.2.3 Prior to Run Phase Start

- Place spotters along the course not only to ensure the competitors don't cut corners but also to track, in writing, the sequence in which they pass the spotter's point of reference. These documents can help resolve inquiries if there are timing problems.
- Place the two timers, one scribe and one reader (of competitor numbers) at the finish line. The two timers allow for redundancy in case of equipment malfunction.
- Brief the timers and spend time practicing with the equipment. See Section 9.11 for the one page timer cheat sheet.

9.9.2.4 Competition Begins

Starting

- For all starts the runners should be counted down starting with one minute, 30 seconds, 15 seconds (45 on the watch), 10 seconds (50 on the watch) and then 5-4-3-2-1-go.

Group Starts

- The group lines up on the start line, the whistle blows and time is started.

Individual Starts

- Runners are lined up in numerical order by division, gender and distance.
- Runners are sent out in one-minute intervals in order starting with minute one.

Finish

- The finish time for each competitor is recorded as they cross the finish line.

- The competitors run time is calculated by subtracting the start time from the finish time.

Helpful Hints

Remember it is not unusual for runners to pass one another.

9.9.3 Shooting Phase
Prior to Arrival

- Determine who is sharing guns with whom and create heats based on competition level and sharing of guns.

Preparing the Shooting Range

- Cover all target stands and appropriate areas with foam absorption to prevent ricochet.

Prior to Shooting Phase Start

- The shooting range officer briefs all competitors on the following:
  - Range rules and safety
  - Use of the clear barrel indicator (CBI) when air pistols are not being shot. At least one inch of line is visible at both the breech and muzzle end.
- Pre-labeling each competitor's target with name, pinney number, heat and whether it is a practice heat or for competition.

Competition Begins

The range officer should closely observe as competitors are loading guns to ensure they are following appropriate safety measures including aiming guns downrange at all times.

The range officer using a single stopwatch monitors and announces the start and stop of all rounds following the Tetrathlon rulebook.

At the end of each round, the target retrievers gather the targets after the competitors view them. Competitors are not allowed to touch targets.

Targets are given to the phase scorer and then transferred to the chief scorer.

Helpful Hints

- It is advised for younger competitors to have adult loaders both due to safety and to prevent the competitor becoming over tired.

9.9.4 Swimming Phase
9.9.4.1 Prior to Arrival

- Determine if pool is a meter or yard pool.
- Remind competitors to wear clean shoes (not barn boots) to the pool.
- Provide a map and directions to the pool
- Check current weather forecast and review weather safety plan. Swimming pools are connected to a much larger surface area via underground water

pipes, gas lines, electric and telephone wiring, etc. Lightning strikes to the ground anywhere on this metallic network may induce shocks elsewhere.

9.9.4.2 Preparing the Pool

• Confirm diving blocks and land lines are set up

• Confirm a sound system or bullhorn for communicating with competitors and spectators

9.9.4.3 Prior to Swim Phase Start

• Place the clerk of course in position to prepare competitors for their heats. They should place the next heat of competitors as the previous heat is finishing.

• Place the scribes/timers and brief them on the process. Spend time practicing with the equipment. See section 9.11 for the one page timer cheat sheet.

• Hand out the competitor swim cards to the competitors and line them up in the order of go.

9.9.4.4 Competition Begins
Starting

• For all starts the runners should be counted down starting with one minute, 30 seconds, 15 seconds (45 on the watch), 10 seconds (50 on the watch) and then 5-4-3-2-1-go.

Finish

• The finish time for each competitor is recorded as they cross the finish line.

• The competitors run time is calculated by subtracting the start time from the finish time.

9.9.4.5 After Competition Concludes

• Clean up and return equipment

• Submit required paperwork (Organizer's report, incident reports, etc.)

• Host a wrap up meeting

9.10 TETRATHLON SCORING AND AWARDS

9.10.1 Scoring
The formulas, charts 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, to using an online scoring program. 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.

9.10.2 Awards
Tetrathlon competitors are pinned as individuals by competition division and by overall team and Horse management team placings. Additional awards may include a perfect Horse Management score, equitation awards and perfect phase awards. Other awards may be given and all awards should be published in the prize list.

A certificate for each competitor that includes the scores from all four phases is an inexpensive way to recognize your competitors. A sample certificate is available on the Rally Resources & Materials page of the website.

	9.11.1 TETRATHLON 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 (Steward, judge(s), CHMJ, medical personnel, farrier, vet, etc.)
	Determine the discipline ground jury
	Awards ordered
	Volunteers arranged
	Housing arranged
	Food concessions arranged
	Officials and volunteers food and hospitality arranged
	Water for mounts
	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 steward's report has been submitted to the National Office

9.11.2 GATE CONSTRUCTION
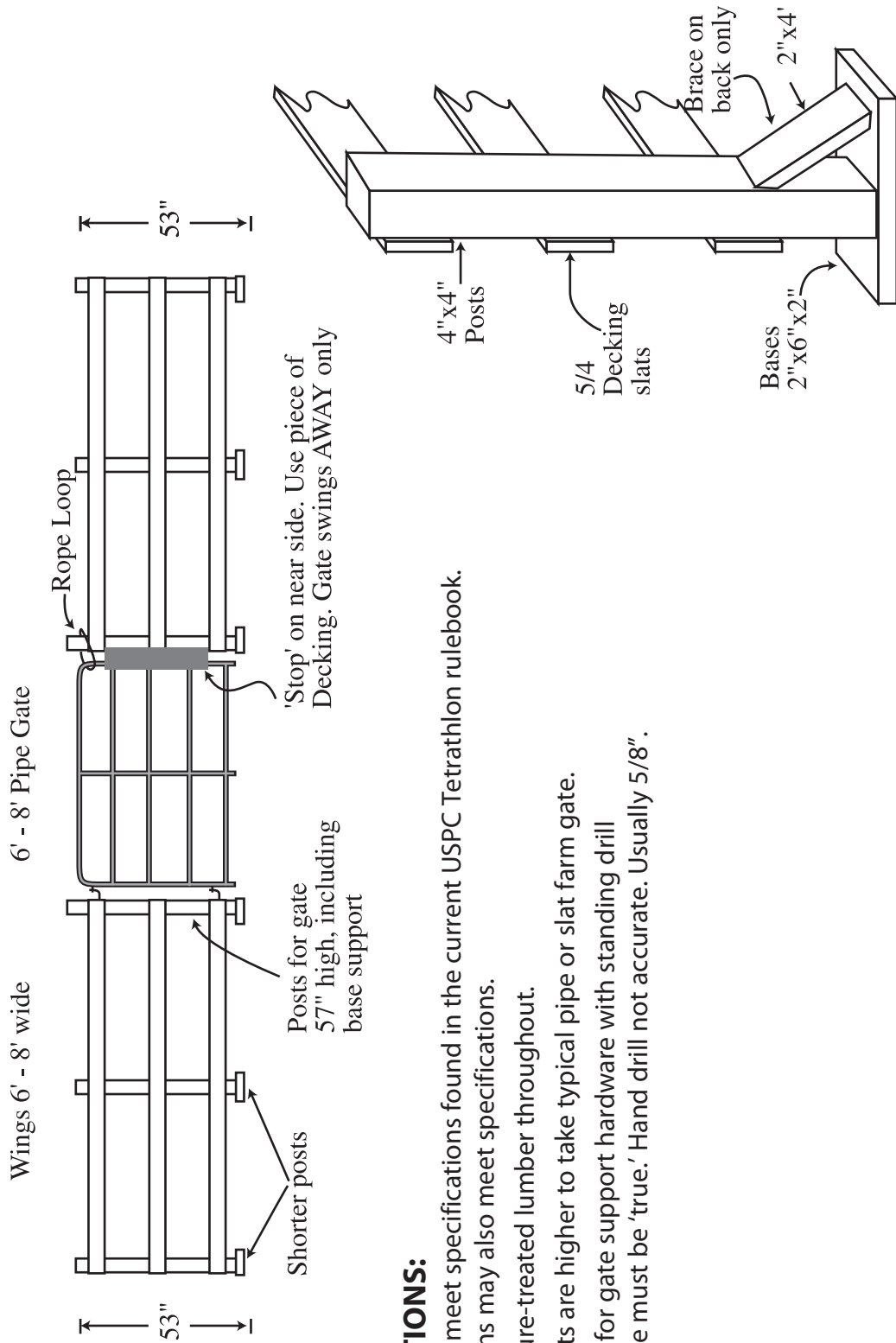
Brace on back only

2"x4"

4"x4" Posts

5/4 Decking slats

Bases 2"x6"x2'

Rope Loop

53"

6' - 8' Pipe Gate

Wings 6' - 8' wide

'Stop' on near side. Use piece of Decking. Gate swings AWAY only

Posts for gate 57" high, including base support

Shorter posts

53"

INSTRUCTIONS:

These plans meet specifications found in the current USPC Tetrathlon rulebook. Other designs may also meet specifications.

• Use pressure-treated lumber throughout.

• Inside posts are higher to take typical pipe or slat farm gate.

• Drill holes for gate support hardware with standing drill press. These must be 'true.' Hand drill not accurate. Usually 5/8".

9.11.3 SLIP RAIL CONSTRUCTION

2"x4" Brace back side only

2"x4" Brace back side only

4"x4" Blocks

Build up block so top of 2x4 slip rail on edge is 10-12" above the ground

6-1/2"

Bases 2"x6"x2'

36"

49-1/2"

Wings 6' - 8' wide
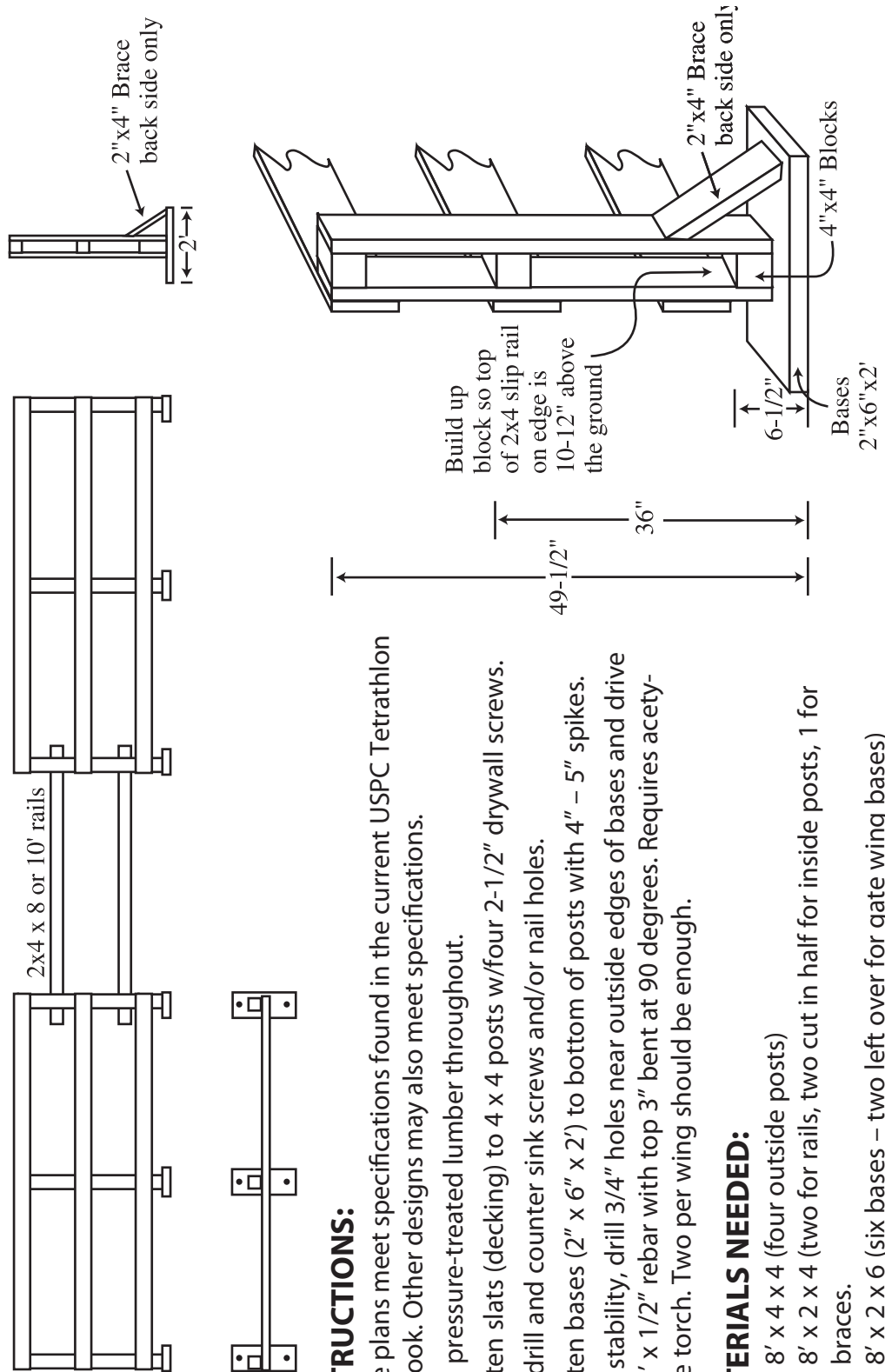
2x4 x 8 or 10' rails

INSTRUCTIONS:

These plans meet specifications found in the current USPC Tetrathlon rulebook. Other designs may also meet specifications.

• Use pressure-treated lumber throughout.

• Fasten slats (decking) to 4 x 4 posts w/four 2-1/2" drywall screws.

• Predrill and counter sink screws and/or nail holes.

• Fasten bases (2" x 6" x 2') to bottom of posts with 4" – 5" spikes.

• For stability, drill 3/4" holes near outside edges of bases and drive in 2' x 1/2" rebar with top 3" bent at 90 degrees. Requires acetylene torch. Two per wing should be enough.

MATERIALS NEEDED:

4 ea. 8' x 4 x 4 (four outside posts)

5 ea. 8' x 2 x 4 (two for rails, two cut in half for inside posts, 1 for braces.

2 ea. 8' x 2 x 6 (six bases – two left over for gate wing bases)

6 ea. 8' x 5/4 Decking

9.11.4 SHOOTING RANGE LAYOUT

Safety Zone:
Coaches, spectators, photographers allowed as specified by range master

Safety Zone:
Coaches, spectators, photographers allowed as specified by range master

Pony Club

Downrange Targets

10 meters

Shooting Line:
Officials, competitors and loaders only

Safety Zone:
Coaches, spectators, photographers allowed as specified by range master

Downrange:
No one allowed during competition except range masters and target changers while weapons are benched

Safety Zone:
Coaches, spectators, photographers allowed as specified by range master

9.11.5 TETRATHLON TIMING EQUIPMENT

Stopwatches

All four Tetrathlon phases require simple battery-operated stopwatches. The stopwatches must have start/stop/start button and a return/split button and are generally $25 or less per watch. Tetrathlon timing does not utilize the mode button commonly found on stopwatches.

It is recommended to purchase light or brightly colored stopwatches instead of dark colors. Light colors are easy to identify in the hands of volunteers and make it easier to label then with a permanent marker.

At minimum an organizer must have 13-15 stopwatches lined up for a competition. The largest amount will be needed in the swim phase. If your timers are comfortable using the, many cell phones have built-in timing apps that can also be used. Whatever timing device is selected, accuracy and redundancy are important; no one wants a wrong or "lost" time.

Checking Stopwatches

Prior to laying out courses or starting the competition a knowledgeable person should check the accuracy of the stopwatches and measuring wheels. Just because a stopwatch starts and stops does not mean that it is properly keeping time.

1. To check stopwatches for accuracy, hold two watches with start buttons-to-start buttons (against each other) and pressing for the simultaneous start of each watch.

2. When the two watches have run for about fifteen minutes, reverse the procedure to stop them.

3. The two recorded times should be within three to five hundredths of a second of each other. If they are not, check each against either of two that have checked out to be the same – or very nearly so.

4. By checking all watches stem to stem, it becomes apparent which ones are not timing accurately. Battery replacement may or may not help.

Helpful Hints

• Be a bit wary of wristwatches that have a stopwatch function. there is no way of checking their accuracy. Additionally, the watch face and start-stop control buttons are usually very small and difficult to deal with reliably. An exception would be the large- faced timers used by eventers during their cross-country phase.

• A word of caution about using stopwatches in bright sun; watches that are left face up on a table in bright sun will often "cloud over" and times will be blurred and unreadable. Avoid this problem by having watches hung on the neck lanyard between uses or turned upside down. Fortunately, blurred watches eventually recover when taken out of direct sunlight.

Measuring Wheels

Both the riding and running phase require the use of a measuring wheel or GPS device to measure courses. Prior to laying out courses you should verify they are correctly calibrated and functioning properly.

9.11.6 RIDING PHASE CALCULATION AND TIMING

Time Calculation

While the Tetrathlon riding phase is similar to a show jumping round, the addition of the gate and slip rail require an additional step when calculating time. Calculate the Time Allowed (TA) and the Time Limit (TL) using the following steps.

1. Determine the length of the course using a measuring wheel or GPS device.

2. Find the competition division speeds as included in the Tetrathlon rulebook. TA and TL will likely be different for each competition division.

3. Length of Course/Competition Division Speed = TA in minutes and a fraction of a minute.

4. Next, multiple the fraction of a minute by 60 to determine the number of seconds and round up to the next whole second.

5. After calculating TA into minutes and seconds as above, if you will add time for the gate and slip rail. If the gate is included in the round, add an additional 15 seconds and if the slip rail is included in the round, add on an additional 15 seconds.

6. To calculate TL, you multiple the TA by a factor of two.

See an example time calculation below.

Course: 425 meters in length
Speed: 300 meters per minute

425 meters/300 meters = 1.42
.41 x 60 = 25.2 seconds, rounded up to 26 seconds

1 minute 26 seconds + 15 seconds for the gate + 15 seconds for the slip rail = 1 minute 56 seconds

Time Allowed = 1minute and 56 seconds

1:56 x 2 = 3 minutes and 52 seconds

Time Limit = 3 minutes and 52 seconds

Timing the Riding Phase

The Tetrathlon riding phase timing process is similar to timing a show jumping round in that there is a start and finish time. But there are specific time taken at the gate and slip rail. The timing of a round requires six stopwatches.

Before the Round:

1. Position two timers with individual stopwatches at the start/finish lines. The redundancy of two timers provides a backup in case of equipment failure.

2. Position a gate official/timer with a stopwatch near the gate.

3. Position a slip rail official/timer with a stopwatch near the slip rail.

4. Position two stopwatches with the judge. One can be used to track the round time and one can be used if there is a stop in time.

During the Round:

1. After the judge indicates the rider should begin, the rider has 45 seconds to cross the start line.

2. When the rider's mount's chest crosses the start line, the round time begins.

3. If the round includes the gate and slip rail, then within the round the rider has 60 seconds to complete the negotiation of each obstacle. If they do not successfully negotiate the obstacle within that time, the judge will give an audible signal indicating they should proceed to the next obstacle.

4. During the round, the time may be interrupted for a variety of reasons outlined in the rulebook. If time is interrupted, the judge will keep track of that time with a timing device. At the end of the round, the interrupted time will be deducted from the overall round time.

5. If there is an instance of resistance on course by a mount, the judge may use a stopwatch to track the length of the resistance.

6. When the rider's mount's chest crossed the finish line, the round time ends.

7. Any interrupted time is deducted from the round time to determine the final ride time.

9.11.7 RIDING PHASE SCORE SHEET

Pony Club

Level: _____ Ring # _____ Sheet # _____

Length of Course: _____ Speed Required: _____ yards/meters per minute Time Allowed: _____ Time Limit: _____ Round # _____

Rider #	Jump #	Total Jumping Faults	Time Taken	Time Faults	Gate and Slip Rail Penalties	Jump Down Penalties	Total Penalties	Total Score

Judge's Signature: _____ Date: _____

9.11.8 GATE AND SLIP RAIL SCORE SHEET

Rally _____

Rally Date _____

Round # _____

Sheet # _____

Competitor #	Gate						Gate Negative Points	Slip Rail						Slip Rail Negative Points	Total Penalty Points
	Pass Cones	Time	Remount Assistance	Not Closed	Failed Gate			Pass Cones	Time	Remount Assistance	Not Closed	Failed Slip Rail			

9.11.9 SWIM HEAT AND TIMING CARDS

Designed to print on 3 ¾" x 4 3/4" labels and applied to 4"x6" notecards

HEAT # _____ DISTANCE _____

DIVISION _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

PonyClub

HEAT # _____ DISTANCE _____

DIVISION _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

PonyClub

HEAT # _____ DISTANCE _____

DIVISION _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

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• LANE # _____ COMPETITOR _____

PonyClub

HEAT # _____ DISTANCE _____

DIVISION _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

• LANE # _____ COMPETITOR _____

PonyClub

SECTION 9—Tetrathlon

9.11.9 SWIM HEAT AND TIMING CARDS

Designed to print on 3 ¾" x 4 3/4" labels and applied to 4"x6" notecards

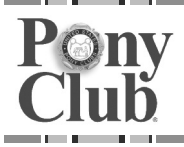| TIMING CARD |
| --- |
| COMPETITOR NAME_____ |
| COMPETITOR NUMBER_____ LANE #____ |
| DIVISION_____ |
| HEAT #_____   DISTANCE_____ |
| TIMER 1_____ |
| TIMER 2_____ |

TIMING CARD
COMPETITOR NAME_____
COMPETITOR NUMBER_____ LANE #____
DIVISION_____
HEAT #_____   DISTANCE_____
TIMER 1_____
TIMER 2_____

TIMING CARD
COMPETITOR NAME_____
COMPETITOR NUMBER_____ LANE #____
DIVISION_____
HEAT #_____   DISTANCE_____
TIMER 1_____
TIMER 2_____

TIMING CARD
COMPETITOR NAME_____
COMPETITOR NUMBER_____ LANE #____
DIVISION_____
HEAT #_____   DISTANCE_____
TIMER 1_____
TIMER 2_____

TIMING CARD
COMPETITOR NAME_____
COMPETITOR NUMBER_____ LANE #____
DIVISION_____
HEAT #_____   DISTANCE_____
TIMER 1_____
TIMER 2_____

TIMING CARD
COMPETITOR NAME_____
COMPETITOR NUMBER_____ LANE #____
DIVISION_____
HEAT #_____   DISTANCE_____
TIMER 1_____
TIMER 2_____