

USPC[®]

Rally Organizer's Guide for



Show Jumping Competition

2008

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INTRODUCTION

- Every organizer should obtain a current Show Jumping Rulebook from the National Office
- Remember, if you have some kids and some horses and jumps, you'll have a rally and it'll be OK
- Use your Annual Directory; it is a great resource

This is a checklist of ideas for organizers, officials and volunteers. It is important to have the right person in the right job. The structure is not rigid; you are working with volunteers, this is very important. If a person likes his job he will do it well and enjoy doing it. Flexibility is imperative. At any one rally, the secretary might handle stabling, or it might be the organizer or a barn manager. The same is true for scheduling, program, official's transportation or any part of the rally duties.

The Show Jumping Committee has lots of experience in many areas. They are available for questions and suggestions most of the time if contact is made early enough. Email is best, giving your region, the date of your rally and your question or problem. If you don't have email, call and leave a message. To find the names and contact information for everyone on the Show Jumping Committee, look in the current USPC Annual Directory. If you leave a message, be sure to state you need help with rally organization and how to get in touch with you.

Delegate, Delegate, Delegate... Effectively.

That means check on progress, but don't take the job away from your volunteer, unless absolutely necessary.

Equipment Retention

People do not like to lose what they lend. When equipment is borrowed or lent, label it. Buy several rolls of surveyor's tape, the colored stuff used to flag trees and things. Put the lender's name and maybe phone number on the tape with a Sharpie and tie to anything used, borrowed, lent, no matter to whom it belongs. The flag says it belongs to some one else and to whom it belongs.

Attitude is everything ... A light atmosphere and a smile will help make your rally fun for all and help to keep it running smoothly.

SECTION I: Getting Started

DECISIONS TO CONSIDER at the beginning. SEE ALSO SECTION III.

- A. Local, regional or inter regional rally?
- B. What club or clubs will host the rally? All regional clubs could be involved in the rally, assigning each club specific areas to organize. This spreads the responsibility and reduces the stress of the overall job.
- C. Establish Rally Date – often done by the Regional Supervisor at the regional planning meeting.
 - 1. If this is a qualifying rally for Championships, take into account the closing date for Championships registration.
 - 2. Consider the other activities in your region.
 - 3. Consider the availability of your rally site.
 - 4. Consider shows and activities which might affect the older riders who compete outside Pony Club.

D. Establish Rally Site.

- 1. Check to confirm that there are adequate spaces for safe parking of trailers and vans at a one-day rally.
- 2. For a rally lasting two or more days, stabling must be adequate for horses and storage for equipment and feed or have parking nearby for trailers for storage.

E. Selection of Rally Organizer

- 1. A person or persons who can delegate.
- 2. Someone who can communicate well.

SECTION II: Organizing Committee Responsibilities

A. ORGANIZER—Overall organization of competition.

1. Appoint committee members, make sure they are familiar with rules, and call meetings as necessary.
 2. Contact preceding year's committee to discuss possible improvements to be made or problems to be solved in the current rally year.
 3. Contact farrier, veterinarian, EMT personnel. Have phone numbers posted on grounds. Fill out emergency response cards and send copy to Regional Supervisor.
 4. Hire knowledgeable officials – Arrange for their Transportation.
 - a) **Course Designer:** A person who has a clear understanding of USPC show jumping rules and is familiar with USEF course design.
 - b) **Judges:** One per ring.
 - 1) If possible, hire a USEF judge who understands and can communicate with young developing riders. This is especially important for the Equitation Round which will be scheduled for the 1st or 2nd round.
 - 2) Knowledge of USPC rules for show jumping is required. Remember that good people are busy so contact them early to get on their schedule. Discuss fees and travel arrangements in a letter, one copy each to the judge, organizer and yourself.
 - c) **Steward:** Knowledgeable person in both USPC and USEF rules. The equivalent official in Eventing and Dressage is the Technical Delegate. This person cannot be related to any competitor.
 - d) **Horse Management Chief:** Use official list of current chiefs; work with them to hire a team of assistants that work well together. (Refer to Uniform Officiation Rules in the current Horse Management Handbook.)
 - e) **Ground Jury:** Chief Show Jumping Judge to be president, Chief Horse Management Judge and one other knowledgeable person. The names of the members of the Ground Jury must be printed in the program. (Refer to Uniform Officiation Rules in the current Horse Management Handbook.)
 - f) **Appeals Committee:** Organizer shall appoint the committee with a president and three or four knowledgeable horse people. (Refer to Uniform Officiation Rules in the current Horse Management Handbook.)
 - g) **Chief Score Keeper:** Should appoint such assistants as they may require for the job. A quiet area must be provided for their office, Distractions cause delay!
 - h) **Paddock Master:** One for each schooling area, flat & jumping. Must be someone knowledgeable in USPC rules and show jumping rules of USEF and must be capable of safely controlling the warm up area.
 - i) **Medical Assistance:** All mounted, competitive rallies must have, on site, a properly equipped EMT, paramedic, or other medical personnel with CPR certification and training or experience in pre-hospital emergency care. This person must have no other job at the site. This person must have a reliable means of communicating with the local EMS service. It is essential that there be direct communication between medical personnel and all riding areas, especially those out of plain view. They must have immediate access to the medical release forms for all competitors and be prepared to take appropriate release form with any injured party that leaves the grounds for treatment.

The organizer must have planned the quickest route to a hospital and have this information available. The medical personnel and the organizer must agree ahead of time which hospital will handle injured parties. An on-site ambulance, if available, is strongly recommended. If an ambulance is not stationed on the grounds, medical personnel must know how to get an ambulance to the grounds and then to the nearest hospital.
 - j) **Farrier:** A farrier may be on the grounds or on call. If on call, have the number posted in several places, especially in the barns and at the secretary's office.
 - k) **Veterinarian:** May be on call. A veterinarian must be on the grounds for all jog outs.
 - l) **Announcer:** This could be a volunteer but is a very important position.
5. Establish general physical layout for rally site location: rings, parking, restrooms, secretary's office, scorer's office, water sources and food booth.
 6. Arrange for a chairman of each committee.
 7. Establish a working budget and obtain financial authorization from RS to proceed. Oversee setting of entry fees for rally. Send final accounting to Regional Supervisor.
 8. Establish schedule for rally, including jog outs and appropriate briefings.
 9. Determine locations for formal inspections, jogs, turn backs and warm up areas.
 10. Plan the awards to be given and place the order in time to be delivered at least 2 weeks before the rally, be sure the order is checked immediately – See Section II. G.

SECTION II: Organizing Committee Responsibilities

B. SECRETARY

1. The following materials may be purchased from the USPC Bookstore, and some are available on line:
 - a) Show Jumping Judges Score Sheets (USPC Bookstore)
 - b) Master Score Sheets (or computer print outs – USPC Bookstore)
 - c) Horse Management score sheets (and Horse Management Handbook)
 - d) There are computer programs available to download from the USPC Show Jumping web site, www.showjumping.ponyclub.org.
 - e) Procure necessary rulebooks: current USPC rulebooks and newsletters for Show Jumping, and any Addenda plus a current Horse Management handbook. Make rulebooks available to the steward, the judges and the Horse Management chief before rally.
 - f) If you are using Written Tests, allow time for preparation of materials. (Written tests are not required for qualifying rallies.)
2. Keep detailed notes of all meetings.
3. Keep accurate fiscal records. Keep the treasurer actively involved.
4. Procure insurance coverage for rally: Apply for any additional coverage and “Hold Harmless” agreements from national office. Check insurance packet sent from USPC and discuss coverage with national office.
5. Announce date of competition as well as opening and closing dates for entries.
6. Prepare entry information in a packet.
 - a) The secretary prepares the entry information packet at least three months before the rally closing date.
 - b) The entry packet should be reviewed by the organizer to ensure that it meets requirements for local, regional and national USPC show jumping rallies.
 - c) A copy of the packet should be sent to the R.S.
 - d) The finished entry packet should be sent to the D.C.’s four to six weeks before the entry closing date for the rally.
 - e) A complete packet saves time for everyone. The packet includes:
 - 1) Place, date, time
 - 2) Footing of the rings
 - 3) Stabling
 - 4) Directions and a map to the site
 - 5) Divisions with size of fences and if a jump off round is to be included in the last of three qualifying rounds for championship qualifications
 - 6) Composition of teams
 - 7) Fees and entry forms with clearly defined deadlines/closing date
 - 8) Requirements for medical releases, activity releases, Coggins tests and chaperones
 - 9) Tentative schedule including check-in times
 - 10) Provide housing information
 - 11) Availability of food
 - 12) Volunteer jobs and sign up
 - 13) Fund raising information
 - 14) Any specific and local rules
 - 15) National Championship Rally commitment forms (as applicable)
 - 16) Enclose a checklist to use for return of the entries, e.g. Entry fees, medical release, activity release, etc.
7. Entries should be processed as they are received.
8. Record the entries on a computer if possible, using a spread sheet or a data base.
 - a) The person doing entries and scheduling should be familiar with the program before the entries arrive.
 - b) Data should only have to be entered once.
 - c) Data is then available for scheduling, program, lists for officials, order of go, etc.
 - d) Establish your teams; number in sets of five. The Stable Manager’s number always ends in a 0 or 5.
 - e) Put in numerical order which puts the teams in order.
 - f) Assign a sort key column for each division (level to be jumped) i.e. “A” (Horse 3), “B” (Horse 2), “C” (Horse 1), “D” (large Pony) and so on respectively.
 - g) Assign the four riders their position on the team.
 - 1) First, second, third & fourth riders are assigned positions 1, 2, 3, & 4.
 - 2) If there are only 3 riders on a team, use positions 1, 2, & 4, skip pos. 3.
 - h) Sort on the division, then sort on the position.

SECTION II: Organizing Committee Responsibilities

- i) Check for riders on a team being scheduled to ride back to back or very close together. The Stable Manager of each team must have time to attend to each rider.
 - 1) Move up or back in the schedule to adjust, recheck.
 - 2) Riders # 6 & #8 are on the same team, as are riders 32 & 34, but 19 & 21 are not, nor are 24 & 27.
9. If using written tests, provide a count of ratings of the competitors to the Regional Supervisor so he/she can provide written tests. Plan the schedule for giving the written test at the rally. Everyone at once takes about 30 minutes, maybe less.
10. Inform the stabling coordinator as to total stalls required, remember feed rooms and tack rooms.
11. Establish Order of Go.
 - a) For a one day rally, when determining the order of go for teams, give consideration to teams traveling the furthest by placing them later in the list of teams.
 - b) You must set the order of the jump level before you can set the order of go. High jumps to low jumps or low to high.
 - c) Order of go has the first rider from each team go before the second riders and so on. Teams are numbered by five's with multiples of five always assigned to the stable manager.
 - d) This can be tricky to understand but if the competitors are sorted by the level they jump then sorted by their position on the team, it works. Example: 2 teams numbered 1-5 and 6-10: First is #1, second is #6, third is #2, fourth is #7, fifth is #3, and so forth.
 - e) If the first level jumped is large pony and there are no large ponies in the first position of the first 5 teams but position 1 on the 6th team is a large pony, then that pony goes first to jump the large pony course. Look for more large ponies in the first position. Then look for large ponies in the second position on each team.
12. Formal Inspections:
 - a) For D's, At least 30 minutes between beginning of Formal and the first ride.
 - b) For other competitors, 1 hour between Formal Inspection and the first ride. One hour is a little long but it makes remembering easier.
 - c) For C-3 and above, refer to the current Horse Management Handbook for scheduling.
 - d) The number of Formal Inspection stations is determined by the number of entries.
13. Do scheduling. – Some say to schedule everything.
 - a) Scheduling is very crucial for a rally to run smoothly.
 - b) Ask for help from someone who has experience. See contacts and email addresses for Show Jumping Committee in USPC Annual Directory for more information.
 - c) If a rally runs too slow, the kids and spectators are bored.
 - d) When the rally runs too fast, the day is off schedule and this is confusing and frustrating to all.
 - e) Remember time for briefings and official course walks.
 - f) Suggestions
 - 1) Allow 1 minute per horse for jogs.
 - 2) 3 Formal Inspections should be scheduled each 10 minutes to allow for even flow into the ring.
 - 3) Allow 3 minutes per round for Equitation or jump off rounds, otherwise 2 minutes per round. In the case of a large class. You may need to add 10 minutes of “catch up” time into the schedule for 30 or more horses in a class
 - 4) Allow 20 minutes for course changes between levels/heights.
14. Plan the program.
 - a) The person doing the scheduling should prepare the program after consultation with organizer. Enough programs should be made to provide one for each competitor, each official and all personnel, including the announcer, all formal inspection judges, stewards and Horse Management judges, with extras for parents and spectators. Copies of the final time schedule should be corrected to include all last minute alterations.
 - b) Getting a good program produced, 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 word processor, a scanner, a good quality printer and a copier is ideal to work on the program.
 - c) As appropriate and to help cover costs, try to enlist parents who will sell advertising space in the program.
 - d) 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 it is printed, so the unavoidable, last minute changes to the time schedule can be included.
 - e) Contact printers in your area and ask prices. There are machines that print, collate and staple materials very reasonably. They take 30-45 minutes to do 150 copies of a 10 page program on all the same paper. The trick is to find them as well as companies that charge reasonable rates.

SECTION II: Organizing Committee Responsibilities

- f) Try to find someone in an office who can do it at the last minute for free or for the cost of paper.
15. As entries are completed, competitors' packets should be prepared, including:
- pinnies or other types of numbers
 - program
 - meal tickets
 - name tags
 - Name Tags for Adults and riders – Consider color-coding age groups – See Horse Management Handbook
 - stall assignments, etc.
 - any gifts from sponsors, etc.
16. Secretary's Station.
- Throughout the rally, someone must stay in the secretary's office to act as an information resource, as a general coordinator and as a communication facilitator.
 - The secretary should have a large desk to work from and be sheltered from the elements. If using a horse trailer, the secretary and scorer need to be separated so the secretary can be easily accessible.
 - The office should also be located conveniently for competitors, out of the way of parents and small children.
 - The office should have space for competitors' packets, pertinent rulebooks, clipboards for officials and volunteers, office supplies such as pens, pencils, paper, scotch and masking tape, stapler, thumb tacks, string, duct tape, correction fluid, cash box and change, note pads, judges folders, extension cords, programs, extra time schedules, spare poster board, calculators, clear plastic sheeting (if scoreboards could be exposed to rain), bug spray, tissues and extra toilet tissue.
 - A copier is very useful.
- C. HOSPITALITY CHAIR.
- Housing should be local and convenient.
 - Housing for competitors must be checked and confirmed. It must be adequate for the number of anticipated entries.
 - Housing in the form of camp grounds, local homes, boarding schools, hotels, etc. should be explored.
 - Different housing areas are suggested for officials versus competitors/ chaperones. Do not expect judges to stay in private homes without asking their approval.
 - Arrange for food and water for competitors, officials and volunteers (judges for Horse Management, judges, steward, and any other invited official).
 - Arrange for any concessions on grounds, food and sales booths.
 - Arrange for transportation of officials to and from rally and as required, to and from housing.
 - Arrange for a private break site for officials at the rally site.
 - Entertainment: Arrange for parties, swimming, etc. as needed.
 - Provide a list of suggested parent accommodations.
 - Arrange to have water for competitors at the trailers, warm up and stabling areas and at the competition rings.
 - Arrange neutral areas with Horse Management for competitors to get supplies from parents.
 - It is very important to have a covered area for distressed children and/or distressed horses.

SECTION II: Organizing Committee Responsibilities

D. FACILITY CHAIR

1. Arrange for placement, set-up and preparation (harrowing or mowing) of competition and warm up rings.
2. Have course equipment on grounds by move in day: (Enough equipment for 1-2 courses plus warm up jumps.)
 - a) Stop Watches
 - b) Bells and/or whistles for judges
 - c) Jumps
 - d) Flags
 - e) Numbers
 - f) Start & finish flags
 - g) Cups & pins – use wooden pins for safety on the top rail or back rail of oxers
3. Set up judges' stands including table and chairs.
4. Arrange for tables and chairs for secretary, scorers, Horse Management offices.
5. Parking
 - a) Trailers
 - b) Chaperones
 - c) Officials and personnel including EMT and farrier
 - d) General parking
6. Arrange for the placement and removal of trash containers and port-a-potties.
7. Arrange for clearing, mowing and clean up after rally.
8. As required, harrow or water all rings during competition.
9. Provide for non poisonous flowers/shrubs for jump decoration.
10. Make, place and, after competition, pick up directional signs for show grounds, stabling, food, rings, parking, inspections sites, etc.
11. Provide area for score boards inside barn areas away from parents and also for parents in another area.
12. Provide area for notes between parents and competitors in neutral zone.

E. STABLING – If a rally is being held over two or more days, stabling should be sufficient to provide space for horses, equipment and feed.

1. Assign Horse Management headquarters in barn area, provide table, chairs, coolers.
2. Allow 6 stalls per team if possible – 4 for horses, 1 feed stall and 1 tack stall. Feed may be stored in trailers if necessary so 5 stalls per team could be allowed.
3. Notify secretary to include in the prize list whether or not initial bedding is provided and if extra bedding and feed are available for sale and at what price. Order blanks may be included with the entry packet.
4. Assign stalls by team, mark stalls as well as feed and tack stalls and post charts in a conspicuous place.
5. Have personnel on hand at a specific check-in time, arrange for a night guard.
6. Plan in advance for clean up inspection at the end of the rally. Consider having releases for clean stalls.
7. An out of town Pony Club frequently can supply the night guard – check ahead of time. Sometimes parents staying/camping on the grounds will do this.
8. Work with facilities chair; plan for arrival and departure of traffic through stable area considering safety and efficiency.
9. Plan for manure disposal.

SECTION II: Organizing Committee Responsibilities

F. VOLUNTEER AND PERSONNEL CHAIR

1. Secure: Announcer, scribes, runners, gate keepers, scorers, timers, arena managers, ring crew, and extra personnel.
 - a) **Announcer:** Keeps the rally moving and needs to be comfortable with a microphone and Pony Club procedures. Some time with the kids learning their names is good.
 - b) **Scribes:** The person who writes down the judge's scores and time of each round. A scribe should work for at least a half day to help the judge stay consistent.
 - c) **Runners:** Pick up scores from the judge's scribe and takes them to the scorer. Young children often do not have the attention span to do this well.
 - d) **Gate Keepers:** Reports to the announcer and judge what number is entering the ring.
 - e) **Arena Manager:** Person responsible for building course to the designer's specifications, including but not restricted to gathering equipment for building courses, training the ring crew, and making sure that everything is in place to run the ring.
 - f) **Jump Crew:** Responsible to the arena manager for building courses and replacing rails after each round.
 - g) **Time Keepers:** At least two per ring with stop watches and the judge should also have a stop watch. The judge will direct the timers in their jobs.
 - h) **Parking Attendants:** Aid in control of trailer parking area, stable area and general spectator parking.
 - i) **Clean Up Crew:** When using any property, be sure to leave it as it was found or make arrangements with the owner. Try to get everything taken down and put away as quickly as possible after the end of the rally. Have announcement made to help clean up the property while awaiting the awards ceremony.
2. Post chart of positions, filled and unfilled, in a place conspicuous to the parents and spectators.
3. Check on volunteers (several days ahead of rally and during rally).
4. Be sure all volunteers arrive early enough to be fully briefed and that all areas of responsibility are properly staffed.
5. Have sufficient staff to allow for breaks.
6. In order to do the job properly, make sure each volunteer has materials that are in good working order and are marked for return.

G. AWARDS CHAIR.

1. Determine awards required: Ribbons, Medals, Trophies, Certificates.
2. Find sponsors for special awards: (Equitation, Sportsmanship, Perfect Written Test).
 - a) Businesses
 - b) Tack Stores
 - c) Feed Stores
3. Order ,and confirm delivery of all awards. Ribbons, trophies and medals must be ordered well in advance, in time for delivery at least two weeks ahead of event to avoid late charges and to make sure they are as ordered.
4. Investigate and locate any challenge or perpetual trophies.
5. Organize awards ceremony.
 - a) Be ready to have ceremony as soon as scores are final.
 - b) Have scorer available to the announcer during ceremony for questions.

SECTION III: Additional Considerations

IMPORTANT THINGS to consider.

A. OFFICIALS TRANSPORTATION.

1. How far from the airport?
2. Who makes travel arrangements?
 - a) If you make the reservation, you have control of the schedule.
 - b) If the officials make their own reservation, they must know when they have to arrive at the beginning of the competition and how late they will have to stay.
3. Transportation to and from airport: picked up by volunteer or get rental car.

B. ANNOUNCER: This position might not be a volunteer. Arrangements should be made for an announcing system as well as an experienced announcer. If possible this person should have adequate knowledge of Pony Club activities. Communications are very important to a smooth running rally.

C. SCORER: Show Jumping is the easiest of the 3 main disciplines to score.

1. Note that scoring is probably the most important job of the rally, no matter where something goes wrong, it reflects in the scorer's job.
2. Choose someone who likes and works with numbers.
3. Provide a private and quiet area away from traffic for scorers.
4. Provide a large flat wall or other surface to post scores. It is helpful to the scorers to locate score boards close to the scoring area or the scorers close to the score boards but not so close as to cause distractions. Scores for spectators and competitors should be posted in separate areas. It is advisable to post scores in the barn area for competitors 30 minutes before they are made available to the spectators.
5. Provide scorers with both the Show Jumping Rulebook and the Horse Management Handbook, current versions. They can be downloaded from the Internet for free.
 - a) Well before the rally, have scorers read and highlight all scoring related subjects.
 - b) Suggest they mark any reference for easy access to tie breaking in Show Jumping & Horse Management, these may be needed at the end of the rally.
6. Inform the scorers that if they are stumped on a rule or how to handle something, they should contact the Steward.
7. It is very important to keep the scorers updated on scratches, changes, lost numbers, anything that might affect the final scores. This is important during and at the end of the competition.

8. Be aware the scorer's job gets harder as the rally progresses. At the very end is the worst of all when everyone is tired and tense and you are waiting for the final score to be turned in.

D. COMMUNICATIONS.

1. Communications are very important to help the rally run more easily.
2. Find out if there is there a PA available on the grounds or if you need to rent equipment.
3. An announcer keeps things going and helps coordinate the rally.
4. Determine if you need to hire an announcer or if you have a good volunteer in the region.
5. Announcer's booth: An announcer makes things run smoother and helps with communications.
 - a) The booth should be placed so that the announcer can see as much as possible in order to keep competitors informed as to who is in each ring, next up and "on deck".
 - b) He must have a complete and updated program schedule so that any scratches or changes can be announced.
6. There should be ample radio transceivers so that the scorers, the judges, the gate keepers, the secretary, the organizer, the chief Horse Management judge and the announcer can stay in communication at all times.
7. There should be a channel for each ring if there is more than 1 ring.
8. Many families have small handheld radios which will work for this, see how many can be provided for the rally.
9. Have plenty of batteries or provisions for charging radios.

E. FACILITIES

1. Arrangements should be made far in advance of hosting a rally, to insure the proposed site has all of the appropriate areas to put on a safe and successful rally. The availability of the site may decide whether one or several clubs band together to hold a rally within their region. The grounds should be ready 24 hours before horses arrive. Adequate restrooms and drinks should be near competitive areas, not just near spectator areas.
2. Parking: the different areas should be clearly marked.
3. Overnight: It must be clear where parking is in relation to stabling. It should also be clear where people can unload equipment and how quickly they need to do it. Vehicles must move out of the stabling area as soon as they are unloaded. If trailers are being used for tack or feed rooms, allow for these trailers to park as close to the stable area as possible. Establish a traffic pattern so as not to block traffic.
4. One day rallies: If trailers are being used for the stable area, competition parking should be in a different area from all

SECTION III: Additional Considerations

other parking. Try to have the parking area in sight of the competition. The parking area should be sufficiently large and flat enough to avoid overcrowding the riders, horses and Horse Management judges.

5. Safety is paramount. Leave enough room between trailers for each team's tack area.

6. Riding areas – mark them clearly.

a) Warm-up – Horses spend the majority of ridden time in this area, it is very important.

1) All riders must have a coach when jumping – they may ask any coach to assist.

2) There must be plenty of warm-up areas and enough rings to prevent crowding.

3) The jumping area should be large enough to accommodate the largest number of horses to warm up at one time, which will be 3 horses per competition ring.

4) The area should be located as near as possible to the competition rings.

5) The footing should be firm and level. The area should be enclosed.

6) Three fences must be set and flagged. One should be an X, one should be a vertical, and one should be an oxer. Extra poles should be in the immediate area in case of breakage.

7) Ideally, all riding areas should be fenced.

b) Competition areas – The person in charge of set-up should be sure that all the supplies needed are there.

1) Areas should be fenced or at least have a barrier of some sort.

2) Footing – care should be taken that the riding surface is smooth, that the stones have been picked up and that the surface, whether grass, sand or other material, is not slippery or too hard.

3) Because the weather is always unpredictable, an alternative plan needs to be made. If the rings flood they may be dragged or even moved to an area of safe footing in order to allow the competition to continue.

7. Equipment.

a) Arrange for suitable & sufficient jump equipment (rings, standards, rails, flower boxes, cups, pins, etc.) for all rings and warm up areas as well as flags for all jumps, start and finish markers and numbers for each jump.

b) Arrange for Announcer and communication system, (Radios for organizer, announcer, gatekeepers, judges, timers, Horse Management judges, scorers and assistants where appropriate.)

c) Arrange for computer and printer for scorer if they are using that system.

d) Secure: Watches, Clipboards, Bells and/or whistles, pens, pencils.

e) Arrange for Written Tests if they are needed.

Running a Show Jumping rally is challenging but fun ...

Good Luck! ... and remember your sense of humor.

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY ORGANIZER

	TASK	NAME	TIMELINE
	Appoint Personnel:		Early
	Secretary		
	Program (brochure) – Does layout and _____		
	Grounds Coordinator – Locations, Setup, Equipment		
	Scorer		
	Coordinators		
	Horse Management		
	Stabling		
	Hospitality		
	Volunteer		
	Awards		
	Written Test – (If it is used)		
	Hire Officials		Early
	Vet – can be on call except during jogs when needed on the grounds		
	Farrier – On Call		
	Steward		
	Judges – Appoint Chief		
	Course Designer		
	Appoint Ground Jury & Appeals Committee		
	Announcer & Sound Equipment		Early
	EMT & Ambulance		
	Facility		Early
	Adequate rings, warm up areas, parking, etc.		
	Concessions		
	Communications—Radios, PA System, Telephone Access		
	Water—For people and horses		
	Shelter – Distressed Children and Horses		
	Bathroom Facilities – Porta-Potties		Early
	Hotel Rooms – (Camping if necessary)		Early
	Budget		Early
	Prize List – with secretary		Very Early
	Review entries with Secretary		

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY SECRETARY

	TASK	NAME	TIMELINE
	Review Prize List with organizer		
	Develop overall schedule		Early
	Determine jog time and location		
	Team Assignments		
	Ride Time Schedule		
	Formals Time Schedule		
	Determine Order of go (Ride order) and Order of Divisions		
	Information Packets–ready before arrival of competitors		
	Name Tags – (for competitors, officials, Coaches, Volunteers, etc.)		
	Clip Boards		
	Staplers, Push Pins		
	Pens & Pencils		
	Pinnies – Check that they are clean & in good repair		
	Bulletin Boards – For announcements & notices, Post scores on a separate board		
	Table & Chairs		
	Copier – a great asset		
	Inform appropriate people (Horse Management) of special needs		
	Consider computer and printer (laser is best) for score keeper		
	Make sure HM and other paperwork and copying is done		

NOTES:

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY FACILITIES CHAIR

	TASK	NAME	TIMELINE
	Office Location		
	Location of Farrier		
	Parking (cars, vans & trailers)		
	Traffic patterns, unloading and loading		
	Warm up Areas		
	Stop Watches (3 per ring, counting one for the judge)		
	Jumps, Flag and Numbers (2 or 3 rings)		
	Bedding, Feed & Hay (if available)		
	Judges Stand, Tables & Chairs		
	Ring Setup		
	Rings Dragged and/or Watered		
	Signs:		
	Ring designation		
	Bit & safety check		
	Formal Inspection		
	Jog outs		
	Drinking Water available – Warm up areas and Barns		
	Extension Cords – check with coordinators for needs		
	Secretary's office		
	Stable/Barn office		
	Horse Management office		
	Verify availability of electric for fans and heaters		

NOTES:

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY AWARDS CHAIR

	TASK	NAME	TIMELINE
	Order ribbons (Also medals if used) – Check on order as soon as it arrives		Early
	Arrange for special awards		Early
	Locate any challenge or perpetual trophies		Early
	Plan awards ceremony		
	Arrange for Tables		
	Line up presenters		
	Ask scorer (with copy of final scores) to sit with announcer during awards ceremony		

NOTES:

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY SCORING CHAIR

	TASK	NAME	TIMELINE
	Current Show Jumping Rulebook and Addenda		
	Current Horse Management Handbook and Addenda		
	Scoring sheets and/or computer program		
	Scoring Posters		
	Judge's score Sheets and time penalty sheets		
	Pencils		
	Calculators with tape		
	Correction tape or Fluid (White Out)		
	Extension cord		
	Multi Plug Adapters		
	Stapler and Staples, Staple gun, Push Pins		
	Water Proof Pens for posting		
	Plastic to cover score boards if needed		
	Computer and printer if used (laser is fastest)		
	Paper for printer		

NOTES:

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY ARENA MANAGER

	TASK	NAME	TIMELINE
	Measuring Wheel		
	Measuring Stick		
	Course Maps on poster board		
	Staple gun		
	Tape measure (at least 100 feet)		
	Repair Tools (hammer, nails, extra rails)		
	Rake, Etc.		
	Jumps for Warm Up		
	4 Pr Standards		
	8-10 Rails		
	4 Pair Red & White Flags		
	Jump Equipment (for each Ring)		
	12-14 Pair Wings		
	8-10 Pair Standards		
	40-50 rails or planks		
	Walls, Fillers & Ground Lines		
	Wooden Dowels for breakaway pins		
	Cut correct diameter dowels to pin length		
	Plan on about 50 per ring		
	Use as pins for cups holding the top and back rails		
	25 Pair Red & White Flags		
	Numbers: 1-14		
	Letters: A, A, B, B, C		
	Start & Finish Flags/Markers		
	Decorations, not mandatory but nice. Be sure they are not poisonous plants.		

NOTES:

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY VOLUNTEER COORDINATOR

	TASK	NAME	TIMELINE
	Score Runners		
	Gate Keepers		
	Jump Crews		
	Scribes		
	Timers		
	Distribute Water, Snacks and Hospitality Baskets		
	Parking		
	Clean Up		
	Operations – Crew of guys to do repair, errands, back up.		
	Announcer		

NOTES:

SECTION IV: Appendix 1

CHECKLIST FOR ORGANIZING A SHOW JUMPING RALLY HORSE MANAGEMENT JUDGE COORDINATOR

	TASK	NAME	TIMELINE
	Horse Management Assistant		
	Bit and Safety Check		
	Formal Inspection Stations – clearly marked		
	Horse Management Headquarters		
	Tack Room Assignments (If applicable)		
	Stall Assignments (Available at arrival time & posted on barns)		
	Horse Management Score Sheets		
	Pencils		
	Meet with Secretary about Briefing and Jog Times		
	Determine Time/Place for Helmet Inspection		
	Appoint Horse Management personnel		

NOTES:

SECTION IV: Appendix 2

EXAMPLE OF TEAM ENTRIES

Entry Order	Team Name	Division	Team #	Barn	Rider #	First	Last	Capt.	Rating	Class	Height	Horse	OoG	Level	Rank	Q	Club Name	Coach's name	Chaparone's Name	Information Needed	
1	Tattoo	A	1	C	1	Camille	Coleman	Capt	C1	Horse I	2'9"-3'3"	Bally Bay		2	2	1	Q	Cantering Kids	Jamie Wagner	Lena Coleman	
1	Tattoo	B		C	2	Jessica	Fenner		C1	Deer	2'6"	Scarlett		6	3	2		Cantering Kids	Jamie Wagner	Lena Coleman	Needs Coggins
1	Tattoo	A		C	3	Emily	Embree		C1	Horse II	3'-3'9"	Brown Jug		1	1	3	Q	Cantering Kids	Jamie Wagner	Lena Coleman	
1	Tattoo	A		C	4	Kristine	Fricke		C1	Horse I	2'9"-3'3"	Jasmine		4	2	4	Q	Cantering Kids	Jamie Wagner	Lena Coleman	
1	Tattoo	A		C	5	Claire	Sands		C1	SM		SM					Q	Cantering Kids		Lena Coleman	
2	Sea Saw	B	2	C	6	Danielle	Burk	Capt	C1	Antelope	2'	Ameretta		8	4	1		Ocean Coast	Bob Green	Margie Stone	
2	Sea Saw	B		C	7	Emilie	Russell		C1	Antelope	2'	No Big Deal		9	4	2		Ocean Coast	Bob Green	Margie Stone	
4	Sea Saw	B		C	8	Sarah	Threadgill		C1	Deer	2'	Buttercup		10	4	3		Saddle Bums	(Working on coach)	Nancy James	Needs Coach
4	Sea Saw	B		C	9	Jerry	Jones		D1	Deer	2'	Tucker		11	4	4		Downy town		Nancy James	
4	Sea Saw	B		C	10	Gretchen	Varenholt		D3	SM		SM						Saddle Bums		Nancy James	
3	Beebee	A	3	C	11	Brittany	Brown	Capt	C3	Horse I	2'9"-3'3"	Simply Archie		3	2	1		Jumpin Jacks	Jane Brown	Gretta Miller	
3	Beebee	B		C	12	Brooke	Miller		C2	Deer	2'6"	Renoir		7	3	2		Jumpin Jacks	Jane Brown	Gretta Miller	
3	Beebee	A		C	13	Monica	Morgan		C3	Horse I	2'9"-3'3"	Bailey		5	2	4		Jumpin Jacks	Jane Brown	Gretta Miller	
3	Beebee				14																
3	Beebee	A		C	15	Stephanie	Johnson		C1	SM		SM						Jumpin Jacks		Gretta Miller	

SECTION IV: Appendix 3

Scheduling Show Jumping Rides

Kids, horses, and jumps are the three main requirements for a Show Jumping Rally; add some able and willing volunteers and a good time will be assured.

Upon receipt of the entry, the secretary can enter all the team information into a computer program. Data should only have to be entered once. With practice, EXCEL can be used for scheduling, printing the program, lists for officials, the order of go, the formal inspection times and stations, even a list of inspections by station showing time, pinney number, rating, and competitors name.

Each bit of information entered into the computer should be placed in a separate column. Designate a column to be used as a “reset” key, usually column A. Fill this column to the bottom of the entry list with numbers in ascending order (1, 2, 3, etc.). This column can then be used to restore the entry file to its original order if needed.

Figure 1 shows three teams as they are entered in the computer. The alphabetic characters at the top of the chart are the EXCEL columns. The Stable Managers are always assigned numbers in multiples of five, as 5, 10, 15, 20, etc. This series of five numbers is copied down to the end of the list of competitors.

Reset Column	A	B	C	D	E	F	G	H
	Number	Last Name	First Name	Rating	Level	HORSE		
1	1	D	B	C2	H1	Olan		
2	2	K	M	C1	H2	Wish Upon a Star		
3	3	A	M	C1	LP	Jazz		
4	4	S	H	B	H1	Grande Hombre		
5	5	L	H	C1	HM			
6								
7	6	J	S	C2	LP	Rebel		
8	7	C	A	C1	H1	Skittles		
9	8	A	C	C2	H1	Sky High		
10	9	R	B	C1	H1	Bubba		
11	10				HM			
12								
13	11	J	M	C2	H1	Wonder		
14	12	B	R	C1	H1	Applejack		
15	13							
16	14	R	B	C2	LP	Jetta		
17	15	P	C	C2	HM			

FIGURE 1

Going to a column at the right of the list of teams, copy the division or level of each rider, and the entry number (pinney number) assigned to each competitor. The entry file will now look like Figure 2.

Reset Column	A	B	C	D	E	F	G	H	I	J
	Number	Last Name	First Name	Rating	Level	HORSE			Copy Level or Division to this Column	Copy Competitor Number
1	1	D	B	C2	H1	Olan			H1	1
2	2	K	M	C1	H2	Wish Upon a Star			H2	2
3	3	A	M	C1	LP	Jazz			LP	3
4	4	S	H	B	H1	Grande Hombre			H1	4
5	5	L	H	C1	HM					
6										
7	6	J	S	C2	LP	Rebel			LP	6
8	7	C	A	C1	H1	Skittles			H1	7
9	8	A	C	C2	H1	Sky High			H1	8
10	9	R	B	C1	H1	Bubba			H1	9
11	10				HM					
12										
13	11	J	M	C2	H1	Wonder			H1	11
14	12	B	R	C1	H1	Applejack			H1	12
15	13									13
16	14	R	B	C2	LP	Jetta			LP	14
17	15	P	C	C2	HM					

FIGURE 2

The next step is to give each rider a ride placement number. Each rider on a team is to be assigned a place as first rider, second rider, third rider or fourth rider. There must always be a first and fourth position; therefore, if there are only three riders on a team the second or third position is unfilled. The Stable Manager does not receive a placement number. When that is complete, our sheet will look like Figure 3.

For a one day rally, when determining the order of go for the teams, give consideration to teams traveling the furthest by placing them later in the list of teams.

Reset Column	A	B	C	D	E	F	G	H	I	J	K
	Number	Last Name	First Name	Rating	Level	HORSE			Copy Level or Division to this Column	Copy Competitor Number	Assign Ride Placement Number
1	1	D	B	C2	H1	Olan			H1	1	1
2	2	K	M	C1	H2	Wish Upon a Star			H2	2	2
3	3	A	M	C1	LP	Jazz			LP	3	3
4	4	S	H	B	H1	Grande Hombre			H1	4	4
5	5	L	H	C1	HM						
6											
7	6	J	S	C2	LP	Rebel			LP	6	1
8	7	C	A	C1	H1	Skittles			H1	7	2
9	8	A	C	C2	H1	Sky High			H1	8	3
10	9	R	B	C1	H1	Bubba			H1	9	4
11	10				HM						
12											
13	11	J	M	C2	H1	Wonder			H1	11	1
14	12	B	R	C1	H1	Applejack			H1	12	2
15	13									13	
16	14	R	B	C2	LP	Jetta			LP	14	4
17	15	P	C	C2	HM						

FIGURE 3

The 3-man team has a rider in the first rider group and in the last rider group. The gap comes in either the second or third grouping.

The next step is to break the list of competitors into separate divisions (classes or levels)¹ as well as establishing the order of jumping for each level. REMEMBER: Never sort an unsaved file!

The sorting by Division and Placement is done in one step IF you use the “Division/Level” column as your first “Sort By” and the Ride Placement Number as the second “Sort By” column. In the example shown, the “Sort By” column is Column I with Column K as the second “Sort” or “then by” column in the Sort dialog box. Refer to Figure 4 and you will see you have your Divisions as well as the order of the riders in each division. As you look at the chart you will see that all Horse 1 riders are

SECTION IV: Appendix 3

grouped together (Column I) and Column K has produced the jumping order for the first round of jumping for all the Divisions; all first riders (the 1's) are together as are all the second, third and fourth riders.

The Stable Managers and any unassigned numbers (from short teams) have been put at the bottom of the file. From this list a schedule is drawn up for rides, formal inspections and jogs. Once ride times are set, you can back up to set the times for inspections and jogs.

A	B	C	D	E	F	G	H	I	J	K
Reset Column	Number	Last Name	First Name	Rating	Level		HORSE	Copy Level or Division to this Column	Copy Competitor Number	Assign Ride Placement Number
1	1	D	B	C2	H1		Olan	H1	1	1
13	11	J	M	C2	H1		Wonder	H1	11	1
8	7	C	A	C1	H1		Skittles	H1	7	2
14	12	B	R	C1	H1		Applejack	H1	12	2
9	8	A	C	C2	H1		Sky High	H1	8	3
4	4	S	H	B	H1		Grande Hombre	H1	4	4
10	9	R	B	C1	H1		Bubba	H1	9	4
2	2	K	M	C1	H2		Wish Upon a Star	H2	2	2
7	6	J	S	C2	LP		Rebel	LP	6	1
3	3	A	M	C1	LP		Jazz	LP	3	3
16	14	R	B	C2	LP		Jetta	LP	14	4
5	5	L	H	C1	HM					
6										
11	10						HM			
12										
15	13								13	
17	15	P	C	C2	HM					

FIGURE 4

Assign a ride time to each competitor. For rounds with no other factors, the rides can be scheduled at 2 minutes apart. The equitation round and the final round with a jump off will take 3 minutes per round. Don't forget to allow 20 to 30 minutes for height changes. Allowing the computer to figure the ride times is much easier than manually entering each time. Go to the column that will have your ride time; in the first cell place the starting time of the first ride of the day (10:00) then enter the ride time with the interval (3 minutes, 10:03) in the next cell down. Select (highlight) the 2 cells, then position the mouse cursor in the lower right hand corner of the range selected. When the cursor looks like a black cross (+) drag it down the column until all the ride time cells are filled.

I	J	K	L
Copy Level or Division to this Column	Copy Competitor Number	Assign Ride Placement Number	Ride Time
H1	1	1	10:00 AM
H1	11	1	10:03 AM
H1	7	2	10:06 AM
H1	12	2	10:09 AM
H1	8	3	10:12 AM
H1	4	4	10:15 AM
H1	9	4	10:18 AM

FIGURE 5

Now is the time to check for riders on the same team being scheduled to ride back to back or very close together. The Stable Manager of each team must have time to attend to each rider. Move riders up or down in the schedule, then recheck. Remember that riders numbers 6 and 8 are on the same team as are riders numbers 32 and 34, but numbers 19 and 21 are not, nor are numbers 24 and 27. The example above (Figure 5) places team members' rides too close, but remember, in this example we are working with only a few entries, not an entire rally. There are also situations when this can not be avoided, usually in the small upper divisions.

Once the first round is scheduled, the total length of the day can be guesstimated unless the first round is not the equitation round. If that is the case, the equitation round will be about half again as long as the round without equitation. That is based on allowing 2 minutes per round for a basic round and 3 minutes per round for an equitation round. The jump off round will also need 3 minutes per round.

If the first round is scheduled to last three hours, each of the following rounds will be a minimum of three hours. At this point, do not panic. When the rounds are run back to back once or twice, the day becomes manageable. Do not forget the 20 to 30 minutes allowance *every time a height has to be adjusted*. This allows time for the jump crew to do the job properly, and gives a few competitors time to quickly review the course. (Major course walks occur before the rally has begun.)

The order of go for the second day may be reversed if you choose. It is helpful for the course designer to reverse the order of levels jumped so first he sets courses low and works to high, the next round will change from high to low or the reverse of this. Your rally will determine which levels are jumped first.

Formal Inspections

Riders in the lower levels of jumping do not need an hour to warm up. Consider how long an instructor warms up a lesson before jumping. The consideration is to teach the Pony Club members not to leave their best jumping efforts in the warm up area. As the jumping goes faster than the Formal Inspections, schedule the gaps so all riders have about the same time for warm up. Do not start inspecting the next division to jump until 20-30 minutes before they are scheduled to jump. As you get to the upper levels of H2, H3, and H4, these riders do require a little bit more time, but still an hour is too long. The little ponies won't work for more than 30 – 40 min at any one time. Help them keep their best efforts for the jumping course. Some Organizers prefer to allow 30 minutes between the beginning of Formal Inspection and the first ride for D riders. For other competitors, they allow 1 hour. One hour is a little long but it makes it easier to remember the time. Please refer to the new C-3 & above rules for Formal Inspections in the new Horse Management Handbook.

The number of Formal Inspection stations is determined by the number of entries. A Formal Inspection takes about 10 minutes.

SECTION IV: Appendix 3

The formals pass the competitors on to the rings for the competition. Three or four stations can usually handle formals; if the first round is the equitation round, 3 formals inspection stations work well, feeding 3 riders every 10 minutes into the warm up. If the first round is a simple jumping round without equitation, 4 stations can be used, feeding the warm up 4 riders every 10 minutes with a little left over for slack. If there are more than four, the warm-up areas can get clogged with too many competitors at a time. This variation is all right, *as long as every competitor has an adequate time to warm up, without spending more than 45 to 50 minutes in the warm up.* Too much time for the less experienced competitor allows that rider to lose too much of his pony in the warm up.

I	J	K	L	M	N
Copy Level or Division to this Column	Copy Competitor Number	Assign Ride Placement Number	Ride Time	Formals	Formal Inspection Station
H1	1	1	10:00 AM	9:00	A
H1	11	1	10:03 AM	9:00	B
H1	7	2	10:06 AM	9:00	C
H1	12	2	10:09 AM	9:10	A
H1	8	3	10:12 AM	9:10	B
H1	4	4	10:15 AM	9:10	C
H1	9	4	10:18 AM	9:20	A

FIGURE 6

Inspections of Horse (Jog Outs)

Before the beginning of Jumping competition, horses must be examined in hand for soundness by an Inspection Panel composed of the Veterinarian, the Steward and the Chief Horse Management Judge. The first soundness check should be done at the beginning of the rally but for a multiple day rally may be done the evening before the first day of competition. Jogs 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 jog. It can be helpful to assign jog times but if lining everyone up in numerical order, a start time is all that may be necessary. At one day rallies some regions do the jog just after formal inspections. To line all the horses up to jog them at one time takes a very large amount of time; by running the jog between formals and warm up, your veterinarian has to be on the grounds throughout the formals. Allow one minute per horse per jog, and then use the system that will work for your rally.

I	J	K	L	M	N	O
Copy Level or Division to this Column	Rider Number	Assign Ride Placement Number	Formals	Formal Inspection Station	Ride Time	Jogs
H1	1	1	9:00 AM	A	10:00	8:00
H1	11	1	9:00 AM	B	10:02	8:01
H1	7	2	9:00 AM	C	10:04	8:02
H1	12	2	9:10 AM	A	10:06	8:03
H1	8	3	9:10 AM	B	10:08	8:04
H1	4	4	9:10 AM	C	10:10	8:05
H1	9	4	9:20 AM	A	10:12	8:06

FIGURE 7

If you have riders seeking to qualify for National Championships, be sure your regional rally challenges the qualifying riders over a minimum of three courses. A qualifying rally must offer divisions in which the courses will include fences set to the maximum heights and spreads given in the specifications for that division. Riders must complete three rounds to qualify for Championships.

In scheduling a rally the amount of information that can be accumulated on the work sheet is quite large. Do not try to get it all in the program. Some information the Pony Club members do not need. Some will cause confusion. The Steward needs most of the outlined information, *i.e.* start of inspection, start of jumping for each division and for each ring if there is more than one ring. The scorers can be helped by having a complete list of competitors. The organizer sometimes will want to look at all the details, but not all want to know the gory details of how long each and every phase is supposed to last. Plan for as much as you can, and be prepared for a back up plan if everything gets out of control. If you have questions, please call members of the Show Jumping committee. If they do not personally know the answer, they know who can help.

SECTION IV: Appendix 4

Working with a Course Designer

The following is a generalized guide to working with a Course Designer (CD). In the information sent to the Course Designer, the following details will make the job easier:

- the size and shape of the ring;
- the footing in the ring;
- the desired level of competition;
- the expected number of rally entries.

Also, it is helpful to inform the CD that the jump building crew and the jump crew are not professionals.

Early in the process, collect a group of volunteers willing and able to set the courses.

Preparation for Set Up—to be done well in advance of rally dates

Get Inventory of jumps available.

- Inventory means all pieces necessary to build a course: standards, wings, rails, planks, cups, pins, flags and numbers.

Give inventory to CD.

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.

Make 10-20 copies of this course layout for crew

Shortly before rally, the day before or earlier

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 & numbers.

Preparing the ring—Preliminary track set

Course Builders are already tired and appreciate all help, particularly people who will do what is asked without questions at that moment.

A truck driver and one or two volunteers are needed for this part.

- 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.

- One rail for vertical, two for oxer.
- These rails are Sacred! ONLY the CD moves them!
- 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.

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 sacred rail.

- 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 sacred 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.

Briefing for jump crew

- Do not enter jumping ring until rider has finished the round, unless instructed by Judge or Arena Master.
- 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 or proper Ring Chief.

CD will check course, then measure and have Steward check the track.

Have a plan to make corrected copies of course made for posting, judges, Steward, coaches and riders

The people who build the course receive a new appreciation of what questions the CD is asking of competitors. They are trained for jump crew during competition and this can be an easy way of learning about the sport.

Thanking the crew every day will build future volunteers.

SECTION IV: Appendix 5

Instructions for Scribing Show Jumping

The Scribe is the Judge's "write-hand" aide. The Scribe's main duty is to record what the Judge sees and calls throughout the ride.

At the top of the Score Card you will need to fill in Class with Large Pony, Horse I, etc. and be sure each obstacle on the course is numbered correctly, as: 1 – 2 – 3A – 3B – 4, etc. The Judge can tell you the numbers of the jumps. Also fill in the "Time Allowed".

Check the number of each rider as they enter the ring and record it in the NO. column. (Do Not Pre-number the card.) The horse's name will be in the program.

As the rider clears each jump the Judge will indicate a clear jump or a penalty. If the jump is clear, place a dash in the square on the Score 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. Each knockdown or disobedience receives 4 penalty faults.

Penalties are:

- Knockdown of obstacle, standard or wing by any portion of horse, rider or equipment when jumping an obstacle: 4 Faults
- Knockdown of flag, automatic timing equipment or other designated markers on start or finish line or flags standing alone marking the limits of banks, ditches or water jumps, with any part of horse, rider or equipment during the round: 4 Faults
- First disobedience (anywhere on course): 4 Faults
- Second cumulative disobedience (anywhere on course): 4 Faults
- Third cumulative disobedience (anywhere on course): ELIMINATION
- Fall of horse and/or rider: ELIMINATION
- Exceeding Time Allowed, for each commenced second: 1 Fault

If there is an elimination because a rider falls, goes off course, has three refusals, or any other reason, write Elim on the score card and the reason: as "Elim 3 refusals"; "Elim fall"; "Elim off course", etc.

When the rider completes the course the Time Keeper will announce the time taken for the ride to the Judge. Record this time in the Time Taken column in seconds and hundredths of seconds. If the rider is within the time allowed, place a dash in the Seconds Over and Time Faults columns. Each second or fraction of a second that is over Time Allowed receives 1 fault.

EQUITATION SCORE CARD

The Equitation round is scored in the first or second round of jumping. Two scores are assigned to each rider, one for the normal knockdown round and the other for Equitation. In the Equitation Round the Judge assigns scores of 0-100. Jump faults and time penalties are scored the same as a knockdown round.

Do not worry about adding the equitation faults, the Scorers can do it very quickly with their calculators.

When the division is completed, please have the Judge sign the score card and give the card to a runner to deliver to the scorers.

SECTION IV: Appendix 5

1	4	7	10
2	5	6	RES.
3	6	9	RES.

APPENDIX II: Jumper Judges Score Card

CLASS NO. _____ CLASS NAME Horse I

SPEED REQUIRED 328 mpm Yards/Metres per Minute

TIME ALLOWED 73^{sec} J.O.

LENGTH OF COURSE 398 Yards/Metres J.O. COURSE

TIME LIMIT 146^{sec} J.O.

HORSE NAME	NO.											Total Jumping Faults	Time Taken	over		Total Faults	
		1	2	3a	3b	4	5	6	7	8a	8b			9	10		Time Penalties
<u>Elvis</u>	<u>2</u>	-	<u>R/</u>	-	-	-	<u>1/2</u>	<u>Elim</u>	-	<u>3</u>	<u>Refusals</u>		<u>E</u>				<u>E</u>
<u>My Fair Lady</u>	<u>7</u>	-	-	-	-	-	-	-	-	-	-	<u>R/</u>	<u>4</u>	<u>73.01</u>	<u>1</u>	<u>1</u>	<u>5</u>
<u>Bubba</u>	<u>12</u>	-	-	-	-	-	-	-	-	-	-	<u>0</u>	<u>71.06</u>	-	-	<u>0</u>	
<u>Beethoven</u>	<u>17</u>	-	<u>K</u>	-	-	<u>K</u>	-	<u>K</u>	-	-	<u>K</u>	<u>16</u>	<u>74.03</u>	<u>2</u>	<u>2</u>	<u>18</u>	
<u>Tucker</u> (5)	<u>22</u>	-	-	-	-	<u>F/8/1</u>	-					<u>E</u>				<u>E</u>	

APPENDIX III: Judge's Equitation Score Card

Course Length 400
Speed 328

Optimum Time 74 sec
Time Limit 148 Sec

Jump #	1	2	3a	3b	4	5	6	7	8a	8b	9	10			
Horse # <u>2</u>	-	-	-	-	-	<u>K</u>	-	-	-	-	-	-		Jump Faults <u>4</u>	
	<u>8</u>	<u>5</u>	<u>5</u>	<u>9</u>	<u>8</u>	<u>4</u>	<u>6</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>8</u>	<u>Calculate Percentage</u>	Equi. Faults <u>69.16%</u>	
Comments: Positive													Time Taken <u>68</u>		
Improve:													Time Penalties <u>0</u>		
Horse # <u>7</u>	-	-	-	-	-	-	-	-	-	-	-	-		Jump Faults <u>0</u>	
	<u>7</u>	<u>8</u>	<u>8</u>	<u>7</u>	<u>6</u>	<u>6</u>	<u>7</u>	<u>6</u>	<u>7</u>	<u>6</u>	<u>6</u>	<u>5</u>		Equi. Faults <u>65.83%</u>	
Comments: Positive													Time Taken <u>75</u>		
Improve:													Time Penalties <u>1</u>		
Horse # <u>12</u>	-	-	-	<u>R/</u>	-	-	-	<u>K</u>	-	-	<u>R/</u>	<u>A</u>	-		Jump Faults <u>12</u>
															Equi. Faults <u>48%</u>
Comments: Positive													Time Taken <u>82</u>		
Improve:													Time Penalties <u>8</u>		