

# Canadian Pony Club



## RULES FOR REGIONAL & NATIONAL RALLIES

### Rally Rules

Rules that apply to running Rally Events within the Canadian Pony Club. Revised April 2018.



# CANADIAN PONY CLUB

## NATIONAL RALLY RULES

2018

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### 1 SCOPE OF THESE RULES

- 1.1 These rules are to be used for all Canadian Pony Club Championship Rallies (hereafter simply called “rallies”). This includes all Zone, Eastern Canadian, Western Canadian, and National Rally Championships.
- 1.2 Some of these rules are optional, **where noted**, for **REGIONAL** Rallies; some are compulsory.
- 1.3 All Rallies shall be run according to the current Equine Canada General Regulations (Section A) and Equine Canada Rules for Eventing (Section D) except where otherwise stated in these Rules. All organizers should be aware of and have read the Canadian Pony Club Risk Management Guide.
- 1.4 Where it is necessary to enforce local rules (i.e. additional or alternate rules not included in these rules), these must be clearly posted and announced to the competitors as part of the second official announcement for the rally. They shall, however, not contradict these rules.
- 1.5 Where **REGIONAL** Rallies do not have first and second announcements or prize lists, a set of published Regional Rules may be used as a substitute for providing local additional or alternate rules.



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## 2 FORM OF THE COMPETITION

- 2.1 A Rally shall be primarily a Team competition encouraging teamwork and cooperation. Competitors will normally enter as teams. At the discretion of the Organizing Committee, 'individual' competitors may be accepted and made up into teams. Individuals will be allowed to compete separately only when the Organizing Committee is unable to place them on a team.
- 2.2 A Rally shall have two main parts, Riding and Practical Work and Knowledge, each one bringing out the teachings of Pony Club.
- 2.3 The Riding portion of the Rally shall be divided into a 3 test Event:
- 2.3.1 Dressage Test.
  - 2.3.2 Cross Country Test Phase D
  - 2.3.3 Phase A (Roads & Tracks) is optional at **REGIONAL** Rallies.
  - 2.3.4 Stadium Jumping Test.
  - 2.3.5 All Rallies shall be held over 3 days. The organizers may reduce the time to 2 or 1 day *provided that they receive advance permission* for this from the National Rally Chair. Time frame for **REGIONAL** Rallies is at the discretion of the Region but shall do everything possible to hold Rally over multiple days.
  - 2.3.6 Where possible, all rallies should be run completely separately from other events, either by having dates which are different from other competitions at the same location or by providing separate stabling and warm up/cool down areas and with the riding tests being done as a Pony Club group at a separate time from any other riders with their scores counting only towards the rally awards. If this is not possible, rallies may be combined with other Horse Trials and the riders' scores may count for both the event and rally awards provided that advance permission is obtained from the National Rally Chair. In that case, separate stable and warm up/cool down areas are still required so that stable management judging can be done. **When Rally is run in conjunction with a Horse Trial, the Rules of the Horse Trial are in effect for the riding portion only.**
- 2.4 The Practical Work and Knowledge part shall include Stable Management, written knowledge, and oral knowledge. In addition, other non-written events may be included such as:
- 2.4.1 One unmounted competition for Captains and/or Grooms (e.g. bridle race, braiding, etc.). This is optional at the discretion of the Organizing Committee. In **REGIONAL** Rallies, an unmounted competition for the SM may be part of the Rally.



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- 2.4.2 A Captain's/Groom's Mounted Stadium Jumping Competition. This competition will be held after the official stadium jumping test. Captains/Grooms shall have the opportunity to ride one of their team's horses over the **Entry** or Pre-Training Division course. Results of this competition will be separate from all other competitions and will not count towards either the team overall standings or the Captain's/Groom's awards. This competition is optional at the discretion of the Organizing Committee, however if this competition is **not** to be included, it must be so stated in the first or second announcement for the rally. If this competition is to be offered, all entrants must have completed an **Entry**/ Pre-Training level Stadium course prior to this competition. For REGIONAL Rallies, where the requirements for Grooms may be lower, a lowered course must be provided.
- 2.4.3 A parade, with all competitors properly turned out, shall precede prize giving and be the climax of the Rally. Turn out, Dress, Saddlery - as per stadium jumping. Optional at REGIONAL Rallies.
- 2.4.4 Such activities as fox or drag hunts, visits to kennels, picnics, sightseeing, entertainment, etc. should be fitted in where possible. Rallies should provide fun and companionship for team members, as well as an opportunity for learning and competition.



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### 3 DIVISIONS OFFERED

- 3.1 Entry (Optional for National Rally).
- 3.2 Pre-Training (Mandatory for National Rally)
- 3.3 Training (**Optional** for National Rally).
- 3.4 Preliminary (optional at the discretion of the Organizing Committee).
- 3.5 A Combined Division may be allowed with Dressage and Stadium at one level and Cross Country one level lower.
- 3.6 A Combined Horse Trial (Short course) may be allowed with the approval of the National Rally Chair and will follow EC rules.
- 3.7 At National Rally, at the organizer's discretion, teams of mixed levels will be allowed. **REGIONAL** Rallies may allow mixed teams.
- 3.8 At **REGIONAL** Rallies, Regions may offer whichever levels suit the competitors and are encouraged to offer lower levels for the less experienced riders.



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### 4 MAKEUP OF TEAMS

- 4.1 A Team shall normally be made up of two riders, one Captain who shall also be the Stable Manager, plus an optional non-riding Groom, and at least one adult supervisor who shall be at least 25 years of age prior to January 1 of the current year.
- 4.2 Regional Rally Chair should have right of first refusal to be the chaperone for the National Rally Team of that region to facilitate gaining experience with National Rallies and to provide an opportunity for National Rally Chairs to meet on an annual basis.
- 4.3 At the discretion of the Organizing Committee, an additional rider or groom may be permitted on each team in which case, team scores in riding events shall be based on the best 2 of the 3 overall scores from the 3 riding tests combined. Stable management may be based on the best 2 out of 3. The Organizing Committee's option to allow 3 riders per team may be used separately for each Division. For example, they may decide to allow 3 riders in the Preliminary and Training Divisions but not in Pre-Training.
- 4.4 A Captain will be responsible for all competitors on his/her team and take full responsibility for seeing that team members follow all rules and regulations of the competitions. It is the Captain's responsibility to transmit to team members any changes or additional instructions which may be given affecting competitors. It is the responsibility of the officials to see that all Captains are notified in writing (preferably) and/or orally of any such changes. Transmitting such information to any other individual by officials, should be scrupulously avoided so that confusion and misunderstanding will not ensue.
- 4.5 The Groom will be responsible for helping the riders to care for their horses, to help with mucking out and grooming. The Groom may be asked to assist the rider in their final preparations for Tack & Turnout.
- 4.6 The Team Adult Supervisor is permitted to visit the team tack room and stable area at any time, **to ensure the wellbeing of competitors and mounts**, but is not to render assistance, except in the case of injury or illness to a horse or rider.
- 4.7 The Team Adult Supervisor is not allowed to coach at any time except as specifically permitted for course walks as described in the "Coaching" section of these rules.
- 4.8 **REGIONS** may determine the makeup of the teams. It is strongly suggested that a nonriding Stable Manager be added to each team. Regions may also allow team members to ride in different divisions.
- 4.9 In the event that a region cannot field a complete team for a national event in their discipline, each Regional discipline chair has the ability to scramble a team with another region. That scrambled team must be approved by that discipline's national chair."





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### 5 ENTRIES

- 5.1 The regional selection committee must approve the members chosen to represent their Region. Entry forms must be signed by the District Commissioner and by an Instructor who has seen the proposed competitors in action. Only applications sent in through a Region will be accepted. Applications sent in by individuals or Branches will not be accepted.
- 5.2 Only regions and members of branches in good standing with the Canadian Pony Club may compete.
- 5.3 The Organizing Committee may also, with permission from the National Rally Chair and the National Office, invite Pony Club teams from other countries to compete.
- 5.4 After the closing date for entries, no substitution may be made of horse or rider except in cases of illness, lameness or other unavoidable circumstances, which must be certified by the District Commissioner and accompanied by a doctor's or veterinarian's certificate as applicable. All Team members are to be named and the Division confirmed by registration deadline.
- 5.5 The Organizing Committee must allow entries for at **least one team from each eligible Region** but may limit entries to the Training and Preliminary Divisions to only those teams which bring horses to the Rally and/or upon availability of suitable mounts.
- 5.6 The organizing Committee may at their option allow additional teams to enter in any or all Divisions but may require all of the extra teams to provide horses regardless of how far they travel.
- 5.7 **REGIONS** may deal with Entries as they please, provided that all entries are members in good standing, including PSO memberships and entry eligibility is clearly stated in the prize list or Regional Rules.



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### 6 QUALIFICATIONS – COMPETITORS

- 6.1 Competitors must be at least 13 years of age prior to January 1 of the current year. Where needed by special circumstances such as a landowner's insurance requirement, the Organizing Committee may require a higher minimum age but only provided that the change is approved in advance by the National Rally Chair.
- 6.2 All riders must have passed the **complete C** test level or higher before applying. Note that all riders will be judged for stable management as a "B" regardless of their actual test level.
- 6.3 All Captains/Grooms must have passed the **complete D2** test level or higher before applying. A very mature and responsible member is required to carry out the responsibilities of a Captain/Groom as described in item 4.4 and 4.5. Note that all Captains/Grooms will be judged for stable management as a "B" regardless of their actual test level.
- 6.4 All competitors must have paid their membership dues for the current year and be otherwise in good standing with their Branch, Region, and the Canadian Pony Club.
- 6.5 All competitors must have a properly completed Canadian Pony Club Acceptance of Risk form on file with their Region.
- 6.6 All Riders must have **successfully** completed at least one cross country course at a level equal to or above the Division which they are entering within the two years prior to the Rally. All riders must have completed a full cross-country course on at least 2 different horses at a level equal to or above the Division which they are entering, within the two years prior to the Rally.
- 6.7 **REGIONS** may determine their own requirements for qualifications. Regions may allow qualified E's to compete in Regional Rallies.



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### 7 QUALIFICATIONS – HORSES

- 7.1 All horses must be at least 5 years of age.
- 7.2 No stallions may be ridden in any CPC Rally.
- 7.3 The Organizing Committee will make every effort to provide a pool of qualified horses at the Entry/ Pre-Training level sufficient for one team from each Region which comes from a long distance and cannot reasonably bring horses (normally further away than the neighboring province). Pool horses may be used in Training or Preliminary Divisions provided that both the rider and horse are qualified for the higher level.
- 7.4 Except for pool horses, any horse which is classified as Preliminary or higher level under Equine Canada rules must enter the Preliminary division if offered. When no Preliminary division is offered such a horse may enter the Training division.
- 7.5 Except for the Captains' Jumping round, if offered, horses may be ridden only once in any competition.
- 7.6 Except for the Captains Jumping round if offered, the same horse must be ridden by the same rider throughout all parts of the Rally.
- 7.7 Except for pool horses, all horses must have completed at least one cross country course without being eliminated at a Pony Club Rally or a recognized event at a level equal to or above the Division which they are entering within the two years prior to the Rally.
- 7.8 Preferably, pool horses should also meet the qualifications in item 7.7. However, if it is not possible for the organizer to obtain sufficient horses which do meet those qualifications, they may use other criteria to determine the ability of the horses provided that prior approval for those criteria is obtained from the National Rally Chair. Horses which do not have any **demonstrated** ability to handle a cross country course must not be used.
- 7.9 All horses must be inspected by the Ground Jury or a veterinarian between arrival and the first mounted event. **It is strongly recommended that a veterinarian be in attendance during the Cross-Country Phase of the Rally.** The Ground Jury or a veterinarian will inspect horses before stadium jumping. Only those horses which pass inspections may continue to compete.
- 7.10 Upon recommendation of the ground jury, when another horse is requested by a competitor, a penalty will be applied. See scoring rules for that discipline for penalty assignment.

Other than reason of the horse's safety or when a horse is removed from that competitor's level or the competition all together for lameness or safety reasons, this rule will apply. "



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7.11 All horses/rider combinations participating in **REGIONAL** Rallies must have at least schooled on a Cross Country Course prior to attending the Rally.



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### 8 HORSE INSPECTIONS

- 8.1 There will be three inspections of all horses to determine which horses are in proper condition to take part in or to continue to take part in the event.
- 8.2 These inspections will take place before the start of the competition, at the end of Phase D (Cross Country) of the Cross-Country Test, and before the start of the Jumping Test.
- 8.3 For the first inspection, dress shall be neat, tidy, and appropriate for the stable if the inspection is held on the move-in day and may be either appropriate stable dress or dress as for the Dressage test at the option of the Organizing Committee or Ground Jury if the first inspection is held on the same day as Dressage.
- 8.4 Dress for the second inspection shall be as for the Cross-Country test.
- 8.5 Dress for the third inspection may be either appropriate stable dress or dress as for the Jumping test at the option of the Organizing Committee or Ground Jury.
- 8.6 **REGIONAL** Rallies should try to offer all three inspections when possible but must definitely offer an inspection after Phase D Cross Country.
- 8.7 At the end of Cross-Country Phase D, it is compulsory to present horses for inspection, under penalty of elimination, to the Vet, or in their absence, to a member of the Ground Jury or its delegate. This includes all horses that started on Phase D **Cross Country**.



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### 9 DRUGS AND MEDICATIONS

- 9.1 Any horse to which drugs are administered as a stimulant, depressant, tranquilizer, local anaesthetic, or any drug which might affect its performance is not a suitable mount for use by a Pony Club member and as such the horse may not be used at any CPC Rally. All such drugs are also illegal under Equine Canada rules.
- 9.2 Non-steroidal anti-inflammatory drugs such as 'bute', or any other medication that is permitted under Equine Canada Rules, may be administered to horses at a rally provided that the Chief Stable Management Judge and the Ground Jury are informed of the medication being used, the dosage and the purpose. This should be in the form of a letter from the horse owner's veterinarian. These drugs must be labelled and kept in a secure place approved by the Chief Stable Management Judge and the Ground Jury. In the absence of a veterinarian, the team chaperone may administer the medication.
- 9.3 Teams or competitors may possess only those medicines and equipment which are strictly of a first aid nature and are generally used in the stable. Teams or competitors shall not possess any drugs or syringes in the stable or any other place on the rally grounds under penalty of **automatic disqualification**. First Aid kits may contain a syringe for the purpose of irrigating a wound. The syringe should be sealed in the original wrapper, in sterile condition. Needles are absolutely forbidden.
- 9.4 The Canadian Pony Club is not qualified to pass judgment on the moral and health questions associated with the use of marijuana or controlled dangerous substances by young people. It does, however, emphatically forbid the use or possession of marijuana or controlled dangerous substances by all participants in Regional or National Competitions, where such substances are prohibited by Provincial or Federal Law. Use or possession of alcohol is likewise forbidden, except away from the competition grounds by persons of legal age under local law. Use of forbidden substances or misuse of alcohol is subject to disciplinary action, up to and including disqualification. It is forbidden to consume alcohol 24 hours prior to competition.



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### 10 DRESS & TACK RULES

The Rules in this section are not meant to cover every situation. Please see the EC Eventing Rules for more details or explanations.

#### 10.1 GENERAL

NOTE: 10.1.1 to 10.1.8 apply to all riding phases

- 10.1.1 All riders must wear protective head gear with attached harness which is secured at all times when mounted. It is mandatory that this head gear meet or surpass current applicable standards established by ASTM/SEI (American Society for Testing and Materials/Safety Equipment Institute) or B.S.I. (British Standards Association, Australia/New Zealand).
- 10.1.2 The Canadian Pony Club makes no representation or warranty, express or implied about any protective gear. Death or serious injury may result despite wearing such protective gear, as horseback riding involves an inherent dangerous risk and no protective gear can protect against all injuries, foreseeable or unforeseeable. The parent or guardian of any pony club rider is responsible to determine that the appropriate protective gear is worn and such gear is properly fitted and in good condition as Canadian Pony Club Inc., its regions, branches, committees or activity organizers are not responsible for checking protective gear worn by pony club riders.
- 10.1.3 If a rider's hard hat comes off during competition, the competitor must not proceed until it has been replaced. Ignoring this rule will be penalized by disqualification. Handing the hat to the rider does not constitute unauthorized assistance.
- 10.1.4 An approved and completed medical "armband" must be firmly attached outside of the rider's clothing at all times while mounted.
- 10.1.5 All members are expected to be appropriately attired during all Pony Club competitions or events. Shirts must be worn that have sleeves (to the point of the shoulder) and must cover the midriff. Shorts must be mid-thigh or longer (unless discipline specific). Swimsuits are to be worn at swim activities only. Attire is to be respectful. All Regions are to ensure their competitors are aware of this policy.
- 10.1.6 Canadian Pony Club pin and disc (except in Cross Country).
- 10.1.7 Canadian Pony Club crest visible on the left jacket sleeve.
- 10.1.8 Number (bib or bridle number as provided by the Organizing Committee).

#### 10.2 DRESSAGE

- 10.2.1 Dressage Tests will be taken from EC Eventing Dressage Tests. Regions may use EC Eventing Tests or Pony Club Tests.
- 10.2.2 All EC Eventing Dressage Rules shall apply except as provided in these rules.
- 10.2.3 One whip no longer than 120 cm may be carried in the Dressage Test.
- 10.2.4 Coat- dark colour or tweed. Tail coats are not permitted;



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| 10.2.5  | Shirt—white or light colour with stock and pin or choker or tie.  |  |
| 10.2.6  | Gloves dark colour, tan beige or white;   |  |
| 10.2.7  | Britches – light colour or white (brown britches permitted when worn with tweed jacket);  |  |
| 10.2.8  | Boots – black, dark brown, black with brown top, field. Boots must be long boots in one piece or a full grain smooth leather leg piece and matching leather boot. Jodhpur boots only permitted with appropriate britches.   |  |
| 10.2.9  | Spurs are not compulsory, but if worn must be of smooth metal, without rowels, and not exceed 3.5cm.  |  |
| 10.2.10 | The following are compulsory: an English type saddle and a permitted bridle. For divisions up to and including the Preliminary level a snaffle bridle meeting the following specifications is permitted. A snaffle bridle in which the bit is made of metal, leather, rubber or synthetic material. It must be made entirely of leather except for a small disc of sheepskin, which may be used in the intersection of the two leather straps of a crossed noseband. If a snaffle has two joints, all parts must be rounded and smooth. The mouthpieces must be smooth (e.g. twisted and roller bits are prohibited) with ring, egg-butt or bar type cheeks. The diameter of the snaffle bit ring must not exceed 8 cm in diameter.         |  |
| 10.2.11 | Refer to the EC Eventing Rules (Annex 2.1A and 2.1B) for listing and drawings of permitted bits and nosebands.  |  |
| 10.2.12 | A breastplate without martingale attachment may be used. Padded cavessons are permitted.  |  |
| 10.2.13 | Martingales, any kind of gadgets (such as bearing, side, running or balancing reins, etc.), any kind of boots or bandages, bit guards, any form of blinkers or ear plugs or covers, fly shields, and seat covers are strictly forbidden under penalty of elimination. Nose covers may be used with a Veterinarian’s Certificate. Use of a tongue strap and/or tying down the tongue is not allowed. However, if in the opinion of the Ground Jury, insects are present to such a degree as to interfere with the performance, ear nets and or non-restrictive nose fly guards may be used in the competition arena. It is the rider’s responsibility to ascertain whether the Ground Jury will allow the use of these in the dressage test. |  |

### **10.3 CROSS COUNTRY**

- |        |   |  |
|--------|---|--|
| 10.3.1 | All EC Eventing Cross Country Rules shall apply excepted as provided in these rules.  |  |
| 10.3.2 | The CPC pin will not be worn (due to safety)  |  |
| 10.3.3 | A Body protective vest must be worn. (revised 2011)   |  |
| 10.3.4 | Light weight clothing is appropriate for this test, a shirt (any colour) with suitable short or long sleeves must be worn (not sleeveless or cap sleeve). |  |
| 10.3.5 | Britches or jodhpurs may be any colour.   |  |





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- 10.3.6 Gloves (if worn) may be any colour.
- 10.3.7 Boots – black, dark brown, black with brown top, field. Boots must be long boots in one piece or a full grain smooth leather leg piece and matching leather boot. Jodhpur boots only permitted with appropriate britches.
- 10.3.8 Spurs optional, but if worn must be of smooth metal, without rowels, and not exceed 3.5cm.
- 10.3.9 A body protective vest must be worn. An inflatable vest is permitted only if worn over the body protective vest. (revised 2011)
- 10.3.10 Over girths strongly recommended.
- 10.3.11 Number.
- 10.3.12 The following are compulsory: An English type Saddle and a permitted bridle.
- 10.3.13 Gags and hackamores and unrestricted running martingales are permitted. Reins must be attached directly to the bit or directly to the bridle in the case of gags or hackamores. Fly shields for the ears only are permitted. Sheepskin may be used on each cheek piece of the bridle providing the sheepskin does not exceed 3cm in diameter measured from the horse's face. The stirrup irons and stirrup leathers must hang free from the bar of the saddle and outside the flap.
- 10.3.14 The following are forbidden: any form of blinkers, side, running or balancing reins, tongue straps and/or tying down the tongue, twisted wire bits, any other restrictions, any bit or other item of saddlery likely to wound or harm a horse.
- 10.3.15 Whips – if a whip is carried in Cross-Country it may not be weighted at the end or exceed 75cm in length overall. Telescoping whips are not permitted.

### **10.4 STADIUM**

- 10.4.1 All EC Eventing Stadium Rules shall apply excepted as provided in these rules
- 10.4.2 Hunting dress or uniform. Coat – dark/conservative colour or tweed
- 10.4.3 Shirt - no pin at neck.
- 10.4.4 Gloves (if worn) dark colour, tan beige or white.
- 10.4.5 Jodhpurs, britches – light colour or white.
- 10.4.6 Boots – black, dark brown, black with brown top, field. Boots must be long boots in one piece or a full grain smooth leather leg piece and leather boot. Jodhpur boots only permitted with appropriate britches.
- 10.4.7 Spurs optional, but if worn must be of smooth metal, without rowels, and not exceed 3.5cm
- 10.4.8 Canadian Pony Club pin and disc.
- 10.4.9 Canadian Pony Club Crest visible on the left jacket sleeve.
- 10.4.10 Number.



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10.4.11 Whips – if a whip is carried in Stadium it may not be weighted at the end or exceed 75cm in length overall. Telescoping whips are not permitted.

10.5 These dress and tack rules are also mandatory at **REGIONAL** Rallies.

10.6 The inspections for turn out and tack check shall be made before the competitor begins his/her warm up for the Dressage Test, before the Cross Country Test and before the Stadium Jumping Test.



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### 11 STABLE MANAGEMENT

- 11.1 Stable Management Judges should discuss expectations with the competitors prior to the start of the judging. The purpose of this competitive section of the Rally is to give to the competitors an opportunity to demonstrate the practical aspects of horse care and stable work that they will have been taught, through their Branch activities.
- 11.2 Time must be provided on the day of the competition, for the judges to give comments on Dressage and Endurance Test, and, prior to the final day, time must be given for the Stable Management Judges to address the competitors.
- 11.3 A written test on Rally Rules worth 10 points is to be given to the Captains, converted to penalty points, and added to the Captain's Stable Management score. (e.g. each point lost =1 penalty point).
- 11.4 Tack rooms will not be judged for colour, artistic achievement, originality, etc. Safe, clean and workmanlike tack rooms are all that is required.
- 11.5 Checks of horses and tack should generally be made only in the presence of either the rider or the Captain or the Groom, to allow the judge to point out why a penalty is assessed and written explanation should be provided on the daily Stable Management sheet.
- 11.6 In case of infractions which cannot be assessed against an individual for lack of evidence, the penalty points should be assessed against the Team. (Overall Impression - Team: on daily Stable Management Assessment Sheet).
- 11.7 Stable Management penalties assessed must be posted each day on master score sheet.
- 11.8 **REGIONS** are strongly encouraged to make SM an important part of Rally at every level. Stable Management may be counted as team scores instead of individual. If this occurs then Regions may decide how they wish to award Top Groom awards.



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### 12 NUMBERS

- 12.1 To facilitate judging, competitors must wear numbers at all times, as well as their Pony Club pins and coloured disc, which indicates their Pony Club standing. Pony Club pins are not to be worn during the cross-country phase, for safety reasons.
- 12.2 Each stall should be marked with the competitor's number, name and Division. All tack and equipment should be marked with the competitor's number.
- 12.3 After evening stables, numbers should be left with the equipment unless instructed to do otherwise by the Organizing Committee or Ground Jury.
- 12.4 The division in which riders are entered must be readily identifiable, preferably by assigning a specific colour for their rider numbers. If numbers are not available in sufficient colours, separate number ranges may be used such as 100-199 for pre-training, 200-299 for training. In addition, Captains must be identified as such by a different coloured number or range of numbers.

### 13 COACHING

- 13.1 Stable Management judging includes an assessment of the way in which riders and Captains/Grooms care for their horses, prepare their horses for the test to be ridden, and cool out the horses after the test. The warm-ups for each test are a part of the Rally competition.
- 13.2 **One adult supervisor or coach per team will be permitted to walk the Cross-Country course and the Stadium Jumping course with the competitors prior to the competition during the time allowed for the "official" course walk. For Cross Country, competitors and the supervisor or coach will be permitted to re-walk any portion of the course before the competition and time must be allotted for this in the schedule. In the case where a coach has been supplied by the Organizers then that coach will be the "one" coach to walk the courses with all team members.**
- 13.3 At National Rallies, coaching must be applied fairly and equitably to all riders. Coaching by a parent is not allowed.

REGIONAL Rallies may set their own guidelines for fair and equitable coaching. These guidelines must be clearly posted via Regional Rules or on the Entry Form.



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### 14 SCORING

The entire Rally is to be judged on a penalty point basis. Scorers are to follow EC Eventing Rules for scoring the three riding phases, except as listed in 14.4

When another horse is selected as per Rule 7.10 the penalty points will be 25 points.

Note: After any fall, anywhere on the grounds, the rider must see the medical personnel.

Note: Falls that occur in the warm up ring are not penalized but the rider must be cleared by the medical personnel prior to remounting **or leaving the warm up area.**

#### 14.1 **DRESSAGE SCORING: THE SCORER IS TO FOLLOW EVENTING CANADA DRESSAGE SCORING**

Judges will award good marks from 0 to 10 for each numbered movement and for each of the-collective marks.

**Errors:** Whether the bell has sounded or not, all of the following are considered errors:

- Error of course or test
- Not entering the dressage arena within 45 seconds after the bell or
- Entering the arena before the sound of the bell

First error 2 points

Second error 4 points

Third error elimination

Additional Reasons for Elimination at the Discretion of the GJ, TD & Judge

- Receiving unauthorized assistance
- Performing the Test in incorrect dress or saddle
- Performing a test with illegal spurs

ELIMINATION MUST BE APPLIED IN THE FOLLOWING CASES:

- Marked lameness
- Leaving the arena between the time of entry and the time of exit at A
- Resistance
- Fall of competitor and/or horse

After Elimination: (except when eliminated for marked lameness or a fall), a competitor may continue his performance to the end. The marks will be awarded in the ordinary way.

See Article D 302.5 of Equine Canada Rules for conditions in which an eliminated competitor may continue hors concours.

#### **Calculation of Scores**



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The good marks from 0 to 10 awarded by the judge to a competitor for each numbered movement of the Dressage Test, together with the collective marks, are added together, deducting any error of course or test.

The percentage of maximum possible good marks obtainable is then calculated. (Percentage is obtained dividing total good marks of the judge (minus any error of course or test) by maximum possible good marks obtainable and then multiplying by 100 and rounding the result to two decimal digits. This value is shown as the individual mark for that judge.

In order to convert average percentage into penalty points, this must be subtracted from 100 and multiplied by 1.5, with the resulting figure being rounded to one decimal digit.

The result is the score in penalty points for the test.

### 14.2 **CROSS COUNTRY SCORING**

The scorer is to follow EC Eventing Cross Country Scoring except as listed by 14.4

Faults at obstacles. The following faults at an obstacle are penalized, according to the following table:

#### **Disobediences:**

• First refusal, run-out or circle	20 penalties
• Second refusal, run-out or circle at the same obstacle.	Plus 40 penalties
• Third refusal, run-out or circle on Phase D	Elimination & Mandatory retirement.
• Breaking or unhinging a frangible obstacle/device	21 penalties

Ground Juries have the discretion to decide if the 21 penalties apply for the unhinging or breaking of a frangible obstacle/device (without a fall of horse & rider)

Ground Juries have the discretion to decide if the 21 penalties apply for the unhinging or breaking of a frangible obstacle/device (without a fall of horse & rider)

In divisions where the fixed height of the obstacle on the Cross-Country test is less than 1.00m (PT & below), elimination and mandatory retirement is required after the third disobedience at the same obstacle or after the fourth disobedience on Phase D.

#### **Falls:**

• First fall of competitor at an obstacle	Elimination & Mandatory retirement.
• First fall of horse at an obstacle	Elimination & Mandatory retirement.



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**Dangerous Riding:** Penalties will be determined by the Ground Jury. In addition, the Ground Jury may penalize the competitor with 25 penalties. The 25 penalties for dangerous riding will count as obstacle penalties on the results.

**Willful Delay:**

If it has been determined that a competitor has willfully delayed their progress on course the competitor will be penalized with fifteen (15) penalty points at the discretion of the Ground Jury. (such as trotting or circling after the last fence)

**Time Faults:**

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Time Faults for Exceeding the Optimum Time:

- Phases A: 1 penalty point per commenced second
- Phase D: 0.4 penalty point per commenced second

Exceeding the Time Limit:

- Phases A and/or D: Elimination

Time Faults for Excessive Speed on Phase D:

- Preliminary division For each commenced second
  - Training division For each commenced second
  - Pre-Training division For each commenced second
  - Entry division For each commenced second
  - Under the Speed Fault Time 1 penalty point
- 

For Entry through Preliminary, the distance divided by the speed fault gives the speed fault time. Completing the course in less than the optimum time is not penalized up to the speed fault time. Completing the course in less than the speed fault speed time will be penalized in accordance with 14.2. The speed used to determine the speed fault speed is the maximum permitted speed allowed for the next level. (eg. For PT – the speed fault speed would be the maximum speed permitted for the Training Division)

Additional reasons for elimination:

- Deliberately starting before being given the signal
- Jumping or attempting to jump any obstacle without headgear or with an unfastened retention harness
- Willful obstruction of an overtaking competitor or failure to follow the instructions of the officials while being overtaken
- Failure to stop when signaled
- Unauthorized assistance
- Error of course not rectified



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- Omission of obstacle or compulsory passage
- Retaking an obstacle already jumped
- Jumping an obstacle in the wrong order
- Alteration of obstacles
- Failure to have a tack check
- Failure to pass start and finish flags mounted

**Elimination is left to the discretion of the ground jury:**

- **Performing the test with incorrect saddlery, dress, equipment or with illegal whip or spurs**

### **14.3 STADIUM JUMPING SCORING - EVENTING CANADA STADIUM JUMPING SCORING TO BE FOLLOWED.**

#### **Faults at obstacles:**

• Knocking down an obstacle	4 penalties
• First disobedience	4 penalties
• Second disobedience	Elimination & Mandatory Retirement
• First Fall of horse or competitor	Elimination & Mandatory Retirement

**Note:** At competitions in divisions where the height of the Jumping Test does not exceed 1.05 metres, elimination is after the third disobedience. In this case the penalties awarded for the second disobedience will be 8.

- Eliminated riders may continue in a subsequent test hors concours as per Section D 302.5 (Equestrian Canada)

#### **Time faults.**

- Completing the course in less than the time allowed is not rewarded.
- Exceeding the time allowed is penalized by one penalty for each second or part of a second in excess of the time allowed, up to the time limit, which is twice the time allowed.
- Exceeding the time limit incurs elimination.

**Note:** At competitions in divisions where the height of the Jumping Test does not exceed 1.05 metres, (Training division) exceeding the time allowed is penalized by one quarter of a penalty point for each second or part of a second in excess of the time allowed up to the time limit.

- Exceeding the time limit incurs elimination.

#### **Additional Reasons for Elimination**

Elimination is left to the discretion of the Ground Jury in the following cases:





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- Not entering the arena when the competitor's number is called.
- Not entering the arena mounted or not leaving the arena mounted.
- Any unauthorized assistance.
- Not stopping when the bell is rung during the test.
- Jumping, or attempting to jump an obstacle without headgear or with an unfastened retention harness
- **Performing the test with incorrect saddlery, dress, equipment or with illegal whip or spurs**

Elimination must be applied by the Ground Jury in the following cases:

- Jumping or attempting to jump an obstacle in the arena before the start of the test
- Starting before the signal is given and jumping the first obstacle of the course.
- A horse resisting for 45 consecutive seconds during the test.
- Taking more than 45 seconds to jump an obstacle, or the first part of a combination.
- Omitting to cross the starting and/or finishing lines between the flags.
- Jumping an obstacle that does not form part of the course during the test.
- Omitting to jump an obstacle of the course.
- Jumping an obstacle in the wrong order.
- Jumping an obstacle in the wrong direction.
- Jumping or attempting to jump an obstacle after an interruption without waiting for the bell.
- Not jumping all the fences of a combination again after a disobedience.
- Not crossing the finishing line mounted before leaving the arena.
- A loose horse leaving the arena before the end of the test, including before starting provided the arena is correctly closed in accordance with the Rules.
- Accepting, while mounted, any object whatsoever during the Test, except headgear, whip and/or spectacles.
- Error of course not rectified.
- Showing an obstacle to the horse after a refusal and before stepping back to jump it.

14.4 A competitor who has been eliminated may continue to compete provided that for the test in which he or she is eliminated, he or she shall be deemed to have incurred the following penalties.

14.4.1 Dressage Test - Worst score plus 20 additional penalties.

14.4.2 Cross Country Test (R&T + X/C combined) - Worst score plus 50 additional penalties.

14.4.3 Stadium Jumping - Worst score plus 15 penalties.

14.4.4 Stable Management - Worst score plus 30 additional penalties.

The worst score shall be that of a competitor finishing last among those not eliminated in that test.



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No individual or team which has been eliminated at any point may place ahead of an individual or team which was not eliminated for any ribbon or trophy.

If there are ties in standings in Dressage, the ties shall be broken by awarding the higher placing to the rider with the highest total "General Impressions" marks. If still tied, the tie shall stand.

If there are ties in the standings for the Cross Country Test, the ties shall be broken by awarding the higher placing to the rider with the cross country Phase D time which is closest to the time allowed. If still tied, the tie shall stand.

14.4.5 These scoring rules must be followed at all REGIONAL Rallies. Regions allowing mixed level teams may develop their own weighting system for scoring purposes.

14.4.6 In instances where a team is short a rider/stable manager and it is beyond their control (rider/stable manager is injured and unable to continue) an average of all counted scores for that phase will be applied.



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### 15 CROSS COUNTRY AND STADIUM JUMPING SPECS

Cross Country Test	Entry	Pre-Training	Training
<b>Phase A</b>			
Speed	220mpm	220mpm	220mpm
Time	Depends on distance	10 min	10 min
Distance	Less than 2200m	2200m	2200-3300
<b>Phase D</b>			
Speed	350mpm	400mpm	400-450mpm
Distance	1400-200m	1500-2250m	1800-2500m
Max. Jumping Efforts	10-18	12-22	16-24
Max. Heights	0.85m	0.91	1.00m
<b>Stadium Jumping Test</b>			
Speeds	300mpm	325mpm	350mpm
Distances	350-450m	350-450m	350-450m
# of obstacles/efforts	9-10/9-11	9-10/9-11	10-11/11-12
Heights	0.85m	0.96m	1.05m

**REGIONS** may add lower levels as required.

For complete specifications for Cross Country and Jumping Tests, please see Annex 6 & 7 in the EC Eventing Rule Book.



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### 16 COOLING OUT PROCEDURE

- 16.1 After you cross the finish line, slowly pull up and check with the Vet for instructions. Proceed to cool out area and trot large circle and then walk a large circle.
- 16.2 Dismount, run stirrups up, remove overgirth, loosen girth and continue to await the Vet's instructions.
- 16.3 With the assistance of a team member proceed with the cool out. Please note: **It is very important to keep the horse moving.**
- 16.4 Remove spurs
- 16.5 Loosen noseband (leave buckled so not to injure you or him)
- 16.6 Check for injuries, loose or pulled shoes, etc.
- 16.7 At the Vet check, stand at the head of, but not in front of, the mount. Hold the reins out either side of the bit and allow the Veterinarian to take the temperature, pulse and respiration. At this time, the competitor should stand quietly, be attentive and observe the Veterinarian. As you will be returning to the Vet check in 10 minutes, check your watch to ensure you report back on time. As Vet for results of the TPR.
- 16.8 Cooling out should be done appropriately according to the mount's condition and weather i.e. Heat and humidity. Remember to keep the horse moving as you untack and sponge off.
  - a) If rectal temperature is below 40 C then proceed with sponging the mouth, neck, chest and between the hind legs. Make sure that you scrape the water off right away, as evaporation is a major part of cooling down. As the horse is being walked, remove the tack as efficiently as possible. Continue sponging and scraping. Offer the horse limited water. Walk in a large circle and keep a safe distance from others. Cover horse appropriately according to the weather.
  - b) If rectal temperature is higher than 40 C then remove tack as efficiently as possible. You need a plentiful source of cold water and ice and the means to apply it, i.e. Large sponges, buckets, and a scraper to remove excess water. Continue to douse the horse and scrape water off quickly until the horse's temperature comes down. Offer limited water to drink.
- 16.9 Report back to the Vet check.
- 16.10 Remain in the cool out area and continue to walk for a further 20 minutes. Offer limited water to drink. If you think that your horse is in distress, go straight to the Vet check and tell them.



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16.11 After half an hour of cool out, your horse's heart rate should be decreasing towards normal; if the horse is still stressed after the half hour, then the horse should be kept walking until the officials are satisfied that the horse's heart rate is down.

16.12 Ask officials for permission to leave the cool out area.

Please note: These are guidelines. Use your good horse sense to ensure that your horse is as comfortable as possible. When in doubt – ask for assistance from the officials.

### **KNOW BEFORE YOU GO:**

Know your horses' normal resting temperature, pulse and respiration. Also find out what's normal for him after galloping, what his readings are when he first comes in and how long he typically takes to recover.

Every horse has its own pattern of cooling out – Thoroughbreds, bred to gallop tend to be more efficient at cooling out than warmbloods or crossbreeds.

## 17 AWARDS

17.1 Awards should be given for first to fifth places inclusive for each Division.

17.2 Whenever a team receives an award (ribbons/medals), each member of the team including Captains, will receive a ribbon or medal.

### **17.3 TEAM AWARDS:**

17.3.1 Best Overall team score for each Division. Includes riding scores plus stable management scores assessed against the team, Captain, Groom, and all riders. If there are 3 rider teams, only the best 2 overall riding scores are included. All stable management scores are included.

17.3.2 Best Stable Management score for each Division. Includes all Stable Management scores assessed against the team, Captain, Groom, and all riders.

### **17.4 INDIVIDUAL AWARDS:**

17.4.1 Overall best score (Riding and Stable Management scores combined) for each Division.

17.4.2 Best Captain's score for Captains in each Division.

17.4.3 Best Stable Management score for Grooms in each Division.

17.4.4 A certificate should be provided to each competitor with placings recorded on the back. Certificate sample can be found in the Organizers Handbook.

17.4.5 Additional awards are at the discretion of the hosting Region, keeping in mind that too many awards cause the awards to lose their value.

For **REGIONAL** Rallies, awards are at the discretion of the Region, keeping in mind that too many awards cause the awards to lose their value.



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### 18 PROTESTS AND OBJECTIONS:

- 18.1 The Ground Jury will hear all protests and complaints on all matters pertaining to the Rally.
- 18.2 Only team Captains may make objections. An objection must be made in writing and must be delivered to either the Chairman of the Organizing Committee or to a member of the Ground Jury, within an hour of the occurrence which gave rise to the objection, or where it concerns a matter of scoring, within thirty minutes after the posting of all scores for the test in question.
- 18.3 It is recommended that the adult team supervisor be present at all hearings of objections or protests by the Ground Jury.
- 18.4 The Ground Jury shall ensure that all objections or protests are investigated and adjudicated at the first possible opportunity after the delivery of the written objection.
- 18.5 The decision of the Ground Jury shall be final. **There shall be no appeal.** In all matters pertaining to Stable Management or mounted events, it is recommended that the Veterinarian and/or the Technical Delegate be included in the Ground Jury's investigations and deliberations if appropriate. The Veterinarian and the Technical Delegate may only advise, but not vote, on the final decision.



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### 19 DISQUALIFICATION AND ELIMINATION:

19.1 Elimination from one of the tests entails elimination from the overall classification.

19.2 Competitors who have been eliminated in a test shall be permitted to participate in the subsequent test(s) but will be awarded a score of Worst Score Plus with the following provisions, which must take place before the competitor is scheduled to start the next test:

1. The competitor who has been eliminated due to being unseated must be examined by designated medical personnel and receive medical clearance and must fill out the Acceptance of Risk form found in Appendix 2 at the back of this document. The competitor and coach/trainer or parent/designated adult supervisor must sign the acceptance of risk form. If the coach/trainer or parent/designated adult supervisor is not available to sign the form, the competitor may not continue.
2. The competitor who has been eliminated by something other than a fall must receive permission of the Ground Jury, the Technical Delegate and the Organizer in order to continue.
3. If there is not sufficient time for these conditions to be met before the eliminated competitor's scheduled start time in the next test, the competitor may not continue.

Exception – the Organizer may permit the competitor to start at an alternate time.

19.3 Competitors eliminated due to Abuse of Horse and Dangerous Riding will not be permitted to continue in the competition.

19.4 Competitors eliminated due to fall of horse and rider will not be permitted to continue in the competition.

19.5 Competitors who have been eliminated in a test and are permitted to start the subsequent test "hors concours", must retire and leave the course upon the first refusal.

19.6 Disqualification from one of the tests entails disqualification from the final classification. A disqualified competitor and any horse they are competing may not take further part in the Event.

19.7 All competitors and supervisors should be aware of the difference between disqualification and elimination. Eliminated competitors may continue with the next test in the competition with an extra penalty in the test where they were eliminated as described in the scoring section of these rules. Disqualified competitors may not take part in any further activities at the Rally.



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19.8 Grounds for disqualification include:

- Abuse of the horse.
- Exercising with improper saddlery or headgear.
- Allowing anyone other than the competitor to school a horse.
- Jumping unflagged practice jumps or jumping practice jumps backwards.
- Jumping practice jumps set higher than the maximum height or spread allowed in the test.
- Jumping practice fences at times other than those set by the organizers.
- Riding too close to the dressage arena or cross country jumps prior to or during the competition.
- Inspecting the cross country or stadium jumping obstacles before they are officially shown to all competitors.
- Any rider who constitutes a hazard to themselves, other competitors, spectators, their own horse, or other horses may be disqualified.

19.9 As soon as a rider is disqualified or eliminated in any test, they must leave the course or arena at a walk (either mounted or unmounted) taking care not to interfere with other competitors.

19.10 **REGIONAL** Rallies must adhere to these rules.





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### 20 GENERAL RULES

Visitors are permitted to visit stables during set times at the discretion of the Rally Organizing Committee. Such hours should be clearly posted at the barns.

- 20.1 Rally organizers may set times when team members are not allowed in the stables, except in an emergency.
- 20.2 No smoking permitted at any time in the Stable area or anywhere else on the grounds except for such designated smoking areas as the Organizing Committee may provide. The penalty for breaking this rule is disqualification.
- 20.3 No competitor will be allowed to leave the grounds without permission from a member of the Rally Organizing Committee or Ground Jury.
- 20.4 Vehicles must not be driven at any time during the Rally, in the competition area, by any competitor, except with the permission of the Organizing Committee.

**(Note only: At this point Rally is considered to be a schooling format. While EC rules are utilized Schooling Shows do not require EC Officials. The scores do not count toward non-Pony Club events. In the case where Rally is combined with an official Horse Trial all EC Eventing rules apply for the Riding portion.)**



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### 21 OFFICIALS

The President of the Ground Jury must be approved by the National Rally Chair. For **REGIONAL** Rallies, the organizing committee must approve the President of the GJ.

- 21.1 The Ground Jury will consist of three members. The appointed President of the Ground Jury will be designated its Chairman. One of its members shall be chosen from the Stable Management Judges, the other shall be appointed from the Dressage or Stadium Jumping Judges, or other competent horsepersons.
- 21.2 Stable Management Judges and Dressage Judges should be obtained outside the host Region wherever reasonable. Stable Management Judges must have previous experience. i.e. Canadian Pony Club Championship Rallies, Regional Rallies, 'A' & 'B' Testing.
- 21.3 No member of the Organizing Committee may be a Dressage Judge, a Stadium Jumping Judge, the Course Designer, the Technical Delegate (if utilized), or a member of the Ground Jury.
- 21.4 The Technical Delegate (T.D.) or CPC Approved T.D. (if utilized) is appointed by and responsible to, the Organizing Committee and must be selected from the current list of accredited Equine Canada Technical Delegates or CPC Approved Technical Delegates.
- 21.5 The Organizing Committee shall appoint a Safety Officer who shall be responsible for preparing a safety plan for the rally, coordinating emergency responses, recording details of any safety incidents and following the Canadian Pony Club Risk Management Guide and its recommendations. This rule also applies to **REGIONAL** Rallies.
- 21.6 The Organizing Committee shall appoint stewards to ensure that the required tack and turnout checks are done and to enforce rules in the exercise and warm up areas.
- 21.7 The Organizing Committee shall appoint an appropriate number of jump judges who are responsible for recording faults and handling emergencies at their assigned obstacle(s) or compulsory flags.
- 21.8 The Organizing Committee shall appoint an appropriate number of knowledgeable persons to accurately record the starting and stopping times of all competitors.
- 21.9 The Ground Jury may direct stewards to patrol the cross-country course, whether mounted or unmounted, and to report the conduct of any competitor which is not in the spirit of the competition. The Ground Jury shall decide whether the competitor is to be penalized.

**REGIONAL** Rallies must have an EC TD or CPC Approved T.D., they must have a Safety Officer, a Ground Jury and whatever other officials they deem necessary.



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## 22 ORGANIZATION

Organizers refer to the Organizers Handbook for guidelines.

The Rally Organizing Committee should be formed early in the year (January), to decide on date, location and tentative program. The Committee must be familiar with current EC Rules Sections A and D, as well as these Rules.

The Rally Organizing Committee is responsible for all aspects of the Rally including:

- Accommodation, Entertainment and meals for all competitors and team supervisors.
- Officials including stable management judges and a safety officer.

22.1 **REGIONAL** Rallies may formulate their own timeline and arrangements.



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## ORGANIZERS' HANDBOOK

### SECTION A: CHECK LIST & TIME PLAN FOR RUNNING A RALLY COMPETITION

#### **A.1 INITIALIZE (12-18 MONTHS AHEAD)**

- A.1.1 Set up Show Committee and appoint Secretary/Treasurer.
- A.1.2 Decide on type and level of competition.
- A.1.3 Select date, preferably by the autumn previous to the year of competition.
- A.1.4 Arrange for venue and stabling

#### **A.2 PROGRESSIVE (9-12 MONTHS AHEAD)**

- A.2.1 Select and book Judges, Stewards, TD and officials (paid & volunteer) and send out contracts
- A.2.2 Determine all costs (travel, hotel, meals, etc. and fees)
- A.2.3 Arrange for Farrier and Veterinarian.
- A.2.4 Solicit potential sponsors.

#### **A.3 FOLLOW UP (4-6 MONTHS AHEAD)**

- A.3.1 Choose tests (current) for all levels offered.
- A.3.2 Confirm contracts are signed and received.
- A.3.3 Decide on entry Closing date.
- A.3.4 Estimate possible number of entries. Decide if it will be necessary to limit entries. Make sure 3 provinces will be represented.
- A.3.5 Follow up with horse owners and look for more available horses.
- A.3.6 Arrange for Insurance, if required.
- A.3.7 Draw up a PRIZE LIST and confirm entry fees.
- A.3.8 Order Ribbons and Trophies
- A.3.9 Post dates on CPC National website if National Championship.
- A.3.10 Arrange accommodations for competitors and chaperones

#### **A.4 FINALIZE (3 MONTHS AHEAD)**

- A.4.1 Delegate tasks (catering, stabling, hospitality, volunteers, administration, pickup airport, billeting night before, rides to excursion, etc.)
- A.4.2 Assure eligibility of officials



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A.4.3 Post dates on CPC Regional website if a Branch or Regional competition.

### **A.5 POLISH UP (2 MONTHS AHEAD)**

A.5.1 Distribute prize lists and entry forms to competitors.

A.5.2 Place advertisements as deemed necessary.

A.5.3 Arrange accommodation for Judge(s). TD and Steward for night prior to competition, and other nights, if needed.

A.5.4 Confirm caterers.

A.5.5 Prepare tests – expected number of competitors plus judge(s) plus a few extra.

A.5.6 Make sure of Dressage Rings and letters for sizes of rings. Also, for a warm up ring.

A.5.7 Confirm availability of competitors' numbers.

A.5.8 Finalize volunteers: Scribes, Scorers, Gate People, 'Whipper-In', Runners (to take tests to scorers), X-C judges, timers, Stadium Ring Crew, gate person, timer, warm up ring.

A.5.9 Arrange for Safety Steward, Safety Officer, traffic control, Stable Management judge, awards presenters.

A.5.10 Confirm suitable medical personnel and ambulance if necessary.

A.5.11 Check toilet facilities and/or order "Johnny On The Spot". (portable toilets)

A.5.12 Pick up Ribbons and Trophies. Check for accuracy.

A.5.13 Confirm accommodations for Competitors and Chaperones.

### **A.6 CLOSING DATE (2 WEEKS AHEAD)**

A.6.1 Check that all basic equipment is available and in sufficient quantity. (i.e: Judges, Timers, Ring Space, Stabling, bells, whistles, tables, chairs, pens, paper, posting results, walkie talkies for X-C, etc.)

A.6.2 Set up Competition Schedule (starting times) allowing test time plus 1 to 2 minutes per test, to allow horse to leave the ring and the Judge to finish marking the test sheet. Allow Judges a 10-minute break every 15 tests, and between divisions. Remember that Judges are limited in how long they can work, check the current EC rulebook. Try to arrange the classes in increasing order of difficulty.

A.6.3 Arrange starting order. Check EC Rules for time allowed between ride times. Try to start and end the day with those that travel the least distance.

A.6.4 Allot stabling.

A.6.5 Assign numbers as the entries come in.

A.6.6 Ensure computer scoring programs are functional.



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A.6.7 Ensure master sheets and master score sheets are prepared.

### **A.7 COMMUNICATION (48 HOURS AHEAD)**

A.7.1 Man telephones for release of **STARTING TIMES**. Inform early starters of their times.

A.7.2 Check on all minor officials and tell them when and where they are needed.

A.7.3 Confirm calculators are functional.

### **A.8 CONFIRMATION (24 HOURS AHEAD)**

A.8.1 Harrow or otherwise prepare the Dressage Ring. Mark out arena(s) with dressage area.

A.8.2 Set up ring(s) being sure that both the 20 x 40 and 20 x 60 rings are prepared according to the rules.

A.8.3 Mark out warm up area or ring.

A.8.4 Post stabling lists.

A.8.5 Post starting times and prepare envelopes for each competitor containing start times, number and a program, if one is available. Include sponsor material.

### **A.9 PREPARE EQUIPMENT FOR NEXT DAY AS FOLLOWS:**

A.9.1 Each Judge should be provided with:

- a) a shelter with a table and two chairs, or a pickup truck with a clean windshield. These facilities should be arranged so that the Judge can sit directly behind the letter to which he/she is assigned.
- b) Clip board with a copy of each test he/she will be judging
- c) A cooler with food and water.

A.9.2 Scribes should be provided with:

- a) a clipboard with sufficient tests for the number of entries in each class, plus a couple of extras.
- b) pens and paper, hand bell or whistle (if 2 rings are used, one should have a bell and the other a whistle, to prevent confusion), fly spray or blanket (depending on the season), competition schedule including any scratches or changes.
- c) A cooler with food and water is a nice touch.

A.9.3 Steward requires a clipboard with competition schedule and changes, pen, chair, fly spray, assistant (if a large number of entries).

A.9.4 Whipper-In and Gate Opener both require clipboards with the competition schedule, chair, pens and whatever they need for comfort.

A.9.5 Show Secretary requires:

- a) a quiet but readily accessible area with table and chairs, or covered area if bad weather.
- b) Competitors envelopes with numbers and schedule (start times).



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- c) Spare copies of each test.
- d) Account of money paid, owing or overpaid. (Should be on outside of Competitors' envelopes.)
- e) Cash for refunding number deposits.
- f) Stabling information.
- g) Rule Books.
- h) Ribbons and Trophies – sorted and in order.
- i) A reliable lap top makes life easier.

### A.9.6 Scorers require:

- a) a quiet area with table and chairs (less accessible), protection from wind and glare of sunlight;
- b) score sheets,
- c) pad of foolscap for notes
- d) laptop with scoring calculations already set up
- e) posting results sheets if done by hand or printer
- f) two calculators, one with tape, or a computer program and one calculator with tape
- g) stapler and staples,
- h) start sheets (order),
- i) reliable runner to fetch tests from Judges, etc.
- j) reliable power source for computers and calculators

### A.9.7 Announcer requires:

- a) loud hailer or loud speaker,
- b) corrected Competition Schedule
- c) official clock which determines official show time
- d) list of classes, sponsors and volunteers for thank you announcements.
- e)

A.9.8 Officials will require refreshments and meals during the competition as well as toilet breaks. Also comfort items such as mosquito repellent, fly spray, hand washing facilities, sunscreen, etc.

A.9.9 EC passports for horses are not needed at EC primary permit shows.

A.9.10 Suitable equipment for the repair and maintenance of the ring (more fencing, tractor & harrow, mower).

A.9.11 Sponsorship volunteer needs to be prepared to play host to sponsors, ensure they are available at the ribbon presentation and that their generosity is being announced.

A.9.12 Awards volunteer needs a spot to arrange ribbons and awards.

A.9.13 Prepare thank-you notes and cheques for officials and facilities.



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### SECTION B: PRIZE LIST REQUIREMENTS

The prize list for the show must include the following information:

- B.1 Name of the organization (Branch/Region) responsible for organizing the show; **Note:** It is important to note that only one organization may be in charge of the show – shared shows are **NOT** covered by the CPC insurance policy.
- B.2 Reference to CPC and a statement that the show is run in accordance with CPC rules and policies and that these rules and policies apply to all competitors (regardless of membership, spectators, coaches, and volunteers;
- B.3 Availability of appropriate dressage tests (publications, web sites, EC/provincial offices, etc.);
- B.4 Address, fax and/or telephone of Show Secretary to whom entries are sent, as well as **closing date;**
- B.5 Requirements for submitting entries (i.e. by individual, signed by DC, Regional Chair, etc.)
- B.6 List of classes, levels, divisions, awards and tests being judged, with ring size
- B.7 Qualifications required for competition (i.e. previous scores, memberships);
- B.8 Proofs required for entering (i.e. - Coggins tests, vaccinations, test scores, etc. as determined by host);
- B.9 Specific rules and regulations of your organizing committee or landowner (i.e. dogs, tack check, if Championship rules are being applied and if so, which ones, or which are excluded);
- B.10 Names of officials (Judges, Stewards, Organizer, Secretary, Farrier, Veterinarian, etc.);
- B.11 Entry and acceptance of risk forms.
- B.12 Tentative schedule of classes, including requirements for awards presentations (i.e. mounted or not);
- B.13 Information regarding availability of stabling including cost and contact number, food, accommodations including contact numbers, parking and camping
- B.14 Directions to facility





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### SAMPLE ITINERARY

Day	Timing		Activity
Thursday	Afternoon		<ul style="list-style-type: none"> <li>Horses Arrive</li> </ul>
	Evening		<ul style="list-style-type: none"> <li>Teams Arrive Welcome Dinner. Be sure to include lots of “get to know you” activities.</li> <li>Consider mixing up teams for dinner.</li> </ul>
Friday	Morning		<ul style="list-style-type: none"> <li>Stable Management Judges set out expectations</li> <li>Riding Clinic</li> </ul>
	Afternoon		<ul style="list-style-type: none"> <li>Riding Clinic</li> <li>Lecture (Conditioning of Horse, Psychology of Riding, etc.)</li> </ul>
	Evening	6:00pm	<ul style="list-style-type: none"> <li>Stable Management Judging Begins</li> </ul>
		7:00pm	<ul style="list-style-type: none"> <li>Trot Up</li> </ul>
		8:00pm	<ul style="list-style-type: none"> <li>Cool Down Stations setup for next day</li> </ul>
		8:30pm	<ul style="list-style-type: none"> <li>Stable Management Ends for Day</li> </ul>
Saturday	Morning	8:30am	<ul style="list-style-type: none"> <li>Stable Management Begins</li> </ul>
		9:00am	<ul style="list-style-type: none"> <li>Dressage Begins</li> </ul>
		11:00am	<ul style="list-style-type: none"> <li>Cross Country Begins</li> </ul>
	Afternoon	12:30pm	<ul style="list-style-type: none"> <li>Lunch</li> </ul>
		1:30pm	<ul style="list-style-type: none"> <li>Stadium Begins</li> </ul>
		2:30pm	<ul style="list-style-type: none"> <li>Captain’s Class – Over Fences</li> </ul>
		2:45pm	<ul style="list-style-type: none"> <li>Groom’s Class – Flat or over Fences</li> </ul>
		3:15pm	<ul style="list-style-type: none"> <li>Comments from Dressage / Stadium Judges</li> </ul>
		4:00pm	<ul style="list-style-type: none"> <li>Horses Leave</li> </ul>
		4:30pm	<ul style="list-style-type: none"> <li>Riders &amp; Grooms ensure stables are spotless</li> <li>Awards Presentation – Mounted/Unmounted</li> </ul>
	Evening	7:00pm	<ul style="list-style-type: none"> <li>Awards Dinner</li> </ul>
Sunday	Morning		<ul style="list-style-type: none"> <li>Social Outing, Tour, etc.</li> </ul>
	Afternoon		<ul style="list-style-type: none"> <li>Teams Leave</li> </ul>



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### NATIONAL / INTERNATIONAL ELIGIBILITY CHART

#### Rally Eligibility Requirements

##### Membership

**National** Active

**International** Active

##### Age

Rider minimum age 13 years old prior to Jan. 1 of the competition year. Groom/Captain minimum age 13 years old prior to Jan. 1 of the competition year.

**National**

**International** 17-21

##### Rating

Non-riders must have achieved D2 before applying. Riders must have achieved C before applying.

**National**

**International** B - Training

##### Qualifying Period

**National** Within the last two years

**International** 2 years

##### # and type of Qualifiers

All Riders must have successfully completed at least one cross country course at a Pony Club Rally or a recognized event at a level equal to or above the Division which they are entering within the two years prior to the Rally.

**National**

**International** Regionals or Horse Trials at Training and Show Jumping at 3'6

##### Verification of Results

PC Passport from Regionals or signed authorization from Certified Coach

**National**

**International** PC Passport or results sheet from Nationals



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### Min Performance

**National** Must have successfully completed an Entry or Pre-Training level course within the last two years.

**International** Training level HT

### Required Documents

**National** Entry Forms

**International** National Package

### Signatures

**National** Regional Chair and Regional Rally Chair. Regional Chair will sign a general declaration that they are aware the member is applying for the event.

**International** Regional Chair, Regional Rally Chair, National Rally Chair

### Letters of Reference

**National** Three letters from individuals familiar with the requirements and the applicant (not a family member) e.g. DC, coach, competition official, examiner, addressing the following: Rider maturity, ability to take direction from a coach/chaperone other than their own, experience riding a horse unfamiliar to them in competition.

**International** DC, RC, Coach

### Medical Fitness

**National** If a member has an illness, injury or medical condition that may interfere with their ability to participate fully, a medical certificate may be required.

**International** If a member has an illness, injury or medical condition that may interfere with their ability to participate fully, a medical certificate may be required.



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### CPC GUIDE ON CONCUSSION IN OUR SPORT

CPC Risk Management Committee has reviewed the “Consensus Statement on Concussion in Sport 3<sup>rd</sup> International Conference on Concussion in Sport Held in Zurich, Nov 2008.”

After this review our recommendations to Organizers, Coaches and Parents are as follows:

1. If a rider has any blow to the head, face, neck or other part of the body that causes an impulsive force to the head, they should be screened for acute symptoms of concussion.
2. Symptoms to screen for include: loss of consciousness, seizure, amnesia, headache, pressure in head, neck pain, nausea or vomiting, dizziness, blurred vision, balance problems, sensitivity to light or noise, feeling slowed down or in a fog, “Don’t feel right”, difficulty concentrating or remembering, fatigue, confusion, drowsiness, emotional or irritable, sadness or anxiousness.
3. Any athlete with a suspected concussion should be immediately removed from riding, should not be left alone or allowed to drive, and should be referred for medical assessment.
4. Same day return to riding should only be allowed with medical clearance that there was not a concussion.
5. When a concussion is diagnosed CPC recommends that parents and coaches follow the Graduated Return to Riding Protocol (table 1) allowing at least 24 hours for each stage. This is adapted from the Consensus Return to Play Protocol and time frames may be extended for children under 10 where recovery can be more complicated.

**TABLE 1. Graduated Return to Riding Protocol.**

Rehabilitation Stage	Functional Exercise at Each Stage of Rehabilitation	Objective of Each Stage
1. No activity	Complete physical and cognitive rest	Recovery
2. Light aerobic exercise	Walking, swimming or stationary cycling keeping intensity <70% MPPHR; no resistance training	Increase HR
3. Sport-specific exercise	Light flat riding, walk/trot in controlled setting	Add movement
4. Non-contact training drills	Progression to more complex riding on flat	Exercise, coordination, and cognitive load
5. Full contact practice	Following medical clearance, participate in normal training activities (lessons and jumping)	Restore confidence and assess functional skills by coaching staff
6. Return to play	Normal competitive riding	

***THIS CHILD’S BRAIN IS MORE IMPORTANT THAN THIS COMPETITION, TEST, OR LESSON.***

This guide is to intend to support the existing rules regarding falls and shall not be used to overrule the decision of an official, examiner, instructor or safety officer to not allow a participant to continue.



## APPENDIX 1 - STABLE MANAGEMENT FORMS

The following stable management forms are not part of the formal rules.

**REGIONS** are permitted to modify these sheets for use in their Region.

They may be changed at any time by stable management judges, scorers, or other persons with the approval of the National Rally Chair.

This section contains:

1. Set up Day Worksheet
2. Dressage Day Worksheet
3. Vet Check Checklist
4. Dressage Tack and Turn Out Checklist
5. Cross Country Day Worksheet
6. Cross Country Tack and Turn Out Checklist
7. Recovery Station Checklist
8. Stadium Day Worksheet
9. Stadium Jumping Tack and Turn Out Checklist

These worksheets and checklists may be used by the stable management judges at all National Rallies and may be adjusted to be used at Regional Rallies.

## Appendix 2- Acceptance of Risk Form for Rallies

This form must be completed and signed by all competitors who have been eliminated due to being unseated and wish to continue the competition under the Pony Club "Worst Score Plus" System.

**REGIONS** must use this form for all Regional Rallies.

## Appendix 3 – Medical Armband Insert

## SET-UP DAY

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Person Responsible		Comments
Captain #	Tack Room cleanliness, function, necessary information posted, labelling of tack, numbers.	
Stable Manager #	Feed and stable tools. security, storage, cleanliness, labelling, safety.	
Team	Tack Repair, cleanliness, completeness.	
Stable Manager #	Postings. Feed charts, no smoking signs, emergency numbers, neatness, visibility, readability.	
Team	Stalls. Bedding, fittings, cleanliness.	
Team	Horse Groomed, comfort, safety.	
Team	Overall impression - team interaction and teamwork, correct barn attire, pins, numbers.	

10 Mark system.

If nothing is wrong, you must give 10 marks.

For the set-up day inspection, no marks shall be given, just comments to help the team improve their set up.

The whole team may be present for the first inspection. The time will be posted.

### Scale of Marking:

10 Excellent	7 Fairly Good	4 Insufficient	1 Very Bad
9 Very Good	6 Satisfactory	3 Fairly Bad	
8 Good	5 Sufficient	2 Bad	0 Not Executed

Remarks in first column are not absolute, but guidelines for both competitor and judges.  
(applies to all stable management assessment sheets)

## DRESSAGE DAY

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Person Responsible	Possible Marks	Mark Awarded		Comments
Rider # Horse	10 10		Vet Check Attire, presentation, cleanliness	
Rider # Horse	10 10		Vet Check Attire, presentation, cleanliness	
Stable Manager #	10		Feed Room. Stable tools, neatness, labelling, security, storage, safety	
Captain #	10		Inspection. - Tack room. Clean, neat, workmanlike.	
Stable Manger #	10		First aid kit. Horse & People. Knowledge of contents and uses.	
Captain #	10		First aid kit. Horse & People. Knowledge of contents and uses.	
Rider # Horse	10 10		Dressage turn out. Horse, rider, attire, cleanliness, correct equip.	
Rider # Horse	10 10		Dressage turn out. Horse, rider, attire, cleanliness, correct equip.	
Captain #	10		Deduct 1 point for each rider late for vet check, turn-out or dressage test.	
Stable Manager #	10		Inspection - stalls Clean, well bedded, water buckets full, hay nets/feed pans.	
Team	10		Overall impression. Positive attitude and interaction between team members, correct barn attire, proper footwear, conduct, numbers, pins.	

**VET CHECK/TROT UP**

<b>Rider #</b>									
Crest (left sleeve)									
P.C. pin									
Helmet									
Gloves									
Dressage Attire									
Whip									
Number									
Lead									
Trot on long rein									
Turn									
Total - 10									
<b>Horse</b>									
Bridle (clean, well fitted) - 3									
Clean, braided, feet oiled - 7									
Total - 10									

Please make note of any riders that are late for vet check.



## DRESSAGE TACK AND TURN OUT

<b>Rider #</b>									
Crest (left sleeve)									
P.C. pin									
Gloves									
Number									
Medical Armband									
Hair									
Jacket									
Boots									
Breeches									
Spurs, whip opt.									
Total - 10									
<b>Horse</b>									
Braiding									
Bridle									
Bit									
Saddle									
Numnah									
Hooves Oiled									
Sheath/Udder									
Dock									
Tail									
Horse (general)									
Total - 10									

Please make note of any riders late for tack and turn out.

## CROSS COUNTRY DAY

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Person Responsible	Possible Marks	Mark Awarded	Comments
Rider # Horse	10 10		Turn-out, neatness, correct attire. Correct, clean tack, safety, clean horse.
Rider # Horse	10 10		Turn-out, neatness, correct attire. Correct, clean tack, safety, clean horse.
Stable Manager #	10		Recovery station. Set up, organization, proper equipment
Captain #	10		Recovery station. Set up, organization, proper equipment
Stable Manager #	10		Cool out. Proper care of horse at vet check and during cool out.
Captain #	10		Cool out. Proper care of horse at vet check and during cool out.
Rider #	10		Cool out. Proper care of horse at vet check and during cool out.
Rider #	10		Cool out. Proper care of horse at vet check and during cool out.
Team	10		Working as a team, interaction, support.
Team	10		Care of horse upon return to stable.
Captain #	10		Feed and tack area. Neat, tack replaced.
Stable Manager #	10		Stalls. Horse comfort, cleanliness

10 Mark system.

If nothing is wrong, you must give 10 marks

## CROSS COUNTRY TACK AND TURN OUT

<b>Rider #</b>									
Long sleeved shirt									
Neat and tidy, hair tidy									
Gloves									
Whip and/or spurs									
Number									
Hair									
Helmet									
Boots									
Breeches									
Medical armband									
Total - 10									
<b>Horse</b>									
Bridle straps taped if necessary									
Bridle braided in									
Bit									
Saddle									
Numnah									
Tack clean & safe									
Horse clean									
Running mart. opt.									
No braiding									
Boots/bandages taped/sewn									
Total - 10									

Please make note of any riders late for tack and turn out.

## RECOVERY STATION CHECKLIST

Team numbers: Rider \_\_\_\_\_ Rider \_\_\_\_\_ Captain \_\_\_\_\_ Stable Manager \_\_\_\_\_

### Set-up (Captain 10, Stable Manager 10)

Neat
Well Organized

### Proper Equipment (check list)

Buckets	Coolers/blankets
Water	Grooming kit
Sponges/cloths	First aid kit
Halters	Lead Shanks

### Care of Horse (10 per rider, 10 for Captain, 10 for Stable Manager).

At the Vet following Phase D	Loosen noseband and girth
	Stand horse for vet
Cooling out procedure	Keeping moving
	Sponging
	Working together

## STADIUM DAY

Date: \_\_\_\_\_

Team: \_\_\_\_\_

Person Responsible	Possible Marks	Mark Awarded		Comments
Rider #	10		Turn out	
Horse #	10		Turn out.	
Rider #	10		Turn out.	
Horse #	10		Turn out.	
Stable Manger #	10		Stalls	
Captain #	10		Tack room	
Stable Manager #	10		Practical test	
Captain #	10		Written test.	

10 Mark system.

If nothing is wrong, you must give 10 marks

## STADIUM TACK AND TURN OUT

<b>Rider #</b>									
Crest (left sleeve)									
P.C. pin									
Gloves									
Whip/spurs									
Helmet									
Hair									
Jacket									
Boots									
Breeches									
Number/Medical Armband									
Total - 10									
<b>Horse</b>									
No braiding									
Bridle									
Bit									
Saddle									
Numnah									
Hooves oiled									
Sheath/udder									
Dock									
Tail									
Horse (general)									
Total - 10									

Please make note of any riders late for tack and turn out.

## SCORE SUMMARY SHEET

The actual score sheet for each day must be returned to the team as soon as judging is finished, and scores have been recorded on this sheet.

This sheet must be given to the Scorer so that the penalties may be added to the master score sheet.

Team \_\_\_\_\_

### Day 1 Set Up

Team Member	Number	Total Penalties
Rider		
Rider		
Captain		
Stable Manager		
Team		

### Day 2 Dressage

Team Member	Number	Total Penalties
Rider		
Rider		
Captain		
Stable Manager		
Team		

### Day 2 Cross Country

Team Member	Number	Total Penalties
Rider		
Rider		
Captain		
Stable Manager		
Team		

### Day 3 Stadium

Team Member	Number	Total Penalties
Rider		
Rider		
Captain		
Stable Manager		
Team		

## APPENDIX 2 - CANADIAN PONY CLUB ACCEPTANCE OF RISK FORM FOR RALLIES



### CANADIAN PONY CLUB National and Regional Rally Rules Acceptance of Risk Form for Rallies

Competition Name: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be completed and signed by all competitors who have been eliminated due to being unseated, and who wish to continue the competition under the Pony Club "Worst Score Plus" System.

These competitors must be examined by designated medical personnel and receive medical clearance before being allowed to continue.

In consideration for my continued participation in this Rally:

I AGREE that I voluntarily choose to continue to participate in this Rally.

BY SIGNING BELOW, I AGREE to be bound by all applicable rules. I have been checked by the competition medical personnel.

Rider: \_\_\_\_\_ Date: \_\_\_\_\_

Parent or Designated

Adult Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_

(Mandatory for all members under 18)

Coach / Trainer: \_\_\_\_\_ Signature: \_\_\_\_\_

(Optional)

I confirm that the above-named competitor has medical clearance to continue in the competition.

Medical Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

#### Competition Officials Approval


President of

Ground Jury: \_\_\_\_\_ Signature: \_\_\_\_\_

Technical Delegate: \_\_\_\_\_ Signature: \_\_\_\_\_

Please attach this form to the incident report and send to the National Office.



 <p><b>Canadian Pony Club Medical Card</b></p> <p><b>Date:</b> _____                  Full Name of Rider: _____                  Date of Birth: _____  <small style="margin-left: 100px;">d m y</small>                  Permanent Address: _____                  _____                  Postal Code: _____                  Tel. #: _____                  Cell #: _____</p>	<p><b>Emergency Contact:</b>                  Name: _____                  Relationship: _____                  Address: _____                  _____                  Tel. #: _____                  Cell #: _____                  Alternate Contact: _____                  _____                  Cell #: _____</p> <p><b>Horse Trailer Details</b>                  Make: _____                  Model: _____                  Colour: _____                  License #: _____ Prov: _____</p>	<p><b>Personal Information:</b>                  Health card# and prov. _____                  _____</p> <p><b>Physician Information:</b>                  Name: _____                  Address: _____                  _____                  _____                  Tel. #: _____</p> <p><b>Allergies: Please Specify</b>  <input type="checkbox"/> Drug <input type="checkbox"/> Food <input type="checkbox"/> Environment                  _____                  _____                  _____</p>	<p><b>Medications: Specify all current medications:</b>                  _____                  _____                  _____                  _____</p> <p><b>Record details of any allergies to medicines:</b>                  _____                  _____                  _____                  _____                  _____</p>																																																																																	
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Name \_\_\_\_\_

Rider/Stable Manager \_\_\_\_\_

**National Rally \_\_\_\_\_, \_\_\_\_\_**

Held at \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*National Rally Chair  
Canadian Pony Club*

\_\_\_\_\_  
*Rally Coordinator 201  
(Region)*