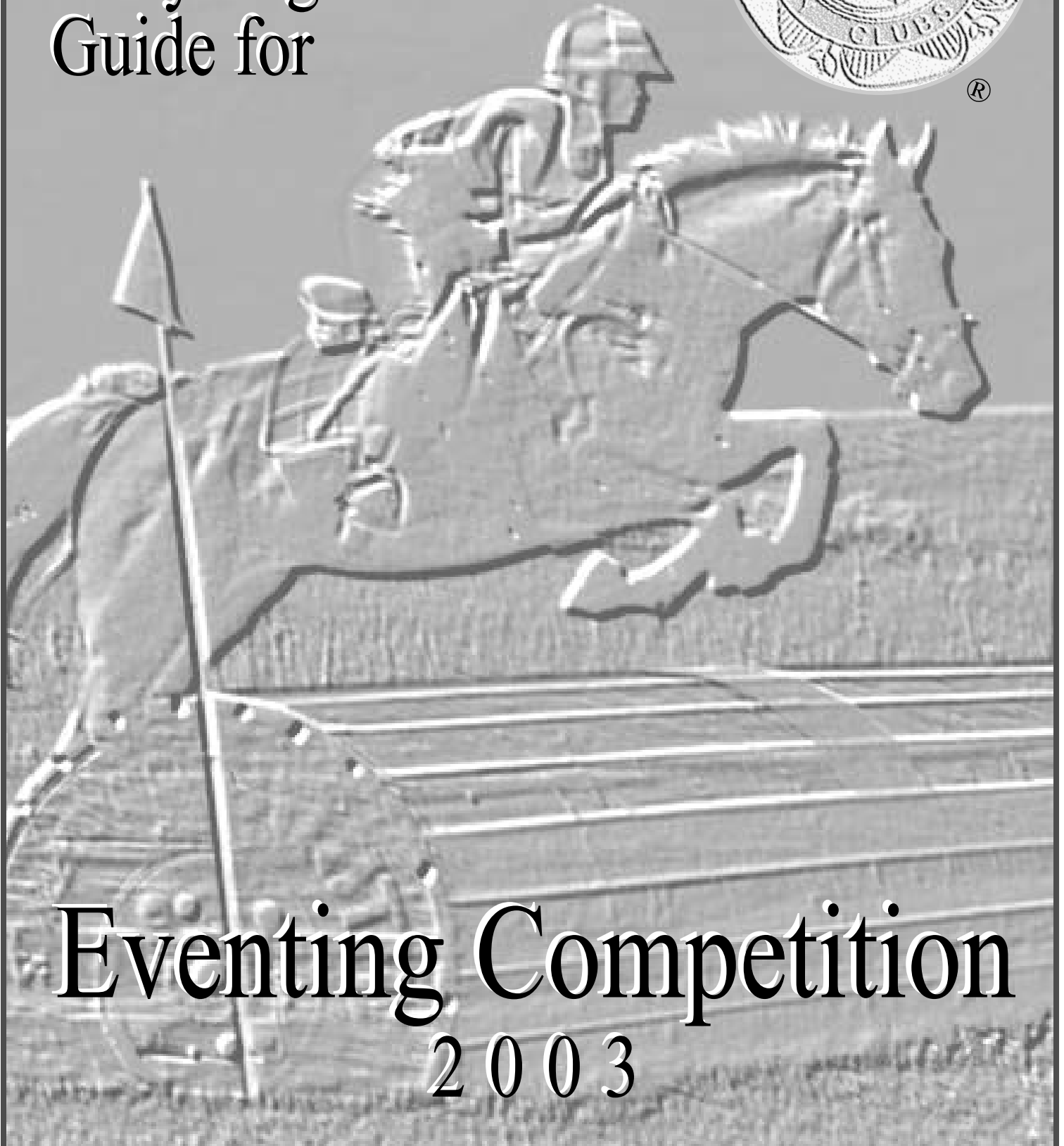


USPC[®]

Rally Organizer's Guide for



Eventing Competition

2003

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Table of Contents

	SECTIONS	PAGE
INTRODUCTION		
Planning Eventing Rallies for the Region	A	.3
JOB DESCRIPTIONS		
Organizer	B	.6
Secretary	C	.12
Treasurer	D	.17
Grounds Chairman	E	.18
Stabling Chairman	F	.21
Hospitality Chairman	G	.24
Communications Chairman / Announcer	H	.27
Scorer	I	.31
Dressage Chairman	J	.33
Dressage Warm-up Steward	K	.36
Cross-Country Chairman	L	.37
Fence Judge Coordinator	M	.41
Cross-country & Stadium Jumping Warm-up Steward	N	.43
Stadium Jumping Chairman	O	.44
Written Test Chairman	P	.47
Awards / Parade of Teams Chairman	Q	.49
	APPENDIX	PAGE
APPENDICES		
Rally Budget	.1	.50
Letter of Acknowledgment of Contribution	.2	.51
Reimbursement Voucher	.3	.52
Rally Announcement	.4	.53
Rally Invitation	.5	.55
Team Entry Form	.6	.58
Individual Entry Form	.7	.59
Scheduling Formal Inspection and Dressage	.8	.60
Rally Program (includes Order of Go)	.9	.61
Timing Cross-Country at an Eventing Rally	.10	.67
Stadium Jumping Judges' Folder	.11	.69

Introduction

INTRODUCTION

The core activity of Pony Club is based on the instruction of riding on the flat, riding over fences and in the open. Eventing embodies these three disciplines – and more – than any other, tests the training and skills of horse and rider.

USPC Eventing rallies provide a stage for Pony Club members to demonstrate the knowledge and skills they have acquired through Pony Club instruction as they compete on teams with minimal adult assistance. You, as Organizer of an Eventing Rally, will set this stage.

These notes are intended as a guide to help you. They have been prepared to lead the Organizer safely through his / her first rally and to furnish guidelines for inexperienced volunteers who may be filling the necessary supporting roles. Adjust them to suit your rally and rally personnel. Many of these jobs may be combined and done by one person at a small rally, especially at the D level. At a very large rally, you may want to divide them again – whatever works for you. Remember, though, all jobs must be done at all rallies, and it is up to the Organizer to see that they are completed in a timely, economical way.

Rallies should not be elaborate productions and above all, should not be expensive. Keep in mind that all costs are passed on to competitors in entry fees. Volunteers should be responsible for their own food and drink, but cold water should always be available for all. ***Rallies should not be fund raisers.***

Your motto should be: Keep it simple, keep it safe, make it a **learning experience.**

Materials you will need to help you achieve this are current copies of the following:

- USPC Eventing Organizer’s Kit (includes all necessary forms and score sheets to be duplicated)
- *USPC Rules for Eventing Rallies (Eventing Rulebook)*
- *USPC Horse Management Handbook and Rules for Competitions*
- “USPC Annual Eventing Newsletter”
- The “USPC Eventing Rally Organizer’s Check List” (included in the kit) is a quick reference to keep you on track. Keep it handy and refer to it often.

All of the above materials are available at the USPC National Office **and online at www.ponyclub.org**. Become thoroughly familiar with them as well as your own region’s rally policies.

Section A: Planning Eventing Rallies for the Region

PLANNING EVENTING RALLIES FOR THE REGION

A Pony Club Eventing Rally is a team competition of three distinct mounted tests, during which a competitor rides the same horse throughout, namely:

- Dressage
- Cross-Country (XC)
- Stadium Jumping (SJ)

In addition, the competitor shall demonstrate knowledge appropriate to his / her rating in the following two unmounted phases:

- Horse Management (HM)
- Written Test (WT)

Competition may be offered at D, Beginner Novice, Novice, Training and Preliminary levels for properly qualified competitors. National Championships are held at the Novice, Training and Preliminary Levels. (See current *USPC Rules for Eventing Rallies*.) Rallies may be run over one, two, or three days. The usual order of the riding Tests is Dressage, Cross-Country, Stadium Jumping, but riding tests could be altered to Dressage, Stadium Jumping and Cross-Country.

The Regional Supervisor (RS) should seek out possible sites and Organizers for Regional Eventing Rallies a full year in advance. The sites*, dates, and Organizers or Organizing clubs should be firmly established at the Regional Fall Planning Meeting. ***(Some sites may need to be booked earlier).**

An ideal Eventing Rally mix will include several small inter- or intra-club D Rallies, including a D1 rally, a mixed D level rally, a D-3 and Beginner Novice rally and a Regional Rally with a qualifying Novice, Training, and Preliminary divisions. Any reasonable combination is acceptable. See current *USPC Rules for Eventing Rallies (Eventing Rulebook)*.

The newest Pony Club parents have heard of and want their children to attend a “D Rally”, and may be its Organizers. The spectrum of D-level Eventing Rallies covers a greater number of Pony Club members than any other competition USPC offers, except for Quiz, and should be as well-organized as the qualifying Training and Preliminary Rallies. This is where Pony Club teamwork – the essence of Pony Club is learned.

These guidelines may seem complex for a D Rally, but if carefully read and digested, will answer many questions before they become problems.

As stated several times elsewhere, adjust the guidelines to suit the rally, but do not ignore or bend the rules at any rally. Rallies are competitions, not schoolings, and must be treated as such.

While it is important to have strong leadership, major responsibilities at a Novice / Training / Preliminary Regional Rally should be shared among several clubs, (possibly different ones each year and probably a different Organizing Club each year), so that numerous people in the region are familiar with organizing Eventing Rallies. Otherwise, if a core club “burns out,” it will be difficult to replace its leadership.

TYPICAL SCHEDULE FOR AN EVENTING RALLY

- Official “Grounds Opening” (earliest time teams may arrive **and begin setup – packets should be ready at this time**).
- Official “Rally Opening” / Initial Briefing (teams **must** pick up packets and start setting up **if they have not yet done so**)
- Hours each day at which “Stables Open” and “Stables Close” (multi-day rallies only)
- Hour at which “Stables Open to Visitors”
- Jog Out (not required at D Rallies but may be held)
- Briefing by Judges / Officials
- Formal Inspection
- Dressage Test
- Written Test
- Cross-Country Briefing
- Cross-Country Course Walk
- Safety Check
- Cross-Country Test
- Vet Check
- Turn Back (not required at D Rallies but may be held)
- Safety Check
- Stadium Jumping Test
- Final Critique
- Awards / Parade of Teams
- HORSE MANAGEMENT JUDGING CONTINUES THROUGHOUT THE COMPETITION.
- The above order of the elements of a rally is not absolute. Briefings / critiques, Jog Outs and Turn Backs may be more / less than above and at different intervals during the rally as the Organizer / Ground Jury / Technical Delegate (TD) deem necessary. The Written Test may be given at any convenient time.

SITE REQUIREMENTS

Before undertaking any Eventing Rally, be sure everyone concerned understands that it should be safe, educational, and fun. Good organization and smooth operation are essential. Be sure suitable areas are available on site for all activities listed below.

Section A: Planning Eventing Rallies for the Region

1. **JOG-OUT AREA** (if necessary) should be a flat area near stabling or trailer parking. A grassy strip, well packed gravel or paved driveway providing a smooth surface is ideal. Check with Chief Horse Management Judge and Vet for suitability.
2. **FORMAL INSPECTION** (FI) should be held close to the stabling area and form part of a natural flow toward Warm-up and then the Dressage arena.
 - **FORMAL INSPECTION WAITING AREA** should have adequate space for four horses.
 - **FORMAL INSPECTION AREA(S)** Each area should be about 18 feet square to allow horse, competitor, and Horse Management (HM) Judges to move around safely. It should be roped off or otherwise very clearly designated and separated from the public.
3. **DRESSAGE:** The Dressage area should be away from any jumping phase, stabling, parking, loading areas or food booths.
 - **WARM-UP AREA** is ideally at least an acre (large enough for trotting, cantering, and longeing) and should be close enough to arenas to facilitate continuous flow. Water for humans should always be available in this area.
 - **DRESSAGE ARENAS:** Small – 20 m x 40 m; Standard – 20 m x 60 m (dressage test used will determine size)

This area should be as flat as possible and free from ridges, furrows, and rocks. A minimum of 15m.(50') should be marked off with surveyor's tape around each arena as off limits to photographers, spectators, and uninvolved officials. If the site permits, the entire area can be roped off so that competitors / stewards / judges are the only people permitted inside.
4. **CROSS-COUNTRY** (An experienced course advisor is essential).
 - **SAFETY CHECK AREA** – should be about the same size and marked off in the same way as the FI area (see above) and must be clear of the start of XC.
 - **WARM-UP AREA** – is ideally at least an acre (depending on number and level of riders) with flagged practice fences. See current *USPC Rules for Eventing Rallies* for specific requirements.
 - **COURSE REQUIREMENTS:** The terrain should be open fields and / or well-cleared trails. All obstacles should be readily accessible to repair or rescue vehicles.
 - D-1 rallies are not required to include a Cross-Country course in the open.

A safe option is a small obstacle course or bending poles in an enclosed area.
 - D-2 courses should be in a relatively confined area.
 - See current *Eventing Rulebook* for actual specifications for all levels.
 - **VET CHECK AREA** should be marked off in the same way as FI and Safety Check areas and must be clear of the XC finish. Water should be available for humans in this area.
5. **STADIUM JUMPING** (A course designer is essential).
 - **SAFETY CHECK AREA** Same requirements as XC above. Must not interfere with start of SJ.
 - **WARM-UP AREA** requires about the same as XC above. Water should be available for humans in this area.
 - **STADIUM JUMPING ARENA** should be enclosed, at least 80 m x 80 m of flat or gently rolling ground and may contain a tree or two.
6. **PARKING**
 - **VANS AND TRAILERS.** Trailers from which teams at one-day competitions are working should be parked separately from other vehicles; room must be allowed for rider and horse to move about. If teams are working out of stalls, vans and trailers should be parked out of the stabling area, unless needed as tack or feed rooms. Minimum spaces per vehicle are:
 - Vans – 20' x 40'.
 - Two-horse trailers – 14' x 26'.
 - Four-horse trailers – 14' x 40'.
 - **VEHICLES OF SPECTATORS, COMPETITORS, PARENTS, AND FRIENDS** must be parked out of the stable area and away from competition areas. Allow 14' x 25' per car.
 - **THE ORGANIZER, SECRETARY, TECHNICAL DELEGATE (TD) AND PRESIDENT OF THE GROUND JURY** should be able to park close to Rally Headquarters to be readily available when needed. (For HM Judges' parking see "Stabling" below).
 - **EMERGENCY VEHICLES** should be parked where they are readily available to medical personnel. Their exit must not be blocked by another vehicle.
7. **STABLING**
 - **STABLES**
 - Permanent, if available, are preferred.
 - Tents and temporary stalls are very expensive and are seldom used for rallies.
 - **PARKING:** Allow parking spaces for some Horse Management Judges, plus space for farriers' and veterinarians' vehicles, with room to maneuver.
 - **LOADING AND UNLOADING** Designate an area easily accessible to stalls to be available before and after the Rally.

Section A: Planning Eventing Rallies for the Region

8. HEADQUARTERS / INFO / ANNOUNCING / SCORING / HM / MEDICAL

- RALLY HEADQUARTERS (work area for Organizer and Secretary and Chairmen) needs to be central to the competitors and Horse Management; a stall in the stable area is a good place for this vital center. This area needs privacy, and should NOT be combined with the Information Center, for much of the next-phase assembly / storage, meetings of officials an Inquiries / Protests hearings are held here.
- INFORMATION CENTER should be central to spectators, and close to the Announcer. Team packets are usually distributed here. This should not be combined with the Rally Headquarters.
- ANNOUNCER'S BOOTH or vehicle (May be Control Center at a large rally) Should be near Information Booth, and is sometimes combined with it. Amplifiers and microphones must be protected from direct sunlight, rain and snow. Sometimes moves to become Control Center for Cross-Country and to the Stadium Jumping location for that phase.
- SCORERS' OFFICE or vehicle (separate and protected from interruption): MARK IT "PRIVATE"!
- SCORE BOARD should be way from Scorers' room, near Announcer and Information Center. Place a second board in stable area for posting scores for competitors' review during the 30-minute protest period.
- HORSE MANAGEMENT OFFICE – Usually a stall in the stabling area. Needs table and chairs just as other offices. Ask Chief HM Judge for other requirements. (May also need a separate Stable Office for sale of hay, grain, etc. that is NOT HM Judges' job!)
- MEDICAL EMERGENCY OFFICE / AREA / TENT – Plan this with local EMTs, ambulance service, etc. Will need chairs and a table; a cot would be useful. Place in the shade, please!

9. EATING FACILITIES

- FOOD BOOTH – either professionally or club / region-catered is always welcome.
- COMPETITORS AND CHAPERONES
 - Place for tent with caterer, volunteer or professional, if food is being supplied in this way.
 - Place to pick up box lunches, catered or volunteer, or any other delivered meals.
 - Place for cold water for humans in the barn area.
- JUDGES AND OFFICIALS – as for competitors, but at a distance from them. The Hospitality Chairman should take special care of the Judges' and Officials' meals. Water and / or cool drinks should also be available at all times.

- PARENTS AND OTHERS – provide list of available facilities and directions.

10. WRITTEN TEST

- QUIET ROOM, TENT OR SHADY AREA (ideally with tables / chairs) is necessary. May also be just a COOL PLACE under a tree where teams may sit on the ground, away from the hubbub of the rally, with magazines (rather than clipboards) to back up test sheets.
- A SEPARATE PLACE, ROOM OR TENT for Written Test Scorers, who are part of the Written Test group, not the Rally Scorers.

11. HOSPITALITY

- JUDGES, CHAPERONES, PARENTS, AND OFFICIALS. A general gathering place with refreshments for adults is pleasant but not essential.
- COMPETITORS. At a two or three-day competition, a tent or hall for a competitors' party in the evening following Cross-Country may be necessary.

12. TOILETS

- SITES FOR PORTABLE TOILETS may not be necessary if the facility you have chosen has suitable permanent ones for your use. Check before ordering portables.

13. TELEPHONES

- If a telephone is not available for your use on the grounds, arrangements must be made to have a cellular phone available at all times.

Section B: Eventing Rally Organizer

EVENTING RALLY ORGANIZER

JOB DESCRIPTION: The Eventing Rally Organizer is the overall director of the rally from the day of initial preparation to the final Wrap-up Meeting. The person filling this position should be not only well-organized and a self-starter, but also friendly, diplomatic and able to delegate jobs.

IMPORTANT: The Organizer must have a copy of and be familiar with the current *USPC Rules for Eventing Rallies (Eventing Rulebook)* and the *USPC Horse Management Handbook* so that the rally preparations comply with those rules and standards. During the Rally the officials will provide technical expertise. During the months of preparation the Organizer must be able to monitor and provide guidance to the various Chairmen based on the USPC rules.

Ask your Regional Supervisor or a District Commissioner (DC) for a copy of the “USPC Eventing Annual Newsletter.” Eventing Rule changes, special USPC rally information, Dressage tests for Eventing, and qualifying information are included in this newsletter, which is usually distributed each spring.

At a Regional Rally, this position is ideally not filled by the Regional Supervisor (RS); the neutral authority that the RS must sometimes assert would be negated, as would his / her inherent position of regional host to the parents and other spectators. It is also often difficult for a DC to be an Organizer; the DC’s first responsibility is preparing club team(s) for the rally, at just the time the Organizer is busiest. Of course there are exceptions; common sense and local circumstances must prevail, but do look elsewhere first! An interested, organized parent is a good possibility. It helps if he / she is a horseperson and familiar with Pony Club Eventing.

The overall planning of the rally rests with the Organizer. A Co-Organizer or an Organizing Committee may also be selected to assist him / her. Although the Organizer is still in charge of the rally, he / she must work closely with the Regional Supervisor, with whom the ultimate responsibility for all regional rallies lies. The RS will probably need to sign all official contracts. Check your own region’s policy with your RS.

The Organizer must assign jobs and check to make sure they are done. Key personnel (Secretary, Treasurer and all Chairmen) must be carefully selected and monitored. They must be dependable in making preparations that are correct, complete and on schedule. These persons need not be from the same (local) club.

Asking each club in the region to be responsible for a section of this guide is a good way to distribute the workload of running a Regional Rally. This will help keep this important rally sustainable should the site change or personnel burn out.

Job descriptions and time frames in this book may be changed to suit the rally. The assignment of duties is sometimes arbitrary and is therefore included in more than one job description. Please compare them carefully and edit as necessary. Beware of overlapping duties, while making sure that no task is overlooked.

We suggest that you copy the respective notes for each Chairman and Staff Member (Secretary, Treasurer., Scorer, etc.) with your own adjustments and present to each to use as a manual. Include some blank pages for notes. Ask that accurate records be kept, with comments throughout the rally preparation, for a final report and critique.

USPC policy declares that “rallies are not fund raisers” and are therefore run on a break-even basis. The RS (and / or his or her assignee) and Regional Treasurer should review the budget of all regional rallies, including those for Ds. **Learn and follow your region’s rally budget review, rally refund and rally cancellation policies.**

Financing the rally may be the responsibility of the host club (small inter or intra-club rally and almost all D rallies), or the region. **Again, check regional policy. Draw the budget carefully. (See Appendix of this guide for Rally Budget Form).**

All costs are reflected in charges to competitors, so the entry fee must be kept to a minimum. The more equipment and services donated the better. If other regions are to be included will they share some responsibilities? If so, will they be major or minor? Or will the region simply invite neighboring regions, slightly increasing the entry fees (to cover mailing costs) to visiting regions’ Pony Club members?

Good communication is vital and must be maintained throughout the rally preparation. Keep your Regional Supervisor (who is ultimately responsible for all regional competitions) well informed.

Yours is a big job, but the following will help to ease the load:

Start planning early.

- Delegate jobs. Copy each Chairman’s job description in this guide and give it to the person filling this job
- Ask that all Staff / Chairmen attend organizational meetings.
- Guide and encourage your volunteers. Keep them informed and be readily available to them for advice and direction, but let them do their jobs!
- Keep a positive attitude and a sense of humor. Remember, a smile will accomplish more than a frown.
- Don’t be afraid to ask for advice – your RS, last year’s Organizer, knowledgeable local horsemen, and former RSs / DCs familiar with Eventing and the USPC (national) Eventing Committee are all available to help and support you.

Section B: Eventing Rally Organizer

- Use volunteers wisely. They are usually busy people. Don't waste their time or talents.
- Be sure to have an inclement weather plan for all sites as well as parking, stabling, etc.

NINE TO SIX MONTHS BEFORE RALLY:

Once the rally date, site and Organizer have been selected (this is usually done at the Fall Regional Meeting), the Organizer should begin to fill the positions outlined in the following chapters of this guide.

The Organizer may choose to do some of the jobs outlined him / herself, and sometimes one person may fill several positions at small rallies. However, in either case, exercise caution at a one-day rally or it may be dark before Stadium starts!

It is wise to line up all personnel early. Check with RS for regional policy as to who is responsible for selecting the officials and judges. This will vary from region to region, but the Organizer is responsible for seeing that they are confirmed.

1. **The Cross-Country (XC) Chairman and Course Advisor must be selected immediately and arrangements made to meet with them at the rally site. Cross-Country is the heart of all Eventing rallies. Thus this Chairman's task is one of the biggest and most important.** The Organizer must be thoroughly familiar with the Cross-Country Chairman's job description as outlined in this guide. The Organizer must interact closely with this Chairman as many of the final decisions will be the Organizer's responsibility.

If there are major cross-country course repairs or building to do, you will need a Course Designer and a Course Builder, whose schedules must be set up and closely monitored. It is important that these people are experienced in their jobs. Be sure all XC fences are accessible to emergency vehicles.

2. In addition to the Rally Secretary, Treasurer and Cross-Country Chairman, the Organizer must see that the following officials are immediately appointed (check with RS on regional policy for responsibility):

- Technical Delegate (TD)
- President of the Ground Jury (sometimes called Overall Judge – judges Dressage and Stadium Jumping)
- Be sure you follow the current Eventing Rulebook specifications for choosing the above two officials. All judges and officials **MUST** be familiar with current Pony Club Eventing Rallies and have copies of the current *Eventing Rulebook* and *Horse Management Handbook*.
- Cross-Country Course Advisor
- Cross-Country Course Designer (if necessary)
- Cross-Country Builder (if necessary)

- Chief Horse Management Judge and Assistants. The Chief must be appointed by your regional HMO. (Check regional policy on selection of Assistants).

3. Select all other Chairmen and Staff Members, which include:

- Grounds Chairman
- Hospitality Chairman
- Stabling Chairman
- Communications / Announcer
- Chief Scorer
- Fence Judge (FJ) Coordinator (this selection may be XC Chairman's job)
- Written Test (WT) Chairman
- Dressage Chairman
- Stadium Jumping (SJ) Chairman
- Awards / Parade of Teams Chairman

4. Select veterinarian, farrier, EMT and ambulance service. Probably none of them will commit this early, but you can get estimates of fees for the budget. For information on veterinarian, farrier, medical personnel, and emergency vehicle, see "Uniform Officiation Rules" in the current *USPC Rules for Rallies*.

For information on the veterinarian at the end of Cross-Country (this is NOT the same as the vet on call or on grounds). See "Veterinarians" in the current *USPC Rules for Eventing Rallies*.

5. The following officials need not be chosen immediately, but it is not too early to think about appropriate people who live nearby and might be willing to fill these slots.

- Second Dressage Judge if needed (wait for actual entries).
- 3rd member of Ground Jury (if not 2nd Dressage Judge).
- 3-member Appeal Committee, NOT USED FOR D RALLIES.

6. **See current Eventing Coaching Rules and Eventing Annual newsletter.**

7. All judges and officials should be confirmed in writing with the following clearly spelled out:

- Date(s) of rally
- Approximate arrival time (day of, day before, hour)
- Type of transportation (car, bus, train, plane)
- Fee (if any) and expenses to be paid, when, where, by whom
- Accommodations (Housing, if any, and specify meals included).
- Every judge and official should have a copy of or access to the current *Eventing Rulebook* and

Section B: Eventing Rally Organizer

8. Contact USPC about insurance for the rally. A ‘List of Locations and Landowners’ (\$10 in 2003) agreement will be needed for EACH landowner over whose land the rally is run. These may be purchased from USPC National Office. Some landowners will also want a Certificate of Insurance. This comes directly from the insurance company at no charge. *There is no need for additional coverage for non-Pony Club members at a rally at any level, for all the competitors must be Pony Club members in local and national good standing.*
9. You and the Chairmen should now have good estimates of fees and expenses for the rally. With the Treasurer, establish a budget to present to RS and / or regional Rally Coordinator. Using your own estimate of teams, set tentative entry fee; get approval of RS.

SIX TO THREE MONTHS BEFORE RALLY:

1. Choose Dressage Test(s) to be ridden at each level. This should not be done until after the annual “USPC Eventing Annual Newsletter” comes out (usually in March or April), but MUST be done before the first rally announcement goes out. If this newsletter is not out in time for your rally announcement, call the Chairman of the Eventing Committee, NOT the Dressage Committee Chairman, for the current year’s USPC Eventing Dressage Tests.

This is an especially important choice if the rally is allowing teams of mixed levels, i.e., D-2s, D-3s, riding on the same team. There is usually a common test for these levels; choosing that test simplifies scheduling and scoring.

2. Develop an overall site plan with Course Advisor, Grounds and Stabling Chairmen, and any other Chairmen who may be helpful. Include Rally Headquarters, Information Center, Scorers’ Office, HM Office, Emergency Area, Farrier’s area, parking, stabling, areas for Dressage, Cross-Country, Stadium Jumping and their Warm-up areas, Cool-out area for Cross Country

IMPORTANT: Careful siting of the above mentioned Rally Headquarters, the Information Center and the Scorers’ Office is essential to a well run rally.

Rally Headquarters is where all the behind-the-scenes work for the next phase will take place. It is also an obvious meeting place for Judges / Officials, and a place for hearing Inquiries and Protests. Therefore, it must be placed where there can be some privacy – certainly not in the mainstream of the rally, near the Announcer, Scorers or Information Center.

The Information Center is the center of the rally for DCs, parents and other spectators. If there are no radios at a small D Rally, it will need to be near or with the Announcer. Team packets are usually distributed here.

Scorers’ Office must not be in the flow of rally traffic, an Officials’ assembly area nor a place for hearing Inquiries or Protests. It should be marked “OFF LIMITS” to all except for officials’ information.

4. Develop a Human and Equine Emergency plan for the rally. Learn most direct route to nearest hospital / emergency center.
5. Set up a calendar of dates for:
 - Review of Rally Announcement w/Secretary and RS.
 - Rally Closing Date
 - Review of Rally Invitation and Entry Forms with Secretary and RS
 - Deadlines for Chairmen
 - TD visits
 - Construction materials for XC and SJ
 - USPC Eventing Rulebooks, USPC Eventing Organizer’s Kit (includes scoresheets)
 - Ribbons, awards (check w/Awards Chairman)
 - Meetings with Chairmen, Course Advisor / Designer / Builder, landowner
 - Calls to clubs for estimates of teams

KEEP UPDATING THIS CALENDAR.

6. Call and chair meetings.
7. Contact (or see that the appropriate person has done so) and contract (RS may need to sign) for:
 - Food booth (if club, get commitment may be Hospitality’s responsibility)
 - Portable toilets (or be sure Grounds handles this)
 - PA system (if Announcer is not responsible)
 - FM or CB radios for Cross-Country (ditto above)
 - Telephone, if not already on grounds, or cellular telephone.
 - EMT and Ambulance service.
 - Vets
 - a) On call
 - b) Jog-out(when applicable)
 - c) End of XC

Section B: Eventing Rally Organizer

TWO MONTHS TO TWO WEEKS BEFORE RALLY:

1. Two months before rally, locate
 - **USPC Eventing-knowledgeable horsepersons** to be Warm-up Stewards for the three riding phases.
 - A coach to walk the XC and SJ courses with teams needing a coach.
 - **Be sure the above understand their jobs.** (*See Eventing Rulebook and job descriptions for Warm-up Steward for dressage and jumping phases in this guide.*)
2. After first Rally Announcement has been sent out, call clubs for estimate of teams. Discuss result with RS and / or Rally Coordinator. Adjustments in facilities, personnel and entry fees may be necessary.
3. Inspect rally site and facilities with Chairmen and prepare for TD's Pre-Rally Visit. Use your Rally Checklist. If Cross Country is off-site, two (2) sets of Medical Releases will be needed; one for Stable area and another for Cross Country area. Remember to include this information / request in the Rally Invitation.
4. About six weeks before rally, when TD makes his Pre-Rally Visit, ask the Chairmen for Dressage, Cross-Country and Stadium Jumping, the Course Advisor and the Course Builder to be present if at all possible.
5. Be prepared to make changes according to the TD's requests so that the rally is in order for his / her inspection just before the competition.
6. Get commitments from members of the Appeal Committee. See *Eventing Rulebook* for eligibility. Be sure they have copies of or access to current copies of the *Eventing Rulebook* and the *Horse Management Handbook*.
7. *One month to two weeks before rally*, confirm:
 - All key personnel commitments. Check on their personnel commitments. Ask Secretary to help if necessary.
 - With Stabling Chairman that all stabling and HM arrangements are in order, especially if using temporary stabling.
 - With Hospitality Chairman that all arrangements for housing and meals are in order.
 - EMT and Emergency Vehicles (human and equine).
 - Vets and Farrier, where, when and if applicable.
 - That all XC fences are accessible to emergency vehicles.

AFTER CLOSING DATE (*usually 2 weeks before rally*):

1. Learn number of teams entered and decide:

- Whether you have enough teams to meet budget. If not, where can you cut? If too few and you must cancel, **CONTACT RS AT ONCE.** (What is regional policy?)
 - Whether a second Dressage Judge is needed. If so, he / she is the third member of the Ground Jury. If not, appoint third member now. See *Eventing Rulebook* for eligibility.
 - Be sure this member has a copy of the *Eventing Rulebook* and *Horse Management Handbook* NOW – not as he / she arrives at the rally.
 - If additional stabling is needed.
 - If additional ribbons / awards are needed.
 - Confirm previously appointed Appeal Committee.
2. With Secretary, draw for Team Order-of-Go. Teams will ride in this order and must be so listed in the Program. (Since going first, last and in the middle each carry some advantages and disadvantages, it is important that teams NOT be listed in alphabetical order, as this would tend to freeze their position in one or another of the above categories. This is so at all rallies,(including D Rallies, not just upper-level Eventing.) If a club / region sends more than one team, some adjustments may have to be made; the teams may be sharing some supplies and therefore cannot ride consecutively.
 3. Allow plenty of time for uninterrupted work with the Secretary to prepare Order of Go for:
 - Dressage (may also include Formal Inspection (FI) times or may advise "FI begins 1 hr. prior to Dressage rides").
 - Cross-Country. (Be sure to allow time between divisions for Fence Judges(FJs) to change fences).
 - Tentative Stadium Jumping (SJ) starting time.
(See examples of Order of Go for Phases in Appendix of this book.)

Be sure lots of extra copies of Order of Go for Phases are made. THIS IS THE MOST IMPORTANT PAPERWORK AT ANY RALLY. BE SURE IT IS ACCURATE; THIS MAY MEAN CORRECTING AND DUPLICATING AT THE VERY LAST MINUTE. TRY TO HAVE A COPIER ON THE GROUNDS. Copies of the Order of Go are needed for the teams, judge(s), TD, Warm-up and Collecting Stewards, the Timers, the Announcer, bulletin boards, and should be available in the Information Center.
 4. Check with the Hospitality Chairman to see that all arrangements for transportation, housing and meals for officials are complete. Ask Secretary or Hospitality Chairman to call or write officials and judges to confirm where and by whom they will be met.

Section B: Eventing Rally Organizer

5. Determine who is doing the Program and what will be included. It is usually done by the Secretary. If not, the person responsible must rely on the Secretary for accurate information, for much of the program must be done as close to the date of the rally as possible. (See Appendix for example.)

ONE WEEK TO ONE DAY BEFORE RALLY:

1. Check with all Chairmen to be sure their jobs are nearing completion. Ask for details.
2. Accompany TD on his final inspection prior to competition; include appropriate Chairmen. Carry out any corrections / instructions / requests promptly.
3. After final Cross-Country course inspection and distance, speed, Optimum Time and Time Limit are approved by Technical Delegate and President of the Ground Jury, print maps and put in Team Packets (sometimes early the day of rally). Make lots of extra copies to post and to give to officials.
4. Stadium Jumping course design is often reviewed at the same time the Cross-Country course is inspected. It is not approved until set.

After the SJ course has been set, wheeled, and approved by the TD and President of the Ground Jury and distance, speed, Optimum Time and Time Limit figured, prepare a course map to post and a smaller one for the Judge's folder. These maps are usually done the day of the rally. Do not post until course is open to walk.

5. Check that Communications Chairman has set up PA system and radios are charging or have new batteries, so that all will be ready for early announcements and communication.
6. Be sure signs to rally site are either up or ready to go up the day of rally. Check w/Grounds.
7. Ascertain from Secretary that Team Packets, and Packets and boxes for Chairmen / Staff / Officials and Judges, are either on-site or will be there at the crack of dawn the day of rally.

DAY OF RALLY:

1. Arrive early. Pick up your radio. Check it out at once with the Rally Secretary, Announcer, Information Center and Stabling area. Greet each Chairman / Staff Member / Official / Judge as he / she arrives. If possible, welcome them with juice / coffee / tea / donuts.
2. Meet with all Judges (including HM) and Officials as a group. Introduce yourself and the rest of the Rally Staff and / or Organizing Committee. Be sure everyone has a program which lists all Chairmen. Go over the schedule and location of the important areas and key people. This list should include the following:
 - Secretary and Announcer
 - Medical and Equine Emergency Plans, personnel, and supplies
 - Map of site, including all key areas
 - Areas for Vet and Farrier, if appropriate
 - All bulletin boards
 - Scoreboards
 - Food and drink arrangements
 - Toilets
 - Telephone
 - Extra supplies – where and who to contact
 - Allowed riding areas (outside of competition at multi-day rallies only)
3. Establish Official Time, set Official Clock and place it near Announcer's Booth. Ask him / her to announce Official Time as soon as any teams arrive, which must be at or after "Grounds Open" – not before – as stated in Rally Announcement and / or Rally Invitation.

Teams usually pick up their packets just after Official Rally Opening / Initial Briefing, which has also been announced in rally mailings.
4. Every effort should be made to start on time and stay on time! Attend scheduled teams' Initial Briefing. Welcome teams and introduce yourself. If you have any instructions, changes, etc. in the site, stables, etc., make those announcements, or ask the Chairmen most familiar with them to do so. Introduce Judges and TD and turn Briefing over to them.
5. Be present at the beginning of every phase to be sure everything is running smoothly. Stay in contact with all phase Chairmen to be sure all positions are covered by designated personnel.
6. Keep the Secretary informed of any schedule changes (he / she can notify Announcer, if appropriate). Be sure the Secretary knows where you are at all times!

Section B: Eventing Rally Organizer

7. Before Cross-Country

- Be sure emergency medical personnel either have the folder of alphabetically filed Medical Releases or know exactly where it is. With the Secretary at the Start Box is an obvious place to leave it – NOT in an office back at the barns!
 - If XC is off-site, two (2) sets of Medical Releases will be needed; one for Stable area and another for XC area. Be sure both sets are alphabetized and in place.
 - Also be sure the emergency medical vehicle has keys in the ignition and a map of the course with access routes marked. A person familiar with the grounds and the cross-country course should be stationed with this vehicle. If possible, in advance of the rally drive the EMT around the XC course; discuss access.
8. Plan to be present at the Awards Ceremony. Recognize and thank Staff, Chairmen and other volunteers as well as Officials / Judges at this ceremony.
 9. Thank everyone personally and profusely. Remind them of the Wrap-up Meeting date / time. Be sure everyone has either already submitted Reimbursement Vouchers or has the proper forms to do so promptly.

AFTER THE RALLY:

1. Be certain that the site is returned to its pre-rally condition or better. All Chairmen must understand their part in this. Ask them to inventory their equipment and submit lists of items for repair and replacement.
2. Consider hosting a pot-luck supper or barbecue after the last piece of equipment has been put away. Even a drink and some hot dogs shared after a successful rally is a treat!
3. Assist Secretary in getting all reports to USPC Eventing Committee Chairman and the Horse Management Committee ASAP. *Don't forget to send a copy of your rally scoresheets, with any changes your rally has made in format, to the current Chairman of the USPC Eventing Committee. They are a great help in planning revisions.*
4. Assist Treasurer in reconciling his / her figures in order to have a complete financial report for the Wrap up Meeting.
5. Chair the Wrap-up Meeting soon after the rally, within two weeks if possible. Collect the manuals from Chairmen, complete with their remarks and suggestions for next year.
6. File records, reports, manuals and inventories wherever your region requests, in preparation for next year!

Section C: Secretary

EVENTING RALLY SECRETARY

JOB DESCRIPTION: The Rally Secretary is as important to a well-run rally as the Organizer. The two are partners, the Organizer dealing with the overall organizational responsibilities, and the Secretary dealing with specific duties, such as correspondence, records, entries and communications within the rally personnel. However, the Secretary must remember that the Organizer is in charge and must approve all mailings and with the RS, make all decisions. The Secretary must keep the Organizer informed.

The person filling this position must be well-organized, pleasant, punctual and very familiar with USPC Eventing. He / she should also be easily accessible by telephone and work smoothly under pressure.

The Rally Secretary sets the tone for the Rally, for he / she makes the initial contact by sending out entries to clubs / regions. Although the Organizer, and in some cases the RS or his or her assignee and / or some other Pony Club Eventing-knowledgeable person, reviews and approves the information on the entry, the formatting, copying, assembling and mailing is done by the Secretary. A complete and clearly organized entry mailed in adequate time for response sends a feeling that all is well with the Rally.

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

The tone for the rally is also set by the Information Center be it porch, tent or horse trailer – wherever team packets are distributed and information disseminated. It is the communication crossroads of the rally. See below for planning.

The Secretary is responsible for equipping and staffing the Information Center. He / she will need help in staffing the Center, as well as with pre-rally mailings, logging entries, assembling and distributing team packets. Please choose these helpers carefully. They must be knowledgeable of USPC Eventing rules and well-informed about specific rally schedules, facilities, where to get hay / bedding, etc. They must – above all – be pleasant to everyone. The Information Center should remain a calm collected place to obtain information, not a hubbub of frenzied activity.

SIX MONTHS BEFORE RALLY:

1. After consultation with the Organizer, RS, and Rally or Regional Treasurer, place order for following:

- Current USPC Eventing Organizer’s Kit (some may be needed for D rallies, too)
- Current *USPC Rules for Eventing Rallies*
- Current *Horse Management Handbook*

Check with the following personnel to be sure they do not already have the publications listed above. Then order enough copies from the USPC Office for at least the following:

- Organizer
- Secretary
- President of the Ground Jury (Overall Judge, Dressage / SJ Judge)
- Technical Delegate
- Chief Horse Management Judge
- Cross-Country Chairman
- Scorers

IMPORTANT: Check with RS to be sure you have a copy of the current “Eventing Annual Newsletter” and any Addenda send out by USPC Eventing Committee.

2. With Organizer, plan your on-site Information Center. It will be the center of rally information, and therefore should not be near the Rally Headquarters, or the Scorers, both of whom need privacy and quiet. It should be an obvious, easily accessible place for arriving teams to find. An umbrella table is often used and is ideal.

THREE MONTHS BEFORE RALLY

(After Annual USPC “Eventing Annual Newsletter” comes out. This is usually in March or April, with any rule changes, new dressage tests, etc. If your rally is earlier, contact the Chairman of the USPC Eventing Committee):

1. Locate pinnies and any other means of identification (dressage #s, armbands) you plan for rally.
2. Send out initial Rally Announcement. This is a general announcement of the rally, and includes dates, location, levels of competition, fees. It may be included with or be part of a regional newsletter, and may ask for estimates of team participation. This must first be approved by the Organizer and in some cases by the RS and / or his or her assignee, according to your own region’s policy. (*See Appendix of this Guide for example.*)
3. Compile Rally Invitation and Entry Forms to review with Organizer. Send draft to RS and / or his or her assignee, landowner, Chief HM Judge, and Technical Delegate for approval.

Section C: Secretary

IT IS IMPORTANT THAT ALL OF THESE PEOPLE REVIEW ANY INFORMATION YOU SEND OUT! There are less likely to be errors and changes if you check things out with all the people familiar with requirements for each phase before anything goes out to the DCs. It is easy to miss something important.

This mailing should include the following information:

- Date(s) of Rally
 - Entry fee and refund policy
 - Entry deadline
 - Levels of competition offered and ratings eligible to compete
 - Rules under which rally is run
 - Dressage test(s) to be used
 - Brief description of XC course(s), including terrain
 - Date of XC course closing (if applicable)
 - Time Grounds Open and Official Rally Opening time
 - Tentative rally schedule
 - Stabling information (trailers / barns, picket lines, tack-rooms, etc.)
 - Feed / hay / water information
 - Required Equipment (only if modified)
 - Housing of teams (if applicable)
 - Availability of food for teams / spectators
 - Directions to site, w/map if needed
 - Request for 2+ volunteers per team. Ask for preference / expertise.
 - Forms which must be included with the above to be returned with entry by stated deadline, properly signed:
 - Team entry, with fee
 - Individual entry (to be duplicated)
 - CURRENT USPC Uniform Chaperones' Duties Form*
 - CURRENT USPC Guidelines for Eventing Coaching Form
 - CURRENT USPC Medical Emergency Release Form
 - CURRENT USPC Competitive Rally / Horse Owner's Emergency Form
 - Any other releases unique to your rally
 - Ask landowners what horse health papers they require. These may include:
 - Coggins – check state's requirements for in-state / out-of-state
 - Other Horse Health papers (name them, especially if more than one state is involved).
- *good to have 2 copies: one to show organizer and one for team chaperone.

(See sample Rally Announcement, Rally Invitation, Entry Forms in Appendix of this Guide.)

SIX WEEKS BEFORE RALLY:

Send Rally Invitation and Entry Forms (as approved above) to DCs and RSs of participating clubs and regions. If several regions are invited to your rally, participation will be better if DCs, as well as the RS receive the Rally Invitation.

FOUR WEEKS BEFORE RALLY:

1. With Grounds and Communications Chairmen, plan equipment and supplies for the Information Center. They should include:
 - Shelter – a porch, tree, umbrella, small fly tent, horse trailer
 - Large table, 2-3 chairs
 - Large waste basket
 - Official rally clock
 - Wall or large bulletin board (scoreboard may also be here)
 - 2 lists of emergency numbers on cardboard – one for bulletin board, one for Secretary's table
 - Container for Team Packets
 - Carton (easily moved between workplaces) containing office supplies, which include:
 - *USPC Eventing Rulebook, Horse Management Handbook, "USPC Eventing Annual Newsletter"*
 - Scotch tape, masking tape
 - Push pins, thumb tacks
 - Staple gun, staples
 - Pens, pencils, felt pens in several colors
 - Paper clips
 - Safety pins
 - White-out
 - Rubber bands
 - Large zip-lock bags
 - Pencil sharpener
 - Calculator
 - Small first aid kit
 - Poster board
 - 2-3 clipboards (these are NOT the XC clipboards)
 - Cash box (if applicable)
 - Scrap paper
 - Several copies of the following (*not available until after Closing Date*):
 - Rally schedule
 - Program (*include enough for Jump Judges and parents*)
 - Phase Order-of-Go sheets for Dressage and for XC (*Mark one of each OFFICIAL and record changes for last-minute copies.*)

Section C: Secretary

- Stabling / housing charts (One of each should be marked OFFICIAL and kept up-to-date with corrections.)
 - Extra name tags
2. Check with the Assistants you have asked to help you the day before and the day of rally to be sure their plans have not changed. Give a list of them to the Program Chairman (if that is not also one of your jobs).

TWO WEEKS BEFORE RALLY (*usually*

Closing Date of rally):

1. Entries arrive from teams. You must now:
 - Coordinate scrambled teams or put clubs in contact to do so.
 - With Organizer, draw for Team Order-of-Go. Do NOT place teams in alphabetical order unless that is the way the draw falls.
 - Pick up pinnies, armbands, any other means of identifying competitors you have planned. Check to be sure they are complete. If not, note missing numbers.
 - Assign numbers to competitors. NOTE: Horse Manager's number is always a multiple of 5, even on 3-member teams. (See *USPC Eventing Rulebook*.)
2. If the Medical Releases have come to you with entries, place them in a separate cardboard accordion folder in alphabetical order by last name. (By team is too time consuming to locate an individual release in an emergency; by number is often inaccurate. By name is fastest and safest). With Organizer, decide where they will be located during the rally and who will be responsible for them.

In some regions, the RS has an alphabetical file of Medical Releases for all Pony Club members in the region, which serves all rallies. If that is the case in your region, if possible, obtain that file now. If it is in use at other rallies, at least check it now to be sure everyone attending your rally is included. This is especially important at D rallies, where new Pony Club members joining late may be inadvertently left out. Be sure it is in hand a day or so before your rally, to preclude the RS's forgetting the file or being delayed.

3. Give Stabling Chairman a list of teams entered, so that he / she can assign stalls / trailer spaces / tackrooms. Be sure you receive a copy of the final stabling plan for your Information Center's bulletin board.
4. Give the RS a list of numbers of competitors, including HMs, at each rating level for Written Test duplication. Contact the WT Chairman with total number of competitors (for magazines and pencils).

5. With Organizer, prepare Official Rally Schedule. When you are sure it is FINAL, copy enough for all bulletin boards, officials, RSs, DCs, parents and other spectators. THIS IS IMPORTANT. Give away copies of the schedule if possible. Sell at cost if necessary. Incorporate the Official Rally Schedule into the Rally Program if that is your job, or give to the Program Chairman. The schedule will include:

- Grounds Open – earliest time teams may arrive on grounds
- Official Rally Opening – when teams may pick up packets and begin set up
- Welcome, Introduction of Judge / Officials, Initial Briefing
- Jog-Out – if applicable
- Formal Inspection starting time – 1 hour before first dressage ride
- Dressage starting time
- Official Cross-Country Walk for Teams
- Written Test
- Safety Check for XC
- Cross-Country starting time
- Stadium Jumping Course Walk
- SJ Safety Check
- Stadium Jumping approximate starting time
- Final Judges' Critiques
- Parade of Teams / Awards

IMPORTANT: You may need to include other Critiques, Turnbacks and another Jog-Out. Check with Organizer, who will consult the Ground Jury and Chief Horse Management Judge. (*See Appendix for examples for one-day and overnight rallies.*)

6. Prepare final Phase Order-of-Go, which includes rider # and time of Dressage and XC rides. May also include time of Formal Inspection. See example in Appendix. MAKE LOTS OF COPIES. You will need them for phase chairmen, teams, judges and officials, Warm-up and Collecting Stewards for each phase, Timers, Announcer, bulletin boards and the Information Center.

THE ORDER OF GO IS THE MOST USEFUL AND THEREFORE MOST IMPORTANT PAPERWORK FOR THE RALLY. **PLEASE BE SURE IT IS ACCURATE AND CHANGES ARE RECORDED.**

7. Duplicate materials necessary to run the rally, all included in the Organizer's Packet. This will include:
 - USPC Dressage tests for levels entered – DO NOT PRE-NUMBER
 - Phase Order of Go sheets – #s and Dressage / XC times only – NO NAMES
 - HM Score sheets

Section C: Secretary

- USPC Cross-Country Fence Judge scoresheets – DO NOT PRE-NUMBER
- USPC Instructions to Fence Judges
- USPC Cross-Country Time sheets
- USPC Cross-Country Master scoresheets
- USPC SJ Scoresheets
- USPC Small Master Scoresheets (worksheets for scorers)
- USPC Large Posting Master Scoresheets

Make up a box (soda carton) containing these sheets for the scorers and for each phase *except Written Test; RS has the Written Test.*

8. With Organizer, make up a list of ambulances, veterinarians, farriers, etc. on call or on grounds. Make an appropriate list of them for the bulletin board, and a very complete one for the Secretary's deskbook. Be sure you and your Assistants are familiar with all Medical and Equine Emergency Plans. With Organizer, verify that all emergency personnel previously contacted are still available. If not, work with Organizer to replace them AT ONCE.
9. With Organizer, Communication Chairman / Announcer and Grounds Chairman, make final plans for the Information Center and Rally Headquarters, which are two separate places. This is very important. Both centers need to be set up early. The Information Center is probably where team packets will be distributed and you or your knowledgeable assistant must be there. Rally Headquarters is where you, the Organizer and some Chairmen will need to store things and leave work-in-progress, officials will need to confer in private, and inquiries / protests will be heard. Both centers will need direct communication with each other and the Announcer from the time the grounds open. As Secretary you will be traveling frequently between the two places.

ONE WEEK BEFORE RALLY:

1. With the Organizer, produce the Official Program (if this is your job). Be sure teams are listed in the previously drawn Order-of-Go. Be sure to copy enough for all competitors, chaperones, coaches, officials, DCs and RSs. Additional copies of the Program may be sold to parents and other spectators. The fee should cover the cost of copying, and should not be counted on for profit. The Program is an important part of rally Communications.

NOTE: If this is NOT your job, obtain enough Official Programs for all the people listed above.

2. Make up name tags for Teams, Chaperones, Coaches, Staff Members, Chairmen, Judges and Officials and RSs. (See *USPC Eventing Rulebook* and *Horse Management Handbook* for information to include for competitors).

3. Prepare Packets (large manila envelopes) by Team or Team Member, as the Organizer and you decide. Also prepare Packets for Chaperones, Advisors for young D Teams, Coaches, Officials / Judges, Staff Members and RSs.

Each Packet should contain:

- Pinnie (or Pinnies, if only one packet per team)*
 - Name tag or tags (see *USPC Eventing Rulebook* for necessary information)
 - Official Program
 - Order of Go for Dressage / XC (often a separate loose sheet)
 - Meal tickets (if applicable)
 - Housing assignments (if applicable)
 - XC map (if complete at this time – often a loose sheet)*
 - Evaluation forms for HM* (if you plan to distribute them at this time)
- * Competitors only

DAY BEFORE RALLY:

1. Be sure both the Information Center and Rally Headquarters are set up and all supplies for Chairmen and Staff are in boxes ready to go (either in your car or well-secured at Rally Headquarters). The boxes and Packets for Officials / Judges / Chairmen / Staff will probably be distributed at Rally Headquarters. Check everything carefully, for you are the heartbeat of the rally.
2. Check with Grounds Chairman that all signs involving you are ready and are clear to you. These will include road signs to the rally and to the Information Center, or wherever Team Packets are to be distributed.
3. Be sure the Medical Releases are complete and in the previously chosen location. They should remain there unless you (or whoever is responsible for them) take them to XC or SJ. Be sure medical personnel and the RS are always aware of their location.
4. Post the following on the Rally Bulletin Board:
 - Rally schedule – have a stack of extras for spectators
 - Emergency numbers
 - Chart / list of stable / trailer parking assignments (also post in Stables).
 - Order of Go for Dressage / XC – don't forget to make LOTS of copies!

Section C: Secretary

THE DAY OF RALLY:

1. Be on site early, preferably with an able assistant. Try to be there at least an hour before the first horse is scheduled to arrive.
2. Be sure the telephone is working or that a cellular phone is available.
3. **The Medical Releases must be on the grounds and readily available before the first horse arrives.** The only time these releases are needed is if a child goes to the hospital. Therefore, it is reasonable to either give them to the person in charge of Medical Personnel, or alert him / her to their location. **DO NOT** leave them in an ambulance or other medical vehicle; it might leave for the hospital carrying all releases, and another emergency occur.

Don't leave them at the Information Center or Rally Headquarters when everyone is at the Cross Country course. If necessary, carry the file out to the course yourself. The Start Box is a good place to stay with the file. **Be sure medical personnel and the RS know where the releases are at all times.**

4. Let Organizer and Communications Chairman / Announcer know you are on the grounds. Pick up your radio, if the rally is using them. Help check out radio contact to your Information Center and the stable area – these are essential as the rally begins.
5. Have the packets in a box, alphabetized by team name or by number – whatever works for you, ready to deliver to the teams.
6. Synchronize the Official Rally Clock with Organizer's watch for Official Rally Time.
7. As Judges and Officials come on the grounds, make sure that they pick up their radios, if appropriate. Also be sure they understand that you, as Secretary, need to know their whereabouts at all times. You, not the Announcer, are their contact with the teams and each other.
8. As teams check in, ask them to check their names and their horses' names. Misspellings are common. Update the Official Program for the Announcer's and your use.
9. Work closely with Organizer and Announcer throughout rally. Notify Announcer of any schedule changes made by Organizer. **Do not accept changes from anyone else.**
10. Help each Chairman locate the equipment he / she has stored at Rally Headquarters. Assist in preparation for each phase if necessary. Sometimes it takes all available hands to get things moving on time!

NOTE: If you help make up Dressage or XC Fence Judges' clipboards, be sure to read instructions for doing so (see Dressage and Cross-Country Chairman, this publication). DO NOT write names or #s on dressage tests – just count out correct number of tests at each level and add 2-3 extras.

DO NOT pre-number Cross-Country Fence Judges' Scoresheets.

11. BE PLEASANT TO EVERYONE AND REMAIN CALM, NO MATTER WHAT HAPPENS.

AFTER RALLY:

1. Inventory and store any regional equipment you or your assistants have used.
2. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- 1-2 assistants
- As stated above, you may need help in staffing the Information Center, as well as with pre-rally mailings, logging entries, assembling and distributing team packets. Please choose these helpers carefully. They are probably the most important assistants in the entire rally. They **MUST** be knowledgeable of USPC Eventing rules and well-informed about specific rally schedules, facilities, where to get hay / bedding, etc. They must – above all – always be pleasant to everyone. This is another good short-term job for the RSs, but don't count on them for all day!

EQUIPMENT:

- Listed on pages 3 and 4 of this guide.
- Also see "USPC Eventing Rally Organizer's Checklist" in USPC Eventing Organizer's Kit.

Section D: Treasurer

EVENTING RALLY TREASURER

JOB DESCRIPTION: At a local rally this person is probably the club treasurer. At a regional rally, he / she is usually the Regional Treasurer. Under any circumstances, the Rally Treasurer must be well-organized, with good bookkeeping skills and readily available throughout the rally preparation and during the competition.

SIX MONTHS BEFORE RALLY:

1. Locate previous years' rally financial records. Use these records to assist Organizer in establishing rally budget and refund policy. *If regional rally, check on regional refund and rally cancellation policies and plan to abide by them. Remind Secretary to include these policies in the Rally Invitation.*
2. Using established budget, help Organizer determine entry fee necessary to cover expenses. Get District Commissioner's approval for a local rally, Regional Supervisor (RS)'s approval for a Regional Rally.
3. Determine with Organizer whether expenses will be paid through club or regional checking account. Determine when (day of rally or by mail after rally), where (at Information Center or Rally Headquarters) and by whom (Treasurer, Secretary, Organizer) officials and judges will be paid.

FOUR MONTHS BEFORE RALLY:

1. Maintain an itemized expense sheet and enforce the constraints of the budget.
2. Distribute Reimbursement Vouchers to Organizer, Secretary, all Chairmen, Judges and Officials. Be sure they are either self-explanatory or are accompanied by clear instructions. *(Example in Appendix).*
3. Pay bills for vouchers approved by Organizer. If not responsible for payment, forward to Regional Treasurer.

ONE WEEK AFTER OPENING DATE: Begin collection of checks from Secretary – or whoever is receiving entries. Record and deposit promptly. Repeat at least once a week. **DO NOT HOLD CHECKS.**

TWO WEEKS BEFORE RALLY *(usually*

Closing Date of rally):

1. Collect and record all remaining checks for entries from Secretary. Deposit promptly.
2. Continue to pay vouchered expenses as due, if responsible, or forward to Regional Treasurer.

DAY OF RALLY:

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

AFTER RALLY:

1. Prepare a financial accounting for the Organizer and Regional Supervisor.
2. Pay any remaining vouchered expenses.
3. Attend Wrap-up Meeting as scheduled by Organizer.

MATERIAL / SUPPLIES:

- Ledger sheets / book
- Calculator
- Checkbook
- Receipt book
- Paper / pens / pencils
- Reimbursement Vouchers
- Cash box / change

Section E: Grounds Chairman

EVENTING RALLY GROUNDS CHAIRMAN

JOB DESCRIPTION: This is a major job if the rally is to be well-organized and hospitable to teams, parents and DCs.

The person filling this slot must like to work outdoors, be absolutely reliable and a creative problem solver who works well with people. He / she needs an understanding of minor construction, mechanical and electrical devices and must have his own tools.

The Grounds Chairman must also understand Pony Club Eventing rallies in order to assess foot / horse / vehicle traffic flow.

SIX MONTHS BEFORE RALLY:

1. You must have access to **current** copies of *USPC Rules for Eventing Rallies* and the *USPC Horse Management Handbook*. Determine the scope of your job with Organizer. This will vary from rally to rally; it is important that all responsibilities are covered.
2. Help Organizer develop site plan (including map). It must include locations for:
 - Rally Headquarters
 - Information Booth
 - Announcer's Booth / Control Center
 - Scorers' Office
 - Horse Management Judges' office
 - Stable Office (for sale of hay, bedding etc., if necessary)
 - Emergency medical office / area
 - Farrier's area (if necessary)
 - Large rally bulletin board (not scoreboard)
 - Large scoreboard or place for posting large scoresheets for general public
 - Stable-area scoreboard for competitors' review
 - Stable-area bulletin board (may be combined w/above – these scoresheets are not large)
 - Food booth
 - Telephone (or place for one, or have cellular phone available)
 - Toilets (or places for portables)
 - Parking for team trailers
 - Spectator parking
 - Room for all phases of rally (include FI, Safety Check, Warm-up, Vet Box areas)
 - Trash cans. Include number, locations, how / when delivered, emptied, removed.

Also do the following:

- Determine how manure will be handled.

- Locate water / electric power for barns
 - Locate feed / bedding storage areas for barn.
 - Know where fire extinguishers, sprinklers, etc. are *everywhere*.
3. Determine with each Chairman exactly what equipment, utilities, supplies, etc. will be needed during their phase or domain. Determine quantity, when, and where. A minimum will include:
 - Electricity and water (stabling, scorers, food booth)
 - Hoses (stabling, fire protection)
 - Saw horses, surveyors' stakes and tape for marking off areas (all phases and stable area)
 - Signs for all – must either make these or assign the job
 - Trash cans / liners
 - Heavy-duty extension cords, multi-outlet receptacles
 - Basic hardware / tools
 - Tents / cabanas w/tables and chairs
 - Large thermoses for ice water in barns and near Vet Box area (check w/Hospitality)
 - Large coolers for ice at end of Cross-Country (XC) [check w/Organizer, XC Chairman and Hospitality Chairman as to responsibility].

Be sure all borrowed equipment is clearly marked with owner's name!

TWO MONTHS TO TWO WEEKS BEFORE RALLY:

1. Recruit at least 1-2 reliable "permanent" assistants. These will probably be local people you know who are capable and familiar with the facility. One of them should be as knowledgeable of all arrangements as you are, and able to take over all operations in an emergency.
2. Obtain necessary equipment and supplies, including trucks, trailers, wagons, water troughs, trash barrels, tables and chairs, as well as hand tools, ropes, stakes, sledge hammers, electrical equipment and tools, wood, paint, items with which to make signs. Label all borrowed equipment with owner's name.
3. Contact every Chairman again. Be sure your list of their needs is complete.
4. Make a list of temporary volunteer help you will need and give it to Secretary. He / she receives a list of required volunteers from each entered team and can help you match your requirements to their expertise or preference as listed on entry. Therefore, be sure to include exactly what, when and where help is needed.

Section E: Grounds Chairman

5. One person, recruited from the list of volunteers on team entries, may do nothing but parking the day of the rally. *He / she must be able to be on site well before the first vehicle is due to arrive.* Be sure he / she understands the importance of this job and either has experience or is willing to carefully follow your directions. This will relieve one of your permanent assistants for the on-going emergency help your job invariably entails.
6. If portable toilets are necessary, order them. Ask whether toilet paper is supplied. If not, put it on your list.
7. If necessary, make arrangements for trash and manure removal.
8. Make signs or be sure person assigned to the job is on the job.

TWO WEEKS TO DAY BEFORE RALLY:

1. Check with Secretary for your assigned volunteers for the day of rally. Call them if possible. Make up and duplicate a list of them with job assignments, w/time and place to meet. Give two (2) copies to the Secretary for the Information Center and Rally Bulletin Board.
2. Check w/Organizer as to who is eligible for meals. Give a list of your needs for lunches and drinks for your volunteers to the Hospitality Chairman. Don't forget "when / where".
3. Locate and begin to gather equipment (especially tables and chairs) for all rally centers / offices.
4. Brief your permanent assistants on duties the day of rally.
5. With your Assistants, set up Rally Headquarters and Information Booth. (Stall, tent, porch, shed, etc.). Also set up Scorers' Office, HM / Stabling office, if necessary. All will need tables and chairs. Check with Organizer and Stabling Chairman for specs for these centers / offices.
6. Rope off and post signs in areas as requested by Chairmen and Organizer.
7. Verify arrangements for trash and manure pickup and general cleanup.
8. Put up directional off-site signs to the rally at the last minute (very early morning of Rally Day, if possible) to avoid theft. Check with town police and / or highway department beforehand to be sure they are in a legal spot – you don't want them removed before Rally!

DAY OF RALLY:

1. Arrive early. Have your parking personnel in place, with complete directions and a chart if necessary, at least one hour before the first expected arrivals.
2. Contact Organizer and Chairmen for last minute needs. Keep in touch throughout the day.
3. Meet with each group of volunteers on your list and be sure they understand their jobs. See that they are in place before you leave them.
4. Check throughout the day to make sure everyone is on duty. This is important; volunteers unfamiliar with Pony Club Rallies may not understand the necessity for remaining exactly where placed for exactly the hours specified, even though nothing happens.
5. Check portable toilets for paper – several times during rally.
6. Check trash cans and manure piles. See that they are emptied or removed as scheduled.
7. *Trouble shoot!* Stay in touch with Organizer throughout the day.

AFTER RALLY

1. Be sure your assistants will be able to help. Schedule the following as soon as possible after the Rally:
 - Retrieve all signs. Repair, inventory and store as directed by Organizer.
 - Disconnect, return or store electrical cords and equipment.
 - Clear site of all stakes, markers and tapes. Inventory and store.
 - Perform or supervise final clean up.
 - Return all borrowed and rented items.
2. Attend Wrap-Up Meeting as scheduled by Organizer.

PERSONNEL:

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

Section E: Grounds Chairman

MATERIALS

- Truck / tractor
- Trailer / wagon
- Water troughs
- Trash barrels
- Sledge hammer
- Ropes, stakes
- Electrical equipment
- Electrical repair tools
- Sign-making supplies
- Paint
- Lumber
- Nails
- Hand tools (several sets)
- Masking / duct tape
- Surveyors' tape
- Staple gun
- Tent(s) / cabana(s) / fly(s)
- Tables / chairs
- Toilet paper – if not included w/toilets
- Handi-wipes
- Radios
- Parking vests and cones

SIGNS

- Directional Signs to Rally site
- INFORMATION
- SPECTATOR PARKING
- TEAM PARKING
- NO PARKING
- STABLE OFFICE
- HORSE MANAGEMENT OFFICE
- OFFICIALS PARKING

Section F: Stabling Chairman

EVENTING RALLY STABLING CHAIRMAN

JOB DESCRIPTION: This person:

- Must have knowledge of USPC Rally barn work and USPC Horse Management.
- Is responsible for arranging stabling, either permanent or temporary, or making plans for team trailer parking or picket lines.
- Works closely with the Chief Horse Management Judge, Organizer and Secretary.
- Must be on the grounds at least the day before, during, and possibly the day after the rally.
- Must have good organizational skills, great tact and the patience of a saint.

SIX TO THREE MONTHS BEFORE RALLY

1. Be sure you have access to a copy of the current *USPC Horse Management Handbook* and the *USPC Rules for Eventing Rallies*. Read them carefully.
2. At first organizational meeting learn:
 - Approximate number of teams expected at rally
 - Number of days the rally will run (including move-in and out)
 - Type of stabling to be used (permanent, temporary, trailers, picket line, etc.)
 - Who is responsible for securing the stabling.
3. Visit the site with the Organizer and Grounds Chairman. Establish a plan for stabling and / or parking team trailers or setting picket lines.
 - If teams will use permanent stabling, decide how much and what part of barn they will use.
 - If teams are working out of trailers, they must be parked in a separate area from the spectator parking. There should be two trailers per team, parked with room for towing vehicles to be left attached.
 - If tying horses to a board fence or large posts in ground, only room for a tackroom trailer, with no towing vehicle attached, will be needed. If using picket line, with Organizer and Grounds Chairman, locate suitable area.
 - Work with Grounds and Communications Chairmen to set up communication to stable (or trailer, picket line area), water and electrical supply (sometimes a generator is necessary for temporary stabling – stalls must have lighting), telephone, garbage / manure disposal and availability of toilets.

- If temporary stabling (tents, portable stalls) is to be used, and that is part of your job, get prices for approval by Organizer, Treasurer and / or Regional Supervisor. This cost must be included in budget. *Determine who will / can sign the contract according to regional policy.*

- Be aware of how stalls drain in case of inclement weather.
 - When temporary stabling is used, it is always a large expense and careful attention to detail by several people is a MUST. Place order for temporary stabling when approved. Get confirmation in writing. Send copies to Organizer and Secretary.
4. Bedding, hay and grain:
 - If rally will supply them, shop for bedding, hay and grain supplies.
 - Obtain information on prices and suppliers for Rally Announcement / Invitation.
 - If rally supplies any of these items, costs must be included in the budget.
 5. With the Organizer, develop a plan for fire protection, night watchman and human / equine emergency plans. Again, check costs and notify Organizer and Treasurer.

TWO MONTHS BEFORE RALLY:

1. With Organizer, Chief Horse Management Judge and Grounds Chairman, plan hour(s) each day that stable will be open to visitors. Be sure Secretary is aware of these hours. Ask the person responsible for the Rally Program to include the hours in the Program.
2. Order or make signs that you will need during rally.

SIX WEEKS BEFORE RALLY:

1. Obtain night watchmen, if needed.
2. For overnight rallies, check with Organizer and Chief Horse Management Judge to order and arrange for storage of hay and bedding if necessary.

Competitors will probably bring their own grain, but at multi-day rallies, you may need to arrange for someone to come to the grounds to take orders. This is especially so in warm climates, where grain spoils rapidly.

3. Arrange for daily garbage / manure removal.

NOTE: #1 THROUGH #3 ABOVE MAY BE HANDLED BY THE GROUNDS CHAIRMAN. PLEASE BE SURE THEY ARE BEING DONE BY SOMEONE!

4. Check condition of stalls, make necessary repairs or have them made.
5. If using tents / temp stalls, check on their arrival date / time and make arrangements to meet them.

Section F: Stabling Chairman

6. With Organizer and Chief HM Judge, plan an office in the barn for the Horse Management Judges. If teams are working out of trailers or are on picket lines, plan a work shelter for HM Judges, i.e., an empty clean horse trailer, tent, etc.
7. If the rally is large, or if you are selling bedding, hay and feed out of the barn area, you will also need to plan a Stable Office for you and your staff in the barn or in another tent or trailer.

FOUR WEEKS BEFORE RALLY:

1. Check with the Grounds Chairman to make sure the following will be available when needed:
 - Enough ropes or surveyors' tape and stakes to mark off the Formal Inspection, Vet Check and Horse Wash Areas (the latter at the discretion of the Chief HM Judge)
 - Post the location of Formal Inspection, Vet Check and Horse Wash Areas
 - Table / chairs for the Horse Management Judges (Stable Office, if necessary)
 - Trash Barrels
 - Portable toilets(if used)
 - Hand tools (see list at end of this section)
 - All required signs
 - Bulletin board for stable area.

TWO WEEKS BEFORE RALLY *(usually Closing Date of rally):*

1. *Determine from Organizer, landowner and / or tent / stall supplier when stalls will be available for rally preparation.*
2. Learn from Secretary how many stalls will be needed. Get team (not individual) names and #s; using this information, draw up a stall plan, including tackrooms and feed stalls if space permits. Include HM and Stable (if necessary) offices. Duplicate stall plan for Secretary, Grounds Chairman, Chief HM Judge and anyone else to whom it might be useful.

If not using stabling, with Organizer and landowner, assign team trailer parking area. A Parking Control volunteer will be needed. Coordinate with Grounds Chairman.
3. With the Organizer, Chief Horse Management Judge and Dressage Chairman, decide how many stations for Formal Inspection you will need and where they will be located. One per arena is usual. Remember that nothing is gained by completing FI too soon before the competitor's ride, for riders may not untack without going through another Safety Check after tacking up again, further complicating Horse Management's job.

If more than one station, identify them as "A" and "B" or "1" and "2", etc. BE SURE TO HAVE SIGNS FOR THEM.

THREE DAYS TO ONE DAY BEFORE RALLY:

1. Visit the Rally site and make sure that the HM Judges' and Stable (if necessary) Offices are set up and supplied with tables and chairs.
2. If using a picket line, set it up. You must have knowledgeable, experienced help.
3. Place a bulletin board in the stable area. Coordinate this with the Secretary. Be sure you don't duplicate if you are only a few feet apart! Post on this:
 - Stall Plan
 - Map of Grounds, with facilities, warm up and competition areas well marked.
 - Name / phone numbers for the following (get lists from Secretary / Hospitality):
 - Veterinarians
 - Farrier
 - Hay supplier
 - Feed Store
 - Fire Department
 - Police
 - Competitors' housing, if applicable
 - Doctor / Hospital / Emergency
4. See that stabling area is in good order:
 - Make sure all stalls are clean and in good repair (no loose or broken boards).
 - If tying to posts in ground or wooden fences, make sure all posts and boards are secure and free from protruding nails.
 - Have hay and bedding on site.
 - Rope off and post signs in areas where required.
 - Make sure toilets and communication facilities are in place and in working order, that lights and telephone work, water is turned on and garbage cans in place.
 - If tents are used, to avoid accidents, be sure pegs are padded and well marked.
 - Clear truck / trailer off-loading area.

Section F: Stabling Chairman

DAY OF ARRIVAL OF FIRST HORSES UNTIL DAY OF RALLY:

- Be on hand early to greet teams on arrival.
- Pick up your radio, if they are being used at rally
- Welcome any HM Judges arriving at this time.
- Know how to find the Organizer and Secretary, MD / EMT, veterinarian, farrier.
- Be sure the Hospitality Chairman supplies cool water for humans to the stables as teams arrive.
- Be available to trouble shoot, answer questions, make repairs, etc.

DAY OF RALLY:

- Check with Chief HM Judge to be sure stable area can be open to visitors at announced hours.
- At overnight rallies, be sure stable area is closed to competitors by dinner hour, and that Night Watchman is on duty until it reopens in the morning. Display large STABLE CLOSED sign during this time.
- Be on hand to check that all stalls are stripped and clean before teams leave the grounds.

DAY AFTER RALLY:

- See that any necessary stall repairs are made.
- If board fence or posts in ground were used for tying horses, be sure they are intact.
- If temporary stalls were used, meet dismantling crews and see that stabling area is left in good condition.
- Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

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

SIGNS:

- STABLES OPEN TO VISITORS
- STABLES CLOSED
- HORSE WASH AREA (if applicable – check w/Chief HM Judge)
- STABLE OFFICE (if applicable – may be responsibility of Dressage and / or XC Chairmen – check with them)
- FORMAL INSPECTION
- VET CHECK

EQUIPMENT / SUPPLIES:

- Paper, pen / pencils
- Large bulletin board
- Hand tools
- hammers, large nails / screws
- pliers
- pinch bar / crowbar
- screwdriver
- shovel
- saw
- Table / chairs in Stable Office and in HM Office
- Toilet paper (if this is your responsibility)

Section G: Hospitality Chairman

EVENTING RALLY HOSPITALITY CHAIRMAN

JOB DESCRIPTION: This person is in charge of the care and feeding of teams, officials and volunteers immediately before and during the rally. He / she arranges housing, meals and refreshment for teams, officials, and volunteers as prescribed by the Organizer. Sometimes he / she is responsible for transportation of judges and officials to and from public transportation. An assistant is a help if the rally is a big one.

Must be well-organized and hospitable. Should truly enjoy people and be attuned to their needs. Must be able to keep accurate expense records.

SIX TO THREE MONTHS BEFORE RALLY:

Ascertain scope of your job with Organizer. At first organizational meeting determine:

- Approximate number of teams
 - Whether the rally will be one-day or multi-day
 - If an overnight rally, whether teams will be housed or will find their own lodging
 - What meals the rally plans to provide to teams
 - How many judges / officials will need housing before / during the rally
 - Who is responsible for the judges' / officials' transportation
 - from airport / train / bus
 - to / from rally site
 - housing
 - dinner the night before rally
 - meals during the rally
 - Whether any of the Organizing Committee or RSs will arrive the night before rally.
 - If so, who is responsible for their housing / meals?
1. **Transportation:** If you are responsible for transporting any Officials or Judges, including Horse Management (HM), learn their names, dates, times, places of arrival and where they must be delivered. At a large rally, this may require a separate committee. At any rally, this is another job opportunity for a Regional Supervisor (RS). Don't hesitate to ask.
 2. Volunteer drivers may donate use of their vehicles and fuel or may require gas or mileage reimbursement. Avoid misunderstandings by clarifying arrangements with Organizer, Rally Treasurer and volunteers. Distribute reimbursement vouchers if applicable.

3. **Housing:** If you are responsible for finding housing for judges / officials, the Organizing Committee and / or teams, make plans / reservations NOW.

A. Housing for Officials / Judges / Organizing Committee / RSs

- Even at a one-day rally some officials and the Organizing Committee need to be on site the night before the rally.
- Housing for judges / officials can be handled in several ways. The important thing to remember is that everyone works hard and is tired at night. They need a quiet dinner, a good bed, and an early breakfast.
- Judges / Officials may be put up in homes, but not in those of competitors. Families of graduate Pony Club members, former DCs and RSs are often pleased to help, and may also supply some meals.
- These restrictions do not apply to the Organizing Committee and the RSs, who may be put up anywhere there is a bed or place for a sleeping bag!

B. Housing for Teams:

- If housing many teams, arrange for an assistant who will be in charge of housing arrangements and information when teams arrive at rally.
- Teams may be housed in:
 - Private homes
 - Dorms
 - Gymnasiums w/cots / sleeping bags
 - Tents w/cots / sleeping bags
 - Motels

3. **Meals and refreshments** may be supplied by a food service, caterer, a Pony Club or any combination. Plan with Organizer.

A. At a small one-day rally, your job may simply be supplying or arranging for:

- Breakfast & / or Lunch for officials and teams
- Coffee / soft drinks for officials & teams
- All or some of the above.
- Cool water for everyone

B. At a multi-day rally, plan to supply for officials / judges / staff / RSs and teams (including Chaperones):

- Breakfast
- Lunch
- Dinner
- Drinks / snacks
- Cool water

Section G: Hospitality Chairman

If you do **not** plan to supply meals for teams, the Rally Invitation should clearly state this, with suggestions for how / where meals may be obtained. Check w/Rally Secretary.

Cool water is ALWAYS supplied for everyone, everywhere.

4. If necessary, coordinate location of a central meeting / hospitality area (large tent) with Organizer and Grounds Chairman. Determine who will arrange for tent.
5. Recruit assistants, including local non-horse people who enjoy young people, to help with transportation, meals and / or meal delivery.
6. Work out understanding of all financial arrangements and payment schedules with Organizer and Rally Treasurer.

Housing and meals / refreshments are always major expenses which need careful attention and tight control. Put together an accurate budget for the Organizer's, RS's and Treasurer's approval. This is very necessary in order to set a realistic rally entry fee.

Once approved, make reservations and get commitments in writing ASAP. Be sure there is a final commitment date and cancellation clause in the agreement.

SIX WEEKS TO ONE MONTH BEFORE RALLY:

1. Make final arrangements or reservations for housing and transportation for Judges / Officials Staff / RSs. Include Teams, if appropriate.
2. Ask all Chairmen for list (with schedule) of personnel to receive meals and drinks.
3. Obtain ice chests, thermoses, ice supply, etc. (See below). Label borrowed items with owner's name.
4. Make final arrangements for meals, snacks and beverages with a food service, caterer, a Pony Club or any combination previously chosen.
5. Obtain meal tickets if they will be used. Coordinate w/Secretary to include in packets. If a running list (with food supplier) is to be used instead of tickets, have a definite plan for identifying recipients. Make it simple and clear; be sure that recipients and suppliers understand the arrangement.
6. Work with Stabling Chairman to establish place in stabling / trailer parking area to deliver lunches, whether supplied by the rally or by chaperones. Also find a place for a large thermos of cool water for the teams and officials.

TWO WEEKS TO ONE WEEK BEFORE RALLY:

1. Give Secretary a list of your volunteers for the Rally Program.
2. Obtain an accurate count of competitors, officials and volunteers from Organizer and Secretary.
3. Be sure the Grounds Chairman will place trash cans near the food service areas, and arrange for trash removal.
4. Pick up borrowed ice chests, thermoses, etc.
5. Locate a suitable vehicle and driver for delivery of meals and refreshments.
6. If competitors are to be housed, you will now know number of rooms needed. Assign rooms, (don't forget the Chaperones!) Make a list of the assignments and draw a map of the facility, if applicable.

Both the facility manager (if a motel or dorm) and the Secretary should also have copies of the list and map.

7. If necessary, be sure someone is meeting officials' planes, buses or trains. If coming in the night before rally, the TD and President of the Ground Jury may need to visit the rally site upon arrival and before being delivered to their lodging in order to approve arrangements and courses. Make certain that arrangements for dinner, breakfast and transportation to the site the next day are in place.

If the officials are driving, be sure they know when and where to report, where they will be staying and what arrangements have been made for dinner and breakfast.

NIGHT BEFORE RALLY:

Ascertain that all officials who are coming in are in or are being met and arrangements for them are continuing as planned.

MOVE-IN DAY – OR EARLY ON DAY OF RALLY:

1. Be sure officials have rides to the site.
2. Arrive early.
3. If housing competitors, the person in charge of this must also be on the grounds with directions to housing, latest update of room assignments and map of facility.
4. Arrange to meet the caterers, food wagons or volunteers and oversee beginning operations.
5. Arrange for drinks and cool water in stable area for Horse Management Judges, who will be on site very early.

Section G: Hospitality Chairman

DAY OF RALLY:

1. Arrive at least one hour before Official Rally Opening time if you plan to serve coffee and donuts to judges / officials and staff.
2. Ask someone to accompany President of Ground Jury (Dressage Judge) to lunch (good job for RS or Dressage Scribe). Don't just leave him / her hanging around.
3. Have delivery vehicle take lunches to those judges and officials who are unable to come to the food stations where teams pick up their food / drinks.
4. Whatever system of keeping track of food served is used, help the Treasurer compute the final amount to be paid to suppliers. If applicable, obtain check for payment of food service from the Treasurer, or have him / her pay them.
5. If the rally pays gas / mileage to volunteers who picked up judges / officials, you are probably responsible for approving reimbursement vouchers for this service. Be sure to attend to this now and give completed vouchers to Treasurer.

AFTER RALLY:

1. Send thank-you notes to everyone who has helped you! This is important! The people who help you, unlike those helping with phases of the rally, have often driven their cars many miles to the airport, train or bus station and opened their homes to strangers some of them without a child in Pony Club and often without reimbursement.
2. Check once more to be sure every bill for transportation, housing and food is paid.
3. Return borrowed equipment.
4. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- 1-2 assistants
- 1 or more runners / delivery person(s)
- 1-3 volunteer drivers

EQUIPMENT / MATERIALS / SUPPLIES:

- Paper towels
- Hot / cold cups
- Cardboard boxes
- Lunch bags
- Tickets
- Food
- Drinks
- Napkins
- Table
- Ice (may also include ice for Vet Box; check w/Organizer)
- Ice chest, thermoses
- *Officials usually included:*
- Technical Delegate
- Dressage Judge(s), sometimes scribes
- Horse Management Judges
- Organizer
- Rally Secretary
- Regional Supervisor(s)
- Scorers
- Announcer
- Rally property owner(s), if applicable

NOTE: The criteria for supplying meals during the rally to staff must be personnel's ability to leave their job to obtain food. Add / subtract from the above list according to your rally's setup.

Section H: Communications Chairman / Announcer

(The Communications Chairman and Announcer may be the same person)

COMMUNICATIONS CHAIRMAN

JOB DESCRIPTION: This person is responsible for all communications at the rally to and from officials and to competitors and spectators. Good communications make for a well-run rally!

He / she is responsible for locating, obtaining, setting up and returning (if rented or borrowed) all communication equipment for the rally, as prescribed by the Organizer. If radios are used, this person is responsible for seeing that they are in good working order and distributing them.

Depending on how large and complicated the rally will be, this person may also be responsible for the following:

- At a large, multi-day rally, this person should have a knack for working with electronic equipment (PA system, CB / FM radios, ham radio groups, etc.) He / she must arrange for and staff a Control Center.
- At a small, one-day rally, especially a D rally, the Communications Chairman may also be the Announcer. He / She can get by very nicely with a bullhorn and Announcers' Table.

THREE TO TWO MONTHS BEFORE RALLY:

1. Visit the site with the Organizer; locate the Announcer's Booth and / or Control Center. Plan suitable Communications, via PA system and / or bullhorn and radios, throughout the grounds during rally time. Include all areas where each of the five (5) phases will be conducted.
2. Work with Organizer to locate (borrow, rent) the necessary equipment.
3. Coordinate radios with Organizer, Cross-Country (XC) Chairman and Fence Judge (FJ) Coordinator. Estimate number needed for general use and XC.
 - Radios are useful at any rally for communication among officials, judges and the Rally Staff.
 - Radios at key spots throughout the Cross-Country course are essential for safety reasons.
 - Radios are not necessary on all XC fences at D Rallies, where all fences are easily visible from the Start, which should have a radio.
4. Recruit volunteers to help during the rally, including the Announcer, if you are not also doing that job.
5. Check with Awards Chairman and Organizer about music for the Awards ceremony. Will you have a boombox or can the PA system play a tape?

6. Check with Hospitality Chairman for lunch and drinks for you and your helpers. Determine who pays; volunteers provide their own lunch and refreshments at many small D rallies.

7. Coordinate all plans with the Organizer.

ONE MONTH BEFORE RALLY:

1. Call your volunteers to be sure their plans have not changed. Give them setup date, time and meeting place.
2. If borrowing radios, check them now to be they are operable. Replace / repair any that are not. Make other arrangements if too many are defective.
3. If borrowing a PA system, check it out now to ensure it is in good working order.

NOTE: When borrowing or renting equipment, be sure you understand how to operate it. If in doubt, ask supplier to explain and demonstrate operating instructions to you and at least one of your assistants.

THREE DAYS TO ONE DAY BEFORE RALLY:

1. Meet volunteers at the site.
2. Pick up the equipment if it is borrowed or rented. Set up and test the PA system or bullhorn. Check radios: if using FMs charge them overnight the night before rally; if using radios requiring batteries, be sure the batteries are fresh and have some spares. Replace any defective equipment *now*.
3. Check with Grounds Chairman to make sure the Announcer's Booth and / or Control Center is furnished with at least one table and necessary chairs.
4. Review Human and Equine Emergency Plans with Organizer.

DAY OF RALLY:

1. Arrive EARLY.
2. Meet with volunteers, review final plans, check equipment.
3. Run radio check with the Organizer, Secretary, Technical Delegate, President of Ground Jury, emergency personnel, Information Center, Rally Headquarters and stable area.
4. Be prepared to stay ALL DAY.
5. Return all equipment at the end of the day.

Section H: Communications Chairman / Announcer

AFTER RALLY:

1. Return or store all equipment not taken care of the day of rally. Don't forget to remove batteries, if appropriate.
2. Attend Wrap-up Meeting as scheduled by Organizer

PERSONNEL:

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

EQUIPMENT / MATERIALS / SUPPLIES:

- PAs, stereo / speakers
- Bull horn
- FM / CB radios (FM preferable)
- Vehicle and / or shelter for Announcer's Booth and / or / Control Center
- Tables & chairs for the above, as needed.
- Clipboard
- Paper and pencils

ANNOUNCER:

JOB DESCRIPTION: This person is the voice of the rally. He / she is responsible for the flow of rally information to competitors, spectators and officials throughout the day. The Announcer must be a calm and friendly person with a clear, pleasant speaking voice, familiar with use of microphones, radios etc. capable of wording information in a concise, constructive way. A sense of humor and understanding of the rules of the sport and Pony Club are also a big help!

SIX WEEKS BEFORE RALLY:

1. Determine with Communications Chairman (if that is not also your job) who secures PA system or bullhorn. If this is your job, make arrangements to borrow or rent equipment now; otherwise, learn where equipment will be located the day of the rally.
2. Plan use of personnel and equipment. The Announcer should be physically accessible to everyone. Speakers should be sited so that announcements are audible in both spectator and stable areas.
3. Have a relief assistant capable of taking accurate announcements to be made.

THREE DAYS TO TWO DAYS BEFORE RALLY:

Check with Communications Chairman (if that is not also your job) to be sure Announcer's Booth, PA system or bullhorn, and radios are being assembled and will be ready for you the Day of Rally.

DAY OF RALLY:

1. Arrive EARLY, with supplies.
2. Test the equipment and radios. Learn who has radios and their locations, identifying yourself as Announcer. Include Information Center, Rally Headquarters and Stable area as well as key personnel in the initial radio check.
3. Coordinate Official Rally Time with Secretary, Organizer, Technical Delegate (TD) and President of the Ground Jury. Set your watch to agree with it. If possible, Official Rally Clock should be placed where you can easily see it and the public. Check this with Secretary.
4. Get updated program and order of go from the Secretary. Read it carefully. Check for accuracy.
5. Meet your assistant(s); coordinate plans and announcements with the Organizer and phase Chairmen. Confirm locations. *Know where everything is located.*
6. Be a self-starter. Avoid too much chatter. Be informational. Avoid preferential treatment of local teams, your own children and their friends.
7. **Do not accept changes in schedule from anyone except Organizer or Secretary.**

Section H: Communications Chairman / Announcer

EXAMPLES OF TYPICAL ANNOUNCEMENTS

General Announcements:

- “Good Morning,” state Official Rally Time.
- “Team Packets may be picked up at...”
- Give locations of the various facilities, i.e., food booth, scoreboard, bulletin board,
- Lost and Found
- Give directions for parking and keeping aisles clear.
- “Small children must be kept under hand control of a responsible adult at all times.”
- Dogs are either not allowed or must be on a leash. CHECK WITH ORGANIZER AND MAKE ANNOUNCEMENT.
- Unauthorized assistance information should be given throughout the competition.
- Announce “neutral zones” for parents, as per instructions from the Organizer and Chief Horse Management (HM) Judge.

Written Test and Formal Inspection Announcements:

- Locations of Formal Inspection (FI) and the Written Test (WT) may need to be announced to competitors.
- Determine time and locations from the program or check with the Organizer or Secretary. *These are NOT spectator phases.*
- Parents, DCs and other spectators may observe Formal Inspection only from outside the roped-off area.
- Only team members may attend the Written Test.

Dressage:

- “Official rally time is....”
- “The first dressage ride will be at (30 min. before)”
- Remind parents / spectators to stay behind ropes for arenas – even for photos and videos!
- ONLY if requested by Organizer or Dressage Chairman, to help keep things on time. If not sure, ask! “The first to go in Arena will be number ___, number ___ will be on deck”
Repeat for all arenas.
- Give 30 minute notice for Briefings / Critiques of competitors and Fence Judges. Repeat Official Rally Time.
- Repeat announcements at intervals to keep things running on time.
- Announce location of Cross-Country warm-up area and time of first Cross-Country ride.
- At the conclusion of Dressage thank all of the volunteers.

- Announce time, location (may be in stable area) of posting of first Horse Management scores
- (Formal Inspection, Set-up) and final Dressage scores for competitors’ review. *Scorers should give you this information.* This may be a good time to remind parents that only Team Captains may make Inquiries or Protests.
- Final results of each phase will be posted on large public scoreboard after 30-minute protest period has expired.

Cross Country: (XC) (It is NOT necessary to have a running commentary during XC)

- Repeat announcements about unauthorized assistance and small children and pets / safety. Announce that spectators must stay out of the way of horses and obey the Fence Judges. Announce each rider as they start and finish and if possible, during several points on the course by saying that Rider # has just passed fence number ___ on his way to the ____.
- DO NOT announce accidents on cross country. Call for the EMT if necessary, but only if he or she cannot be reached by radio. If YOU stay calm, everyone else is more likely to follow your example!
- Announce any official breaks in schedule, Official Time, time of official Stadium Jumping course walk, and time for start of SJ.
- Before last rider, remind fence judges that they must not leave the course until dismissed, and remain on the grounds for 30 minutes after scores are posted for competitors’ review. If they are to meet for refreshments, announce the location.
- At the conclusion of Cross-Country, thank all of the volunteers.
- Announce the posting of scores for Cross-Country, followed by the official rally time. *Again, scorers should inform you when scores are posted for competitors’ review. If they do not, remind them to do so.*
- After the 30-minute waiting period, announce the dismissal of the Fence Judges and thank them.
- Announce the location and time of Stadium Jumping, Order-of-Go, and location of the warm-up fences.

Stadium Jumping:

- Encourage competitors to enter the arena as soon as the last horse has completed its round.
- Give name of rider, horse and team.
- Announce jumping penalties and time after each ride.
- If rider is eliminated, give the reason. Be sure you are near the judge or someone who KNOWS the reason!

Section H: Communications Chairman / Announcer

Parade of Teams / Awards:

- The Parade of Teams may be held either before or after Awards. Determine which from Organizer. Inexperienced D teams will need help assembling and parading. You and the Awards Chairman may need to “walk them through” the Parade. Therefore, be sure you understand how they ride (four horses abreast, the HM walking and carrying the club or regional banner).
- Learn order of teams for the parade (some regions have a traditional order, i.e., ascending by date of official recognition of club; obviously, this is applicable only when team members are all from one club). Announce name of each team as it passes.
- Introduce the Awards Presenter(s).
- Announce placings backwards, give the placing and score, then team name, name of team members and riders’ mounts. Don’t forget the Horse Manager!
- If a victory round is authorized, encourage caution.

Final Announcements:

- Lost and Found—check with Organizer and Secretary.
- “Thank you” to officials, volunteers, landowners, etc.
- Give clean-up instructions, as requested by Organizer and phase Chairmen.
- Remind all volunteers to turn off electronic equipment and return it to place they received it.
- Turn off your own equipment and return the equipment.

AFTER RALLY:

1. Return any borrowed equipment.
2. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

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

EQUIPMENT / MATERIALS / SUPPLIES:

- Pencils
- Paper
- Paperweights (rocks)
- Clipboard
- Clock or large watch (Rally Clock is often with Announcer)
- Stopwatch

INFORMATION NEEDED:

- Updated program be sure you are kept informed
- Order-of-Go for each phase
- Cross-Country map
- Human and Horse Emergency Plans

Section I: Chief Scorer

EVENTING RALLY CHIEF SCORER

JOB DESCRIPTION: This person is responsible for setting up the master working and posting scoresheets, doing the calculations, and posting the results of the competition. He / she should be experienced in both Eventing and Pony Club scoring and be able to forego watching his / her children ride each phase in the interest of the expediting, calculating, and posting of scores.

TWO MONTHS BEFORE RALLY:

1. Obtain *current* copies of *USPC Rules for Eventing Rallies (USPC Eventing Rulebook)* the *USPC Horse Management Handbook*. Ask RS for a copy of the current “USPC Eventing Annual Newsletter” and any addenda to either the *Eventing Rulebook* or *Horse Management Handbook*. You must have all of these in the scorers’ booth for reference.
2. If you use Dressage Conversion Tables, locate those current for the tests being used at rally.
3. Make sure a current USPC Eventing Organizer’s Kit has been ordered. It will contain a copy of all scoresheets to be used at the rally.
4. Check with Organizer for location of Scorers’ Office. It must not be in the flow of traffic, and should be marked “OFF LIMITS” to all except for officials’ information. It must NOT be an officials’ assembly area or used for hearing Inquiries / Protests.
5. Check with Organizer / Grounds Chairman to determine who is supplying scorers’ table and chairs. Be sure table is large enough and that there are enough chairs.
6. Assemble crew of people who enjoy working together and, if possible, are also experienced. It is better if they are not all from the same club.
7. Work with Grounds Chairman to find a suitable place for the scoreboards (public and stable area).

TWO WEEKS BEFORE RALLY:

1. After entries have closed, determine from Secretary how many master scoresheets – both small (working / stable area posting) and large (public posting) – and master cross-country scoresheets will be needed, and who will duplicate them. This will probably be the Secretary’s job; if so, learn when and where you can pick them up.

2. If this is a Championship-qualifying rally, read USPC Eventing Championship qualifying rules carefully and learn from RS whether the region has any additional qualifications for USPC Eventing Championship participation. If other regions are also competing, be sure they are sending scorers to keep track of their riders, using their own specifications. Be prepared to calculate individual scores, as prescribed in the *USPC Eventing Rulebook*. **With RS, determine before rally exactly how to score individual HM for Championship qualification.**

ONE WEEK TO TWO DAYS BEFORE RALLY:

1. Obtain all master scoresheets listed above from the Secretary / Organizer. Learn number of teams entered. Check carefully to be sure you have enough scoresheets.
2. Gather scoring supplies. (See following).

NIGHT BEFORE OR EARLY DAY OF RALLY: (after teams are in, after Jog out)

1. Obtain a copy of the rally program from Secretary with teams’ information, including last-minute changes.
2. Set up score sheets, using the following guidelines:
 - Teams should be listed both in the program and on the scoresheets in divisions / levels (i.e, Novice, Beginner Novice, etc.) in the order in which the divisions will ride.
 - Within the divisions, teams should also be listed in the program and on your XC Master Scoresheet and will come in on the XC Fence Judges’ sheets in their riding order as drawn by Organizer. This is called the Order-of-Go.
 - Within the teams, riders are listed in the order in which they ride.
 - The Horse Manager is always listed last of each team, and his / her number is a multiple of 5, even on 3-person teams. Be sure to * the Captain as listed on the team entry. If a captain is not indicated, ask the DC or RS of the team who the captain is before you start.

DAY OF RALLY:

1. Follow the guidelines set forth in the current *USPC Eventing Rulebook* for scoring all five (5) phases and the final placings.

PLEASE NOTE: When computers are used for scoring, the USPC posting scoresheets should also be used. The computer printouts are not “spectator friendly”, i.e., print is too small and printout difficult for many people to understand.

Section I: Chief Scorer

AFTER RALLY:

1. Give a copy of the small (working) master scoresheets to the RS to send the Chairman of the USPC Eventing Committee, or send it your self, as directed by the Organizer.
2. Attend the Wrap-up Meeting as scheduled by the Organizer.

PERSONNEL:

- 2-3 Assistant Scorers
- 2-4 Couriers

EQUIPMENT / MATERIALS / SUPPLIES:

- Current *USPC Eventing Rulebook* w/Addenda
- *USPC Horse Management Handbook* w/Addenda
- “USPC Eventing Annual Newsletter”
- USPC scoresheets – small for working, large for posting
- Eventing Organizers’ Kit
- Two calculators with tapes; extra tape and batteries Two hand held calculators w/fresh batteries Staplers with extra staples staple gun, heavy clips (for posting)
- Pens, pencils, erasers, sharpener
- Indelible markers (different colors for each division if possible)
- Push pins, masking tape
- White-Out, correction tape, or blank labels
- Scratch pads, index cards (for messages)
- Paper towels
- Plastic cover for scoreboard in case of rain
- Trash container

Section J: Dressage Chairman

EVENTING RALLY DRESSAGE CHAIRMAN

JOB DESCRIPTION: This person must take complete charge of the Dressage phase of the rally. He / she is responsible for:

- Having access to and being familiar with the current *USPC Rules for Eventing Rallies USPC Eventing Rulebook* and *Horse Management Handbook*.
- Supervising the Dressage phase of the Rally (being there in person)
- Coordinating all personnel for this phase
- Setting up and roping off the Warm-up area and Arena.
- Equipping the Judge's shelter
- Preparing the Judge's clipboard with the appropriate tests
- Taking down and storing arena(s) and letters
- The Dressage Chairman must always work closely with the Organizer, Secretary, Chief Horse Management Judge, Grounds Chairman and Hospitality Chairman, and when using same area as Stadium Jumping (SJ), with that Chairman.
- He / she must be well organized and able to devote one complete day prior to rally and possibly another day after the rally to this job.

FOUR MONTHS BEFORE RALLY:

1. Obtain and read the current *USPC Rules for Eventing Rallies (USPC Eventing Rulebook)* and *Horse Management Handbook* (Organizer and Secretary should have copies). Make copies of specifications as necessary.
2. Visit site with Organizer, determine the size (large or small), type (**rope is not acceptable**) and location of the dressage arena(s). If possible, run arena N-S so that judge is not looking into sun.
3. Consider competitors' flow, in relation to Formal Inspection (FI), the Warm-up area and areas for spectators 15 meters (50 feet) back from all sides of the arenas.
4. Determine where arena and letters are stored or may be borrowed. Check for completeness; repair and paint if necessary.
5. Work with Grounds Chairman to arrange for:
 - A shelter for the judge (a clean horse trailer without a center divider is fine) a table and 2 chairs and equipment to service the arena (rakes, light shovels, manure baskets).
 - The signs you will need., *which must be made in advance*.
 - Position a portable toilet near the area, if a restroom is not nearby.

TWO MONTHS BEFORE RALLY:

1. Establish a plan for setting up the arena, if that is part of your Rally assignment.
2. Be sure Organizer / Secretary has ordered a copy of each test to be ridden. Make sure there are extra tests in case some are ruined.
3. Give the Hospitality Chairman an estimate of the number of personnel who will need drinks and or lunch. Be sure that lunch is provided for the Judge(s) (and sometimes Scribes, depending on time of day). If the Regional Supervisor (RS) is taking care of the Judge at lunch time, be sure to include him / her in your count.
4. Plan for flowers or shrubs for dressage arena if you intend to use them. A listing as a sponsor or free ad in program may encourage a local nursery to lend some for the day, provided they are returned in good shape. Make arrangements for moving them to the site and watering plants until they are returned. Coordinate with SJ Chairman (and XC at multi-day rallies) who may also want to use plants.

PRE-RALLY VISIT BY TECHNICAL DELEGATE (*about six weeks before rally*):

1. Prepare complete organizational plan. Review questions you may have.
2. Be sure you or Organizer has located a *knowledgeable horseperson familiar with Dressage Warm-up* to be Warm-up Steward for this phase. Contact that person and give him / her a copy of Dressage Warm-up Steward's job description from this guide.

ONE MONTH BEFORE RALLY:

1. Collect supplies. (see below)

TWO WEEKS TO ONE WEEK BEFORE RALLY:

1. With the Secretary and Organizer, schedule starting times for Dressage. **Refer to Appendix.**
 - If using two judges, be sure to divide the riders on each team evenly between the two. This can be tricky. If in doubt, ask someone who is experienced in USPC team scheduling to help or to check your schedule.
 - When scheduling several levels (Beginner Novice, Novice, etc.) at the same rally, several different dressage tests will be ridden.
 - Do not skip from one (test) level to another in the same arena. Complete each level before going to the next.

Section J: Dressage Chairman

- At most D Rallies, all competitors can ride the same Dressage Test, since there is usually one Dressage Test in common for both D-2s and D-3s. Scoring is much simpler.
2. Give this schedule (called Order of Go) to the Secretary or Program Chairman. Make several copies for Warm-up and Starting Stewards, the Judge(s)'s clipboard, and the Rally bulletin board.
 3. Obtain list of volunteers from Rally Secretary (there are usually 2 per team). Recruit the necessary staff prior to day of rally. If possible, phone them to confirm their jobs.
 4. Set date and time to meet volunteers to set up Dressage arena and Warm-up area and rope off areas.
 5. Arrange to meet Day-of Rally help (gatekeepers, stewards, scribes and runners) at least one hour before the first dressage ride. NOTE: Be sure the Warm-up Steward is *in place* before the first rider enters the Warm-up Area.
 6. Assemble all equipment; if there is anything missing, locate it *now*.
 7. Be sure tests have been duplicated in correct numbers for riders per level and know where they are stored. Make certain there will be extra tests for each level.
 8. Mow, check footing, fill in holes and water arena if it is grass. Weather will determine mowing dates. If using sand arena, arrange for equipment to drag it.
 9. Be sure of Announcer's and loud speakers' locations. Speakers too close to the arenas are distracting.
 - 10 Check with Grounds Chairman for location of signs and waste cans. Collect signs from him / her if you are to set them, or see that they are set.

ONE DAY BEFORE RALLY:

1. Arena must be set. Mow(grass) or drag(sand) center strip. Place letters. *Be present for TD & President of the Ground Jury to check arena. Be ready to make any adjustments requested.*
2. If using a Warm-up Arena, set it at this time. Otherwise place signs and ropes for Warm-up Area.
3. Set up Judge's shelter(s) with table and chairs at C. Check *USPC Eventing Rulebook* and *Appendix of this Guide* for location. If using a trailer with a ramp, set trailer at least 5 m. from arena. Put ramp down and make sure there is plenty of room for a horse to pass between the ramp and arena.
4. Rope off the arena from the public by 15 meters (50 feet) on all sides.
5. Place signs, trash cans and flowers (if used).
6. If watering the arena or using flowers / shrubs which must be watered, do so now so that footing will not be slippery for the tests tomorrow.
7. Check with Rally Secretary for last minute scratches. Update all necessary lists and scoresheets.8. Make up each Judge's clipboard with tests. **Fill in the rally name and Judge's name only. Do not fill in name & number of competitor.** Include some extra tests.
9. Set up a supply container (shallow soda boxes are good) for each arena and leave on grounds in a secure place – probably Rally Headquarters. (This assures that you won't leave them at home!) See list at end of this section for contents.

DAY OF RALLY:

1. *Arrive early.* If a radio is assigned to you, pick it up and check it out.
2. Synchronize your watch to Official Rally Time.
3. Deliver a supply container (see 9. above) of appropriate contents to each arena shelter.
4. One and a half (1 1 / 2) hours before the first test:
 - Meet Warm-up Steward and check that he / she knows what to do.
 - Make sure he / she is in the Warm-up area before the first rider arrives there.
5. One Hour Before the first Test:
 - Assemble the rest of your crew.
 - Review assignments.
 - All personnel (other than Warm-up Steward) should be in place fifteen minutes before the first test.
 - Greet the Judge(s)
 - Introduce him / her to scribe(s).
 - Make sure they know where the toilets are located.
 - Ask what they prefer to drink.
 - Inform them where lunch is being served and who will accompany them. (Perhaps the RS).
6. MAKE EVERY EFFORT TO START ON TIME AND STAY ON TIME!
7. Coordinate delivery of refreshments to personnel with Hospitality.
8. Be readily available to all personnel at all times.
9. Let the Rally Secretary know when you will be away from your post for any length of time and who will cover for you.

Section J: Dressage Chairman

10. Monitor and maintain condition of the arena (drag, rake, water) provided you can do so without creating slippery conditions.
11. When using a second Dressage Judge, who may leave immediately following the 30-minute protest period, be sure he / she has a Reimbursement Voucher and / or has made arrangements for payment.
12. After the final ride, promptly organize your Take-Down Crew with truck. If the same area is to be used for Stadium Jumping, be prepared to make necessary adjustments immediately. Coordinate with Stadium Jumping Chairman.
13. If sharing flowers / shrubs with SJ, coordinate with the SJ Chairman how and when they are moved.
14. Thank every member of your crew!

AFTER RALLY:

1. If not already done:
 - Take down and store or return arenas, letters, etc.
 - Remove, return or store Judge's shelter.
2. Return borrowed flowers / shrubs. Coordinate w/SJ / XC Chairmen, if they are sharing.
3. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- Warmup Steward
- Collecting Steward
- Scribe(s)
- Runner(s)
- Setup crew (2+)
- Takedown crew (2+)

POSSIBLE SIGNS:

- QUIET PLEASE
- ARENA CLOSED
- ARENA I / BELL
- ARENA II / WHISTLE
- FORMAL INSPECTION I
- FORMAL INSPECTION II

EQUIPMENT / MATERIALS / SUPPLIES:

- Arena(s) w/letters
- Judges' Shelter(s)
- Tables and chairs for above
- Flowers / shrubs
- Rakes, light shovels, baskets
- Judge's Supply container (shallow beverage cartons).
Contents:
 - Clipboards w/tests (include extras)
 - Clipboards w/Judge's sample test
 - Pencils (Several, w/erasers)
 - Pencil sharpener
 - Bell / whistle
 - Stopwatch
 - Paperclips
 - Paperweights (clean rocks)
 - Bug spray
 - Snacks / drink(See Hospitality ChairRman.)
 - Up-dated Order-of-Go
 - Bit Check gloves

Section K: Dressage Warm-up Steward

EVENTING RALLY DRESSAGE WARM-UP STEWARD

JOB DESCRIPTION: This person is responsible for monitoring the dressage warm-up area for safety, traffic control and unauthorized assistance. He / she must be a knowledgeable horseperson and understand the purposes and pitfalls of Dressage Warm-up.

Although it is not as necessary as in the jumping phases, it helps to have a Collecting Steward to direct the riders to their arenas, especially if the arenas are out of sight of the Warm-up area.

It is neither steward's job to see that the riders get to their respective arenas on time. That is the responsibility of the riders and their teammates.

There must also be a Horse Management Judge in the Warm-up area.

SPECIFIC DUTIES:

1. Have a knowledge of the Warm-up rules and be willing to enforce them. (see current *USPC Rules for Eventing Rallies*).
2. Riders will arrive in the Warm-up area mounted, having just come from Formal Inspection. If a rider wishes to make an adjustment to his / her tack after arrival, the rider must return to a HM Judge (who must also be in the Warm-up area) for this adjustment.

3. Make sure that each rider is riding safely in the Warm-up area. Riders should understand how to pass safely (i.e. when passing another rider going in opposite directions, pass left shoulder to left shoulder; when overtaking another rider, leave plenty of room). Look out for problems before they arise.
4. Notify a member of the Ground Jury or the Chief HM Judge of any serious problem.
5. Be aware of medical and veterinary support in case of an emergency. In case of a fall, ask that they verify horse and rider are safe to continue.
6. Longeing is not allowed in the Warm-up area. It must be supervised by and is subject to Horse Management judging.
7. UNAUTHORIZED ASSISTANCE

It is forbidden, under penalty of elimination, for any rider to have coaching of any kind (other than that from team members) in the Dressage phase of a USPC Eventing Rally, including the Warm-up area. Team members are encouraged to work with each other in the Warm-up area, but they may not ride each other's horses. If help is needed, the Chief HM Judge or another member of the Ground Jury will designate how the problem is to be handled.

Section L: Cross-Country Chairman

EVENTING RALLY CROSS-COUNTRY CHAIRMAN

JOB DESCRIPTION: The Cross-Country (XC) Chairman is the coordinator of all Cross-Country preparation and personnel. He / she must be able to work closely with the Organizer, Course Designer, Course Builder, Technical Delegate, and landowner. The Cross-Country Chairman should have a copy of and be very familiar with the current *USPC Rules for Eventing Rallies (USPC Eventing Rulebook)* and *USPC Horse Management Handbook* as well as the course(s) being used, its condition and development.

The job can be broken down into two areas and may be divided between two people:

- Cross-Country course preparation.
- Actual running of the phase.

The Organizer and / or landowner is often responsible for the cross-country course development.

This Chairman will need a LOT of help throughout the planning and implementation of the rally. He / she should be an optimist with lots of energy who is able to work with all kinds of people. Cooperation with the other Chairmen in coordination of effort is very important.

The Organizer and this Chairman must work out between them exactly what responsibilities the job entails, and be certain that no work is left undone or duplicated because of misunderstandings.

MOST IMPORTANT: This person must be aware and make sure that everyone involved in developing the course is aware that (almost always) the cross-country course is only being “borrowed”. Therefore, permission must be granted from the course or landowner, if they are not the same, before any brush, trees, etc., are cut, any cross-country fence is altered or repaired or any new cross-country fences are built. Make certain that all fences are accessible to emergency vehicles or that the landowner will allow you to make them so.

SIX MONTHS BEFORE RALLY:

1. Set up a meeting with the Organizer, Course Designer, Course Builder and land / course owner to determine:
 - What land is involved
 - Are livestock involved? If so, what are they? Where are they? How does owner choose to confine / exclude them?
 - Are gates to be opened? Closed? If so, where? when?
 - When work can begin
2. Plan course route(s) with Organizer and Course Designer:
 - At the D and Beginner Novice levels, the course can be run around the perimeter of open fields and need not be a large area.

- At the lower D levels, all obstacles should be in an enclosed field and in full view of officials.
 - Determine whether Dressage or Stadium Jumping (SJ) areas overlap any of the course. If so, coordinate with those Chairmen
3. Work with Organizer and Chief Horse Management (HM) Judge to plan rally flow. Include:
 - Safety Check area
 - Warm-up area
 - Start Box
 - Finish Line
 - Vet Check (Cool-out)
 4. Do a tentative course design.
 - Determine number of new fences to be built and number needing repair.
 - Make a list of materials needed to build new fences and repair existing ones.
 - Establish cost of preparing the course, including necessary decorations (straw / hay, mulch, cedars, etc.).
 5. After tentative course design is ready, again meet with land / course owner and go over the proposed course fence-by-fence. Make sure owner understands and agrees on any and all changes proposed to existing course. Try to make as few changes as possible in developing safe appropriate courses. Few owners welcome much alteration to an existing course. Be tactful and diplomatic. Good courses are hard to find and you want to be welcomed back.
 6. If there is serious course building or repair work to be done, check with Course Builder to see what he will do. If you are responsible for any repairs or building (check also with Organizer), you will now need some workers who can use construction tools and drive trucks / tractors.

FOUR MONTHS BEFORE RALLY:

1. Take inventory and make arrangement for repair or replacement of the following:
 - Red and white flags – enough for course, practice fences, start and finish!
 - Fence numbers
 - Directional signs
 - START and FINISH signs
 - Standards, poles, cups and pins for practice fences.

Section L: Cross-Country Chairman

2. Although you will get most of your workers from the entered teams' adult volunteers, there are three positions which must be filled ahead of time: Fence Judge Coordinator, Chief Timer and Warm-up Steward. Check with Organizer about who will assign these jobs. *The persons filling these slots must be knowledgeable, experienced and committed. The Warm-up Steward needs to be a horseperson familiar with XC warm-up. These jobs cannot wait for the two weeks-before-rally Closing Date for assignment.*
3. Confirm with Organizer that an Announcer, PA system and Control Center (if necessary) are arranged.
4. Confirm with Organizer that a vet and farrier are to be on call at all times. **A veterinarian must be on the grounds during Cross-Country and Stadium Jumping.** *Check Equine Emergency plans with Organizer, including designated trailer for use as horse ambulance. See "Uniform Officiation Rules."*

At rallies above the D level, there *must* be a veterinarian at the end of Cross-Country to check the condition of the horses; it is not physically possible for him / her to also treat injured or ill horses without stopping XC.

Therefore he / she cannot be the vet-on-call or on the grounds. Check with the Organizer to be sure who is responsible for getting this vet.

At D and some Beginner Novice Rallies, a Chief Horse Management Judge usually takes the place of the vet at the end of Cross-Country. Organizers must use their own judgement.

5. At a multi-day rally, a farrier should be on the grounds at some specified time to reset shoes loosened or lost in travel or on course, but not for complete re-shoeing jobs.
6. Formulate a medical emergency plan with the Organizer, landowner, Secretary and Grounds Chairman. Be sure someone is in charge of locating medical personnel to be on the grounds.
7. Give Grounds Chairman a list of the signs you will need. Decide who will place them.

TECHNICAL DELEGATE (TD)'S PRE-RALLY VISIT *(about six weeks before rally):*

1. Inspect course with Organizer and Technical Delegate during the latter's Pre-Rally Visit. If possible include the Course Builder and landowner. Take rough course measurements.
2. Be sure that the following is ready and / or available:
 - Timing equipment (who will supply?)
 - All items under Fence Judge (FJ) Coordinator's List (check with him / her)
 - Radios (Coordinate with Communications Chairman and F J Coordinator).
3. With Organizer and landowner, decide when cross-country course will be closed and post sign to that effect.

FOUR WEEKS BEFORE RALLY:

1. Make sure any new fences are nearing completion and final repairs are being made to existing fences. Cut low branches, paint or stain fences if necessary.
2. Complete repair and painting of numbers and flags. Include standards, poles and cups for practice fences.

TWO WEEKS BEFORE RALLY *(usually Closing Date of rally):*

1. Secretary will now have complete list of teams and with Organizer will draw for team order-of-go. Determine who is setting up order-of-go sheets. If you have this job, be sure to leave enough time between divisions for fence judges (FJs) to move and answer a radio check before the next level starts. Once completed, give to Secretary for duplication.
2. Get a complete list of adult volunteers from the Secretary. Assign jobs. These will include:
 - Fence Judges (give to Fence Judge Coordinator).
 - Repair crew
 - Assistant Timers (you should already have a Chief Timer, who is also the Starter)
 - Couriers to collect score sheets

Meet with:

- Fence Judge Coordinator – are plans complete?
- Chief Timer – equipment – who has it? where is it?
- XC Warm-up Steward – give this person a copy of his / her job description
- Secretary – needs to make lots of copies of Order-of-Go for your use.

Section L: Cross-Country Chairman

3. Confirm with Communications Chairman / Fence Judge Coordinator / XC Chairman that plans are complete for:
 - PA system
 - Radios and radio assignments
 4. Pick rocks on course, check footing, fill holes, mark hazards, check for nails, loose boards; cut back brush.
 5. Draw course map. Give to Organizer / Secretary / Program Chairman. Prepare a large map for the bulletin board and give to Secretary. Do not post length, speed, Optimum Time or Time Limit until TD has confirmed.
 6. Give list of Cross-Country personnel to Secretary / Program Chairman for program.
 7. Consult with Chief Horse Management (HM) Judge about use of ice, water, etc., at end of Cross-Country. With Organizer and Grounds Chairman, determine who is responsible for obtaining them. If your job, make plans to do so. If not, see 3 to 1 Days, below.
4. Check course (drive or walk it AGAIN) to be sure that:
 - It is properly flagged / numbered, practice fences are flagged.
 - Fences are stuffed with brush and decorated with flowers, if available.
 - Straw / hay bales are in place on fences.
 - All fences have solid ground lines. Add rolls of brush, hay or rails to any that do not have them
(make sure that these rails are secured).
 - No new holes / hazards have surfaced
 5. With Organizer and course builder accompany TD on final course inspection. Make adjustments as suggested. Be sure to get President of Ground Jury's approval. (May be day of rally).
 6. Be sure that Times / Distances are posted on map on bulletin board ONLY after they are approved by the TD and President of the Ground Jury. This may not be possible until the day of rally.
 7. Confirm that Human and Equine Emergency plans are in order. Medical Releases should be on the grounds now, so that they will not be forgotten tomorrow! Check with Secretary.

ONE WEEK TO THREE DAYS BEFORE RALLY:

1. Flag and number fences. Check as you go that no hazardous hardware (nails, bolts, loose wire) is exposed to horse / rider.
2. Halfway markers are no longer necessary, but can be helpful to riders learning pace. Place directional markers if needed.
3. If using temporary Start Box, construct now. Check with TD about appropriate materials. Do not use metal stakes!
4. Set practice fences and place signs and flags. You need one vertical, one spread, and one crossed pole trotting fence. Check with TD about safe placement of fences.
5. Place START and FINISH signs on red flags at start / finish.
6. Place all other signs.
7. Weed-whip fences and finish grooming course.

THREE DAYS TO ONE DAY BEFORE RALLY:

1. Check with Communications Chairman / Announcer to ensure that all equipment is ready.
2. If it is not your job, check (again) with Organizer, Chief HM Judge and Grounds to determine what supplies (ice, water, etc.) will be needed at the Vet Box at the end of XC and who will deliver them where on day of rally.
3. Check w/Hospitality to be sure cool water for humans will be available at the end of XC.

DAY OF CROSS-COUNTRY:

1. Final check of course from Start to Finish.
2. Final briefing of personnel, one hour before start.
 - A. Warm-up Steward
 - Be sure he / she knows job. (have a copy of this job description in hand)
 - Take *USPC Eventing Rulebook* along to Warm-up area
 - Make certain he / she is in Warm-up area before the first horse arrives.
 - B. Repair crew, equipped with
 - repair truck
 - repair tools
 - radio
 - C. Couriers – Brief on how / when to pick up score sheets from Fence Judges
 - D. Fence Judges – See Fence Judge Coordinator Section of this Guide.
3. Synchronize watches with Official Time.

Section L: Cross-Country Chairman

4. Make sure medical vehicle is on grounds, keys in ignition and driver nearby. Be sure someone on the crew knows the course and access to all fences and that their radio is operative. Make certain person in charge of this has the folder of alphabetized Medical Releases or knows exactly where it is. With Secretary at the Start Box is a good place to leave them. *Make sure that the releases are not left in any emergency vehicle, which might leave the grounds with them!*
5. Confirm that Announcer has made radio check of FJs or that FJ Coordinator is doing so physically.
6. Send all remaining personnel to stations at least 15 minutes before start.
7. Stay in contact with Organizer and Announcer. Let them know where you are at all times.
8. Thank all volunteers!

AFTER RALLY:

1. Thank all volunteers – again.
2. Collect flags and numbers from course, inventory, repair and store.
3. Check with Grounds Chairman to be sure who collects signs. If your responsibility, collect, inventory, repair and store.
4. Repair footing if necessary. Check with Organizer and landowner.
5. Remove all decorations (straw / hay bales, flowers, cedars, etc.).
6. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- 1-2 permanent assistants
- Warm-up Steward
- Fence re setter
- Collecting Steward
- Fence Judge Coordinator
- Fence Judges
- Chief Timer (Starter)
- 2 – 3 assistant timers
- Repair crew of 2-3 persons
- Vet at end of Cross-Country

POSSIBLE SIGNS:

- WARM-UP AREA
- SAFETY CHECK AREA
- START & FINISH
- VET CHECK
- COOL-OUT AREA

EQUIPMENT / MATERIALS / SUPPLIES:

- Current *USPC Rules for Eventing Rallies*
- Current *USPC Horse Management Handbook*
- Measuring wheel
- Repair vehicle
- Construction / repair tools
- Red & White flags for all fences,
- 3 practice fences, Start / Finish, and a few extras
- Fence numbers and letters
- At least 3 sets of standards, poles, cups & pins for practice fences
- 2 radios for self and assistants (Communications may assign others)
- Water, ice and other supplies for Vet Box (Check with Organizer, Grounds and Chief HM Judge)
- Water for humans in cool-out area at end of XC
- Horse Ambulance with designated driver

Section M: Fence Judge Coordinator

EVENTING RALLY FENCE JUDGE COORDINATOR

JOB DESCRIPTION: This person organizes the Fence Judges (FJs) for the Cross-Country (XC) phase of the rally. Fence Judges are the epitome of Pony Club volunteerism. Rallies at all levels require the help of competitors' parents, other relatives and friends as FJs.. Rally Invitations and Entry Forms usually ask for at least two adult volunteers per team, whose names, job preferences and experience must be included with entries. Many volunteers prefer to be a Fence Judge, and will arrive with folding seats, their own food and prepared for all sorts of weather.

The Fence Judge Coordinator must be a good organizer and able to delegate responsibility. Advance planning is imperative.

TWO MONTHS BEFORE RALLY:

1. You should have access to and be familiar with the current *USPC Rules for Eventing Rallies (USPC Eventing Rulebook)*, the *USPC Horse Management Handbook* and have a copy of the current "USPC Instructions to Fence Judges." Familiarize yourself with the Cross-Country course; get a map of the course(s) to be used, even if tentative. Walk it (them) several times.
2. Coordinate order for USPC Eventing Organizers' Kit (which includes scoresheets and current "USPC Instructions for Fence Judges") with Organizer, Secretary and Cross-Country Chairman. Make sure the Kit is ordered.
3. With Organizer / Cross-Country Chairman determine:
 - Who will brief the Fence Judges (usually done by Technical Delegate).
 - How many Fence Judges will be needed, based on
 - number of levels of competition
 - fences per level
 - difficulty of fences
 - Number of score sheets and current "USPC Instructions to Fence Judges" to be duplicated, based on number of levels of competition and fences per level
 - Who is responsible for the copying? When / where will the sheets be available?
4. Who will supply clipboards, pencils, "baggies" (in case of rain)?
5. Will transportation of judges to and from the fences be needed and if so, who will supply?
6. Be familiar with equine and human emergency medical plans. Check with Cross-Country Chairman.
7. What plans have been made for radios on Cross-Country? Who will assign them? Check with Communications and Cross-Country Chairmen.

TWO WEEKS TO TWO DAYS BEFORE RALLY:

1. Ask Secretary for list of volunteers who will be Fence Judges. You will probably know some of them and their experience.
2. Make the fence assignments, with several copies for officials (Scorers, TD and Announcer). Position the FJs so they are moved the least between divisions. Decide with XC Chairman and / or the TD which fences might cause problems and put experienced judges on them, as well as on any fences out of the main flow of the course, in case of accident or broken fence. If you have enough people, assign two judges to these fences.
3. Set up clipboards (or see that they have been set up) with the FJ Instruction booklets, score sheets, pencils, large "baggies" (for clipboards) and large trash bags (for people) for inclement weather. **DO NOT PRE-NUMBER SCORESHEETS!**
4. Arrange for vehicles to deliver the FJs to their fences if necessary.
5. If using radios, coordinate their placement with the Organizer, Communications and XC Chairmen.

DAY OF CROSS-COUNTRY

1. Hold Fence Judges' briefing at least one-and-one-half (1 1 / 2) hours before Cross-Country with TD, Communications Chairman, Organizer and Medical Personnel. If Fence Judges need to be driven to their fences, meet at a place convenient to load into the vehicles.

Make sure whoever does the briefing includes the following:

- Roll call, fence assignments, pass out clipboards.
- Remind FJs to write their name and the fence number on each sheet.
- FJs should write down riders' numbers only as they come to their fence. *Don't pre-number scoresheets.*
- Instruct FJs that if in doubt about an incident, to write / draw a description – color of horse and rider's helmet cover are helpful
- Instructions for change of fences or equipment between divisions.
- Be sure the TD presents (if he / she does not conduct the entire briefing) technical instructions including:
 - division colors
 - explanation of refusals
 - explanation of unauthorized assistance
 - on-coming horse's right of way on course and how to handle it

Section M: Fence Judge Coordinator

- what to do (and what not to do) in case of an accident
 - how to record time in case a horse is stopped
 - Have the Communications Chairman explain the plan and operation of radios
 - Ask the medical personnel to discuss the plan for an accident
 - Organizer (or you, as FJ Coordinator) should:
 - Explain the procedure for an injured or trapped horse
 - Give instructions for picking up scores
 - Remind FJs to return on time if they leave their post during a break. The course will be held up until all Fence Judges are back in place, thus throwing everyone off schedule.
 - Ask FJs to return their clipboards with final scoresheets and radios by:
 - remaining in place until their clipboards and radios are picked up by a courier **OR**
 - delivering clipboards and radios to a specified place (Secretary at Rally Headquarters or a room, tent or area where refreshments are served)
 - Remind FJs that they must stay for a 30 minute protest period after the last score has been posted for competitors' review. Tell them where to assemble, if appropriate, and that Announcer will release them at correct time.
 - **Thank them for volunteering.**
2. Send or deliver FJs to their fences. Have Announcer make a radio check to be sure all judges are in place for the start. If taken to fences, be sure Fence Judges are picked up afterward.

AFTER RALLY:

1. Be sure Secretary has all FJs' clipboards to put away for another rally.
2. Return all radios to Communications Chairman, if he / she has not already retrieved them.
3. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- At least one adult Fence Judge per fence
- Crossing guard, if necessary

EQUIPMENT / MATERIALS / SUPPLIES:

- Clipboards w/score sheets & "Instructions to USPC Fence Judges"
- Pencils – at least 2 per Fence Judge
- Large baggies for clipboards in the rain / snow
- Large trash bags for people in rain / snow

Section N: Cross-Country / Stadium Jumping Warm-up

EVENTING RALLY CROSS-COUNTRY / STADIUM JUMPING WARM-UP STEWARD

JOB DESCRIPTION: This person is responsible for monitoring these Warm-up areas for safety, traffic control, the height of fences, and unauthorized assistance.

It is most important for this person to be a knowledgeable horseperson familiar with warming up for the jumping phases. This person is not your usual “green but willing” volunteer.

There must also be a Horse Management Judge in the Warm-up area to assist in handling safety issues.

It is also useful to have an assistant to help reset fences (with the riders’ teammates), and a Collecting Steward to send the riders on to the Start of Cross-Country. Check with Organizer.

As in the Dressage phase, no steward or judge is responsible for seeing that riders get to the start of XC or SJ on time. That is the riders’ and their teammates’ job.

SPECIFIC DUTIES:

1. Have a knowledge of the Warm-up rules and be willing to enforce them. Know the fence heights for the warming up over fences phases for the levels at the rally. (See *current USPC Rules for Eventing Rallies (USPC Eventing Rulebook)*).
2. Competitors will arrive mounted in the warm-up area, having just come from the Safety Check. If tack needs to be adjusted after the Safety Check, the competitor must return to a HM Judge (who must also be in the Warm-up area) for this adjustment.

3. All warm-up fences are flagged and must be jumped in the appropriate direction. At an Eventing Rally for young or inexperienced Ds, the Warm-up Steward may be asked to remind all riders as they enter the Warm-up area about the correct direction to jump the fences. Check with the Organizer, who should know the experience of the riders.
4. Try to prevent problems before they occur. Notify the Chief HM Judge or another member of the Ground Jury if serious problems arise.
5. Notify the medical / veterinary staff immediately in case of a fall of horse or rider. They will need to make sure both horse and rider are safe to continue.
6. Riders should understand “basic ring safety” (i.e. when passing another rider going in the opposite direction, pass left shoulder to left shoulder; when overtaking another rider, leave plenty of room). When working over fences, riders should not monopolize a fence.
7. **UNAUTHORIZED ASSISTANCE**

Team members are encouraged to work with each other in the Warm-up area, but they may not ride each other’s horses. If you need help enforcing this, the Chief HM Judge or another member of the Ground Jury will designate how the problem is to be handled.

Section O: Stadium Jumping Chairman

EVENTING RALLY STADIUM JUMPING CHAIRMAN

JOB DESCRIPTION: This person must take complete charge of the Stadium Jumping (SJ) phase of the rally. He / she is responsible for:

- Having access to and being familiar with the current *USPC Rules for Eventing Rallies (USPC Eventing Rulebook)* and the *USPC Horse Management Handbook*
- Assembling all jump equipment
- Obtaining a Course Designer (check with Organizer)
- Recruiting and supervising a set-up crew
- Setting the course
- Supervising all volunteers necessary to run this phase of the rally
- Taking down, inventorying and storing jump equipment after the rally
- He / she must be well organized and be able to devote at least one complete day prior to rally and possibly another day after the rally. He / she **MUST** be present the day of the rally to oversee the phase.

FOUR MONTHS BEFORE RALLY:

1. Visit the site with Organizer and select Stadium Jumping (SJ) site. If site will also be used for Dressage, Cross-Country (XC) or SJ Warm-up etc., coordinate plans with the Chairmen involved. Determine earliest time course can be set.
2. Determine levels of rally competition and tentative schedule.
3. Obtain and read the current *USPC Rules for Eventing Rallies*. (Organizer and Secretary will have copies). Make copies of specifications as necessary.
4. With Organizer, choose a Course Designer. He / she **MUST** understand Eventing Stadium Jumping design (as opposed to Show Jumping) and Pony Club rallies. Be sure he / she has access to *USPC Eventing Rulebook* w/specifications.
5. If using local jump equipment, inventory the materials available. Be sure you have enough rails, standards, jump cups, red and white flags, numbers, letters and signs (Start / Finish, etc.), without using those from Cross-Country, and special items (brush, coop, etc.).
6. If you are building, painting or repairing the fences, recruit help and start now. Arrange to borrow, build or order any additional fences necessary.
7. Give complete inventory list to Course Designer. Set deadline for receiving final design and plan schedule.

8. Be sure to have the requisite number of standards, rails and flags for warm-up jumps. In addition to those needed for the actual SJ course.
9. With Organizer, determine how you will recruit the set-up crew. (You may ask friends, or use volunteers from team entries).

TWO MONTHS BEFORE RALLY:

1. If you are obtaining your own set-up crew, get them committed to you now. Otherwise, Secretary will have list of volunteers from team entries after Closing Date.
2. Continue to oversee the building, painting or repair of the fences.
3. Solicit flowers and / or evergreens to decorate the course. Try to get donations or borrow from a nursery. These may be shared with Dressage, and sometimes with Cross-Country (at multi-day rallies). Coordinate with these Chairmen.
4. Determine with Organizer and Grounds Chairman what will be used as a Judges' stand – hay wagon, back of truck? Who will supply tables and chairs?
5. Make certain that you have necessary tools for the repair crew the day of rally.
6. Be sure you have use of a pickup truck or tractor with wagon for day of set-up, especially if it is day of rally. If possible, take down SJ fences immediately following SJ. Parents are often willing to lend a hand at this time while awaiting Awards. Ask for extra volunteers. (If you do not plan to take down at this time, be sure you will also have the vehicles on the day you do take down.).

TECHNICAL DELEGATE'S (TD's) PRE-RALLY VISIT (about six weeks before rally):

1. Try to be present for the TD's Pre-Rally Visit. If possible, have a tentative course design available. Review your personnel list, traffic flow and organizational plan with the TD.
2. Carry out TD's recommendations.
3. Confirm with Secretary that
 - All SJ scoring materials will be copied as necessary
 - A Judge's folder will be prepared with order-of-go and scoresheets
 - A corrected program and order-of-go will be supplied to the Announcer
 - A corrected order-of-go will be supplied to the collecting steward or in-gate person
4. Confirm location of emergency vehicle for the phase. Also location of jump crew.

Section O: Stadium Jumping Chairman

5. Inspect arena. Check for holes. Mow if possible.
6. Schedule / confirm delivery / pickup of any borrowed or rented fences.
7. Confirm with Organizer that a knowledgeable horseperson familiar with SJ warm-up to be Warm-up Steward for this phase has been committed and has a job description.

TWO WEEKS TO ONE WEEK BEFORE RALLY:

1. Have jump equipment on the rally grounds.
2. Get a list of volunteers from the Secretary. Assign jobs. If possible, call volunteers and confirm. Don't forget the previously assigned Warm-up Steward. Ask that all of them meet for briefing at least one and a half (1 1 / 2) hours before SJ starts.

Check w/Organizer to sure XC Timers will also be available for SJ. If not, recruit 2 experienced timers and locate watches with "time-out" feature (don't keep running internally when stopped, as with "lap" feature).

3. With Organizer, determine approximate time for start of Stadium Jumping and give to Secretary or Program Chairman. Although this phase is not specifically scheduled, for planning purposes, keep in mind that riders follow each other in drawn Order-of-Go at about 2-minute intervals.
4. Check with Organizer that an emergency vehicle will be in place and on time. Learn human and equine emergency plans and location of EMT and Medical Releases.
5. Arrange with Hospitality Chairman for appropriate lunch / drinks.
6. Mow arena and give a final inspection.

THREE DAYS TO ONE DAY BEFORE RALLY:

1. Confirm that Grounds Chairman will have wagon / umbrella table or other shelter on the grounds. Also table and four (4) chairs.
2. Assemble supplies for the Judge. See list at end of this section for contents.
3. If possible (area is not being used for another purpose prior to SJ):
 - Meet with the Course Designer and set-up crew to set the course, flag and number.
 - Post sign "Arena Closed".
 - Set up warm-up fences in warm up area.
 - Move Judge's stand into place.

4. Day before the rally, deliver plant material. At multi-day rallies, move from Dressage Arena, or XC course in time for this phase).
5. Confirm communications plan with that Chairman.
6. Be sure you have enough Order-of-Go schedules. See below.

DAY BEFORE OR EARLY DAY-OF-RALLY:

1. As early as possible, meet with Course Designer, TD and President of Ground Jury to check the course.
2. If necessary, make adjustments. Get approval of TD and President of Ground Jury.
3. Make course maps
 - On a large poster board to be posted near arena for riders.
 - Mounted on cover of Judge's folder.
4. Post large course map, with distance, Optimum Time and Time Limit when the course is open for walking.

IMPORTANT:

- *Don't write in distance, speed, Optimum Time and Time Limit until TD and President of the Ground Jury approve the course AFTER it is set.*
- *Remember that the Ground Jury may alter the course if weather warrants or if design is inappropriate for the level.*

DAY OF RALLY:

1. Have Announcer announce when course is ready for walking.
2. Brief volunteers at least one hour before Stadium begins. Give them supplies and equipment. Send Warm-up Steward to his / her place at once. He / she must be in place before the first horse arrives in that area.
3. Prepare Judge's folder with course map, scoresheets and corrected order-of-go. Have supplies (see below) in tray on table.
4. Check that PA system is in place and Announcer ready. Be sure he / she has a corrected order-of-go.
5. Check that Collecting Steward or in-gate person has corrected order-of-go on clipboard.
6. If using radios, ask Announcer to run radio check between Judge, Warm-up Steward, Collecting Steward (or in-gate person) and Jump Crew.
7. Synchronize your watch with Official Time.

Section O: Stadium Jumping Chairman

8. Escort Judge to arena. Be sure his / her watch is synchronized to Official Time.
9. Confirm that all volunteers are in place:
 - Warm up Steward
 - Collecting Steward (in-gate person) with corrected order-of-go
 - Scorer for Judge with folder and tray of supplies
 - Starter and Timer(s)
 - Jump crew
 - Pinnie collector (if pinnies are to be collected now – check with Organizer)
10. Check that emergency vehicle and Medical Releases are in place.
11. Report to judge that all is ready for first horse.
12. Be on hand to oversee smooth running of phase and aid volunteers.
13. **Thank the Judge and all your volunteers.**

AFTER RALLY:

1. Be in charge of taking down jump equipment and returning it and other equipment to proper locations. The best time to do this is immediately following SJ and before Awards.
2. Coordinate return of flowers / shrubs with Dressage / XC Chairmen (if shared with them).
3. Either write a thank-you note for any borrowed equipment or plant materials, or see that the person assigned that job (Secretary) has a complete list of those who should receive them.
4. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- Course Designer
- Set-up Crew (4-6 strong persons)
- Judge (usually President of Ground Jury / Overall Judge)
- Announcer
- Warm-up Steward
- Collecting Steward
- Jump crew for day of rally
- Scorer / Scribe
- Starter
- 2 Timers
- Pinnie Collector (may be Secretary)
- Take-down crew (4-6 strong persons)

SIGNS:

- START
- FINISH
- COURSE CLOSED
- WARM-UP

EQUIPMENT / MATERIALS / SUPPLIES:

- Copy of current SJ specifications and rules from *USPC Eventing Rulebook*
- Standards, rails, cups
- Extra rails
- Numbers / letters
- Stadium Jumping Scoresheets
- SJ Time Sheets
- 6 pencils
- 6 clipboards
- Bell or whistle
- Course map
 - posted
 - for Judge's folder
- 6 copies order-of-go
- 3 stopwatches w/"time out" feature (that don't keep running internally when stopped, as with a "lap" feature)

Section P: Written Test Chairman

EVENTING RALLY WRITTEN TEST CHAIRMAN

JOB DESCRIPTION: This person is responsible for administering the Written Test (WT) scoring it and giving the results to the Chief Scorer. It helps to have skills in instructing and teaching, as well as some knowledge of horses and the test questions.

SIX WEEKS BEFORE RALLY:

1. Visit the Rally Site with the Organizer and Grounds Chairman. Choose a secluded place away from the hubbub of the day for giving the test. If possible, set time for the Written Test.

You will also need a place away from the main group for those children who must have the test read to them.

Arrange for an alternate site under cover in case of rain. (Yes, rallies go on in inclement weather!)

2. The Regional Supervisor (RS) annually receives the tests for all rating levels and disciplines from the USPC Written Test Committee. He / she is responsible for their security, and will probably bring the tests, duplicated in the necessary numbers per rating, to the rally.

He / she also receives instruction for the administration and scoring of the tests. Ask for a copy of all information he / she has currently received. There are also instructions for the WT in the "Uniform Officiation Rules."

3. Determine who will administer the tests. At least one helper per two teams will be needed, with one person who reads clearly in a voice that carries well. Set a time and place to meet your helpers the day of rally.
4. Locate listed reference material and make arrangements for it to be on the grounds the day of the rally.
5. Make a list of signs needed and give it to the Grounds Chairman.

TWO WEEKS BEFORE RALLY *(usually the Closing Date of rally):*

1. After the Closing Date, the Organizer and / or Rally Secretary must give the RS an accurate count of the number of Pony Club members of each rating level who will be attending the rally.
2. The RS or his / her representative is responsible for seeing that the proper number of tests for each rating in attendance at your rally is delivered to the site. Be sure this is being done. Ask that a few extra copies of each test be made in case there are last minute changes
3. Ask the Secretary how many children will need the test read (may be on entry) and plan your help accordingly.

4. Locate enough old magazines, (as a substitute for clipboards), pencils and a large clock for use on rally day.
5. Check on reference materials.
6. Call all personnel to remind them of the time they should arrive at rally grounds.

THE DAY BEFORE RALLY:

1. Collect signs from the Grounds Chairman and put them in place or see that they are in place.

THE DAY OF RALLY:

1. Arrive early. Check the following:
 - Signs
 - That announcer knows where test is being held and has it on his / her schedule
 - Supplies
 - Location of reference materials
2. With the Announcer's help, assemble all teams, including Horse Managers (HM)s. If the rally is being run out of trailers, parents can hold or watch horses.
3. Separate teams, so that team members do not sit next to each other, i.e., all team Captains sit together, all 1st riders together, etc. – is one good easy way.
4. Have your helpers distribute the tests and help monitor the teams.
5. Declare the official time, post the big clock and announce the time allowed for the test.
6. When time is up, or all competitors have finished the test, collect the tests.
7. Review tests with competitors. Tests may be returned to teams for the review, but all **MUST** be returned to you to return to RS. *Competitors may NOT keep tests.*
8. Correct tests, check twice, and give corrected tests to scorers.
9. If the RS is present, return all tests – used and unused – with answer sheets and posted samples, to him or her. If not, be sure to deliver them to the Organizer or Secretary to deliver to the RS. Do not just abandon them on the grounds!

Section P: Written Test Chairman

PERSONNEL:

- At least one reader
- Monitors / correctors – (Suggest one per two teams).

SIGNS:

- WRITTEN TEST AREA
- QUIET PLEASE

EQUIPMENT / MATERIALS / SUPPLIES:

- Reference material
- Large clock
- Red correcting pencils
- Tables / chairs for correctors
- Magazines (for clipboards)
- Pencils

Section Q: Awards / Parade of Teams

EVENTING RALLY AWARDS / PARADE OF TEAMS CHAIRMAN

JOB DESCRIPTION: Organized person who is willing to order ribbons and be responsible for other awards / trophies. May be creative for other awards and music for the parade of teams / awards presentations.

THREE MONTHS TO ONE MONTH BEFORE RALLY:

1. Learn from Organizer the number of divisions and placings to be awarded. Ask about Horse Management (HM) awards and participation ribbons.
2. Locate any perpetual or traveling trophies.
3. Learn from Organizer who is to order ribbons (and any other awards). The Organizer and Secretary and / or RS sometimes place the order early to take advantage of reduced prices. If this has been done, ask to review the order with them.
4. If placing the awards order is part of your job, make selections, and prepare a budget for the Organizer's and Treasurer's approval. Place order only when approved.

TWO WEEKS BEFORE RALLY:

1. Check to see that delivered order is correct and complete. Do this even if you did not place the order.
2. Follow up on any unreturned perpetual awards.
3. Ask the Organizer who will be making the presentations and provide a list of names to the Announcer.
4. With the Announcer plan the Parade of Teams and Awards Ceremony.
 - Locate site for Awards presentation.
 - Select a place to lay out awards. If you need a table moved to site, contact Grounds Chairman.
 - Decide where teams will assemble for Parade of Teams.
 - With Organizer and RS determine order of teams for Parade of Teams.
 - Select the music to be used. Make sure proper equipment is available to play the music (boombox, PA system, etc.).

ONE WEEK BEFORE RALLY:

1. Organize ribbons / awards for presentation. Make certain they're all there!

DAY OF RALLY:

1. Arrive at least two hours prior to the Awards Ceremony.
2. If possible, lay out the awards for ease of presentation. A large table is helpful, but not essential.

3. Meet with presenters. If the rally is large, you may use several people to help distribute ribbons, the official presenters shaking hands and congratulating team members.
4. Give the music to the Announcer and go over last-minute details.
5. Be on hand to see that everything goes according to plan. At this stage of the Rally, everyone is tired and just wants to "get on with it". You must keep things moving.
6. Young D teams will probably need help assembling for the Parade of Teams. You and the Announcer can walk them through it. Be sure you understand how they ride (four horses abreast, the HM walking and carrying the team banner).
7. Teams may also need to be instructed to move forward when their team name is announced to receive their awards.

AFTER RALLY:

1. Give a list of perpetual or traveling trophy recipients to the Secretary and RS for the regional files.
2. Attend Wrap-up Meeting as scheduled by Organizer.

PERSONNEL:

- Any number of Presenters
- 2-3 assistants to help handle ribbons the day of rally

EQUIPMENT / MATERIALS / SUPPLIES:

- Music (and sometimes equipment to play it – check with Announcer).
- Ribbons
- Other Awards
- Perpetual and Traveling Trophies
- Large Table to set up awards (if practical and possible)

Appendix 1 – Rally Budget

PLEASE SUBMIT FOR APPROVAL TO: REGIONAL SUPERVISOR, REGIONAL TREASURER

REGIONAL RALLY

Date: _____ Host / Organizing Club / Region: _____

Contact: _____ Telephone: _____

EXPENSES:	BUDGETED	ACTUAL
1. Facility		
Fee	_____	_____
Toilet	_____	_____
Equipment Rental	_____	_____
Tables / Chairs	_____	_____
Radios	_____	_____
Tents	_____	_____
2. Officials (please list individually on back of this form)		
Fee (if any)	_____	_____
Mileage	_____	_____
Rulebooks	_____	_____
Housing	_____	_____
Food (describe)	_____	_____
Gifts	_____	_____
Other	_____	_____
3. Competitors		
Envelopes	_____	_____
Programs / maps	_____	_____
Food	_____	_____
Other	_____	_____
4. Administration		
Telephone	_____	_____
Mailings	_____	_____
Supplies	_____	_____
Copying	_____	_____
Postage	_____	_____
Programs / maps	_____	_____
USPC supplies	_____	_____
5. Awards	_____	_____
6. Miscellaneous (list on back)	_____	_____

TOTAL EXPENSES

ESTIMATED NUMBER OF TEAMS _____ COMPETITORS _____

Divide budgeted expenses by estimated number of teams (or competitors) for ENTRY FEE.

Adjust for Rider / Horse Manager, Chaperone etc.

ENTRY FEE FOR THIS RALLY: _____ / team _____ / rider _____ / HM _____ / Chaperone

INCOME:	ENTRY FEES	_____
	DONATIONS	_____
	OTHER	_____
	TOTAL INCOME	_____

SUMMARY:	TOTAL INCOME MINUS EXPENSES	_____
	INCOME	_____
	EXPENSES	_____
	PROFIT (LOSS)	_____

Appendix 2 – Letter of Acknowledgement of Contribution

UNITED STATES PONY CLUBS, INC.

_____ REGION

LETTER OF ACKNOWLEDGMENT OF CONTRIBUTION

Date _____

Name of donor _____ Phone _____

Address _____ Fax _____

City / State / Zip _____ E-mail _____

Dear _____:

Thank you very much for your contribution of _____ to the _____

Region of USPC, Inc.

Your contribution will enable us to _____

(decrease fees to Rally Teams, increase endowment for upper-level candidate clinics – however your region plans to use the money).

Thank you again for your generous support.

Sincerely,

Signature

Title of regional officer

P.S. Please keep this letter as substantiation of your contribution of _____ for which you have received no goods or services. You may therefore take a charitable deduction for the full amount of _____. USPC, Inc. is a 501(c) (3) publicly supported organization, IRS # 1358, EIN: 04-2305892. This region's EIN # is _____. (Individual clubs may also have EINs).

Appendix 3 – Reimbursement Voucher

UNITED STATES PONY CLUBS, INC.

_____ REGION

REIMBURSEMENT VOUCHER

NAME: _____ DATE: _____

I request reimbursement for amounts expended by me as _____

in connection with _____ on (date (s)) _____

1. TRAVEL:

a. Mileage: _____ @ \$. _____ per mile \$ _____

b. Tickets: Airline, Bus, Train (receipts must be attached) \$ _____

2. POSTAGE: (Receipts must be attached) \$ _____

3. TELEPHONE: (Attach copies of marked monthly bills) \$ _____

4. PRINTING / PHOTOCOPIES: (Attach invoice) \$ _____

5. FEE (if applicable) \$ _____

6. OTHER (Explain) _____

\$ _____

7. CONTRIBUTION: If you wish to donate all or part of the total of the above expenses to the _____ Region, USPC, Inc., please indicate amount here: (\$ _____)

Contributions are deductible for income tax purpose as allowed by law. A letter of acknowledgment will be sent to you for your records.

8. BALANCE DUE: \$ _____

Chair / Organizer's Approval _____
(signature and position)

Send Check to: _____

All requests for reimbursement must be accompanied by receipts. This applies to tolls, parking, meals, copies, etc. This is an IRS requirement for non-profit organizations.

Appendix 4 – Eventing Rally Announcement

TYPICAL REGIONAL EVENTING RALLY ANNOUNCEMENT

(Current date)

To _____ Regional DCs and JtDCs
(Your Region)

The Novice / Training Eventing Rally for this region will again be held at the (Rally location) on Sat. July ____ and Sunday, July _____. We hope all clubs will be able to send one or more teams, or will send members to form a scrambled team. The (Rally location site) site, high on Mt. McKinley, is marvelous! The hospitality of Scarlett O’Hara and the entire Underhill Farm is well known, and the cross-country courses are challenging but fair for the levels offered.

On June ____, we will be mailing out the Rally Invitation and Entry Forms.

CLOSING DATE: Thursday, July ____, _____ STRICTLY ENFORCED!!

Rally Organizer: Name: _____

Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

Rally Secretary: Name: _____

Address: _____

City / State / Zip: _____

Phone: _____ Email: _____

This rally will be governed by the current *USPC Rules for Eventing Rallies* and *USPC Horse Management Handbook*. It is open to C-1 through A-rated properly qualified Pony Club members.

Fees: \$ _____ per team of four riders, Horse Manager, & Chaperone.

\$ _____ per rider; \$ ____ each for Horse Manager & Chaperone).

Includes meals and housing in the _____ Dormitory of the nearby _____ School.

All others – coaches, helpers, parents – should make their own housing arrangements in nearby motels listed below, bring RVs or tents.)

Motels in area: Name: _____ Telephone _____

Name: _____ Telephone _____

Name: _____ Telephone _____

Campgrounds: Name: _____ Telephone _____

At our Fall Regional Planning Meeting, all clubs agreed to participate in running this important rally. Therefore, we hope each club will be responsible for one of the following:

- Dressage
- Cross-Country
- Stadium Jumping
- Written test
- Stabling / Horse Management
- Scoring
- Hospitality (housing and / or meals for officials and teams)
- Program (assembling, typing, copying and collating)
- Parade of Teams & Awards

Appendix 4 – Eventing Rally Announcement

The Region has a copy of the *USPC Eventing Organizers' Guide*, which includes job descriptions and lots of help in implementing each of the above positions. We will give each club a copy of exactly what is expected with a schedule and list of personnel and equipment / materials / supplies necessary to accomplish the job.

PLEASE RETURN THE ENCLOSED POST CARD BY _____ TO LET US KNOW WHERE YOU PREFER TO HELP, AND WHETHER YOU PLAN TO SEND A TEAM.

Example of return postcard. Should be returned to (Rally Organizer, Rally Secretary or RS):

_____	Pony Club plans to send
_____ Novice teams	_____ Novice competitors
_____ Training teams	_____ Training competitors
to the Regional Novice / Training Eventing Rally to be held July ____, _____.	
We prefer to be responsible for the _____ phase of this rally.	
RETURN BY _____ to:	
Rally Secretary _____	
Street Address _____	
City / State / Zip _____	
Telephone / Fax _____	
E-mail _____	
DC's Signature _____	

Appendix 5 – Typical Regional Eventing Rally Invitation

TYPICAL REGIONAL EVENTING RALLY INVITATION

(YOUR OWN REGION)

EVENTING REGIONAL RALLY

Beginner Novice, Novice and Training levels

Current date _____

ORGANIZER: _____ **RALLY SECRETARY:** _____

Street Address _____ Street Address: _____

City / State / Zip _____ City / State / Zip: _____

Telephone _____ Telephone: _____

Fax: _____ Fax: _____

Email: _____ Email: _____

CLOSING DATE: _____ postmark

This rally is the official qualifying rally for (Your Own) Region. Pony Club members from this region may qualify for the (current) USPC Eventing Championship only at this regional rally.

RULES: *USPC Rules for Eventing Rallies* (current date)
USPC Horse Management Handbook, (current date)
“USPC Eventing Annual Newsletter”, (date of publication, current year)

DIVISIONS: Beginner Novice: Novice: Training

TEAMS: Consist of 3 or 4 riders and a Horse Manager, all members rated as of Closing Date of rally, and qualified for the relevant level, as per *USPC Eventing Rules for Rallies* (current year) and the “USPC Eventing Annual Newsletter,” (month, year). Each team must have a chaperone, at least 21 years old, and may have a coach. The chaperone may not be a coach, and we’ll TRY to see that he / she does not need to be a Fence Judge!

Beginner Novice, Novice and Training Level riders may NOT compete on the same team.

If your club does not have a complete team, either call other clubs to make up a scrambled team, or send in such entries to be placed on scrambled teams by the Organizer.

Although both Qualifying and Non-Qualifying Training Level riders may compete on the same team, *those qualifying must declare themselves prior to the Rally.* (Some regions have a separate policy and form for this).

Each team must supply two adult fence judges (in addition to the regional manpower requirements).

QUALIFICATIONS: The following is simply an example. ***Check Eventing Rulebook to be sure the qualifications are current.***

Beginner Novice Level: Open to C-1 and C-2-rated Pony Club members at the discretion of their DC and Chief Instructor. D-3s may compete ONLY with their Club Instructor’s recommendation and their DC’s permission, *under Pre-Novice Rules (there are no D exceptions at Pre-Novice Rallies).*

If there are enough C-3s through A-rated Pony Club members on green horses who wish to compete at this level, they will be placed on teams and will compete in a separate division. *Please let us know ASAP if you have competitors eligible for this division.*

Novice level: Open to C- -through A-rated Pony Club members, at the discretion of the DCs and Chief Instructor, in accordance with their assessment of the horse / rider combinations’ abilities.

Training Level: Open to C-1 through A-rated Pony Club members, 12 through 21 years of age, with the permission of their DC. Horse / rider combinations qualify by successfully completing, with no more than 20 Cross-Country jumping penalties (cumulative in these TWO competitions) within 12 months of the Closing Date of the Training Rally, a MINIMUM of one of the following:

Appendix 5 – Typical Regional Eventing Rally Invitation

Novice-Preliminary Eventing Championships: See current “USPC Eventing Annual Newsletter” for national specifications for the current year. *Also determine the prescribed method your region chooses, with your own regional specs, if applicable. Both **must** be included in all qualifying Rally Invitations. As of 2001, this information will **not** be included in the Eventing Rulebook.*

The team representing _____ Region is made up of the 3 or 4 riders gaining the best final marks (at the qualifying option your region chooses – see current *Eventing Rulebook*).

The Horse Manager for the Championship team will be _____ (your region’s choice).

(Regions may combine qualified riders to make up scrambled Regional teams, at each RS’s discretion.)

ENTRIES:

Each team must send to the Rally Secretary the following:

- Team entry
- Individual entries for all competitors, including HMs
- (Current year) USPC Medical Releases for all competitors, including HMs. Chaperones should also carry an original for each team member.
- Negative Coggins for each entered horse, within ____ months for (name of another state if applicable), ____ months in-state.
- Chaperone’s Duties form, properly signed.
- Eventing Coach’s Guidelines Form, properly signed, *if team brings a Coach.*

FEES:

- (Whatever \$\$ you set) per team of 3 or 4 riders, HM and Chaperone.
- Extra riders (for scrambled teams) \$_____ per rider, \$_____ per HM / Chaperone.
- Fees (include / do not include) lunch.
- **Club** checks, payable to (your region), mailed with entry and accompanying paperwork to Rally Secretary.

If you include other regions, the region must decide whether to charge the visiting regions an extra fee, or give them “real jobs” in organizing the rally. If you decide on extra fee, that must be stated here. They may also have additional Regional Specifications for Championship Qualification. Ask them. If so, they should be stated in the entry.

Possible additions to “Fees” information:

- \$5 rebate per team for the first three teams entered. **All paperwork must be complete and correctly done. (Sometimes useful)**
- There will be a \$20 per team late fee for entries postmarked after Closing Date of June 25th. **(Harsh but sometimes necessary)**

DRESSAGE TESTS: (Check to make sure these tests are current).

Pre-Novice Level: USA Eq. (see current USPC Eventing Newsletter) Level Test ____ (size of arena _____)

Novice Level: USA Eq. (see current USPC Eventing Newsletter) Level Test ____ (size of arena _____)

Training Level: USA Eq. (see current USPC Eventing Newsletter) Level Test ____ (size of arena _____)

CROSS-COUNTRY:

The (Rally location) courses are solid and straightforward at their respective levels. The Training course is USEA-recognized. The terrain is moderately rolling, mostly wooded, with wide trails.

STABLING AND TACKROOMS:

(Describe stabling / trailer parking arrangement) Examples: All teams will work out of trailers, using a standard two-horse trailer as a tackroom, with a limit of three two-horse trailers per team. *(Necessary when space is limited)*

REQUIRED EQUIPMENT:

As listed in **current** *USPC Horse Management Handbook*, for One-Day Rallies. (Check w/your Chief HM Judge for any exceptions / additions). Horse Management is judged at the rider’s rating level.

WRITTEN TEST:

There will be a Written Test, judged at the Pony Club member’s (including HMs) rating level.

AWARDS:

Team ribbons at each level to ____ place. Horse Management team awards to ____ place.

Appendix 5 – Typical Regional Eventing Rally Invitation

DIRECTIONS: (To your rally site), probably from 2 directions)

SCHEDULE: (Saturday, July __)

- 6:00 a.m. Grounds open. (Earliest time teams may arrive on rally grounds, unload horses).
- 6:45 a.m. Official Rally Opening (Briefing, teams may pick up packets and start setting up).
- 9:00 a.m. First Dressage Ride *tentatively scheduled*.

(Continue *if you are sure of the schedule*. If not, leave it at this until the teams arrive on site).

IMPORTANT: (Sometimes necessary to supply food on site). No club has yet come forth to run a Regional Food Booth for spectators and teams. As it now stands, everyone will have to bring food from home or go to the nearest fast food shop to purchase it. Doesn't some club want this as an individual fund raiser? (Could be rotated from year to year). Sandwiches, cookies, fruit and large thermoses of lemonade at a reasonable price would be a great help to parents.

Please call (Rally Secretary) (telephone #) if your club will take on this important job.

REGIONS INCLUDED IN THIS RALLY (Training level only): (List them; often used to qualify teams when neighboring regions have only a few Training level riders and / or only one solid Training course available in the area. May also list each region's qualifying specs if different from *Eventing Rulebook*).

Appendix 6 – Team Entry

ONE COPY PER TEAM REQUIRED -DUPLICATE AS NECESSARY
(Your Own) _____ REGION

EVENTING RALLY TEAM ENTRY

RETURN ALL ENTRIES AND FEES TO:
Rally Secretary

CLOSING DATE: (postmark)
FEES: _____ / Team / 3 or 4 riders
_____ / Ind. Rider
_____ / HM
_____ / Chaperone

Club check payable to: (Your region)

Includes lunch for team and Chaperone

Club(s) (or Region):

Training / Novice / Beginner Novice
_____ (circle one above)

RIDING MEMBERS: (In riding order; * denotes Team Captain)

(Jan.1) (as of Rally date)
1) _____ AGE _____ RATING _____
2) _____ AGE _____ RATING _____
3) _____ AGE _____ RATING _____
4) _____ AGE _____ RATING _____

HORSE MANAGER _____ AGE _____ RATING _____

CHAPERONE _____ COACH _____
(21 or over) (optional)

_____ **Team would like to be assigned a Coach for XC and SJ course walks.**

ADULT VOLUNTEERS; TWO PER TEAM REQUIRED; LIST JOB PREFERENCE ON BACK

1) _____ Telephone # _____
2) _____ Telephone # _____

Enclosed for each team, appropriately signed:

- Chaperone's Duties Form
 - Coach's Guidelines Form (when applicable)
 - Club or Regional Check (NO INDIVIDUAL CHECKS) _____
- DC's Signature

Enclosed for each competitor, appropriately signed:

- Individual Entry, Rally Release, Horse Emergency (combined)
- Coggins & any other required documents.

Appendix 7 – Individual Entry

ONE COPY PER TEAM REQUIRED -DUPLICATE AS NECESSARY
(Your Own) _____ REGION

EVENTING RALLY INDIVIDUAL ENTRY COMPETITIVE RALLY AND HORSE EMERGENCY RELEASES

(Name of Rally or Farm) _____ Eventing Regional Rally

Pony Club _____ Division _____

Name _____ Sex _____ Age _____ Rating _____
(Jan.1) (Rally date)

Horse _____ Age _____ Sex _____

It is agreed that the organizing committee of this Rally, its officials, the (Your Own) Region, (Landowner's) Farm, (Landowners' names) and / or their employees and the USPC, Inc., will not be held liable for any loss, accident, injury, illness to horses, riders, owners, attendants, spectators, or any other person, corporation or property whatsoever. I hereby give permission for my child to participate under this agreement.

Parents' / guardians' signatures _____ Date _____

Parents' / guardians' signatures _____ Date _____

COMPETITIVE RALLY RELEASE:

My child and I have read and understand the policies and regulations governing the United States Pony Clubs, Inc., and specifically the *Rules for Eventing Rallies* (current). We agree to abide by these rules at the (Your own) Regional Eventing Rally, (current year).

Competitor's Signature _____ Date _____

Parents' / guardians' signatures _____ Date _____

HORSE EMERGENCY RELEASE:

I declare my horse to be in good health and condition. However, I give permission, in case of emergency, for immediate treatment by a licensed veterinarian.

Horse Owner's Signature _____ Date _____

DISTRICT COMMISSIONERS' CERTIFICATION:

This Pony Club member is a member in good standing of USPC, Inc., and _____ Pony Club, with all dues and insurance paid as of this date. The horse entered is the regular mount of the rider, regularly ridden at local Rallies, and to my knowledge, qualified to ride at the level entered.

BOTH SIGNATURES REQUIRED

D.C. _____ Date _____

Jt..D.C. _____ Date _____

___ This Pony Club member should have the Written Test read to him / her

CHAMPIONSHIP QUALIFICATION DECLARATION:

I AM / AM NOT interested in qualifying for the USPC Championship for (current year) in this discipline.
(Please circle one).

Appendix 8 – Scheduling Formal Inspection

SCHEDULING FORMAL INSPECTION AND THE DRESSAGE PHASE OF A PONY CLUB EVENTING RALLY

The following factors must be taken into account:

1. Formal Inspection should be scheduled 1 hour before each dressage ride.
2. There is no point in setting up more Formal Inspection stations than there are dressage arenas. There should be either a single FI station, or an even number (2,4). If the riders are ready to ride too soon before their test, they may either warm up too long or untack, the latter necessitating a Safety Check (in addition to the FI they have already gone through) before riding, further complicating the Horse Managers' job.
3. No dressage judge should be scheduled to judge more than 8 hours per day.
4. A minimum schedule should include a 10-minute break approximately every 2 hours, and at least a 45-minute lunch break.
5. A rule of thumb is to add 1-and-a-half to 2 minutes to the "Riding Time" (recorded on the front of each Test Sheet) between rides.
6. There is seldom time for individual dressage critiques at Eventing Rallies, but judges at small D Rallies may be able to speak briefly with each child. *Be sure the Judge(s) is agreeable to this before you make up the schedule. Add 3 additional minutes to the allowed riding time per ride (printed on each Test sheet) for a critique after each ride.*
7. Pony Club team competition adds a specific complication to the scheduling. In order to be as fair as possible, we either schedule all riders at a level (division) at one Formal Inspection station and under one Dressage judge, or divide the teams similarly between stations and judges. *The proportions should be the same for all teams in a division.* What to do about 3 man teams with 2 judges? Nothing. Can't be helped – just try to fill out that team! Call another club – it is good for clubs to interact on rally teams.
8. Be sure to ask the Judge(s)' preferences for refreshment – coffee, tea, soda, water, cookies, milk. Making up a basket with assorted buns, cookies, crackers, tea / coffee bags, etc. the night before can be a help. When scheduling more than one arena, stagger the breaks so that one person can supply both arenas.

Appendix 9 – Rally Program

RALLY PROGRAM

(includes Order of Go)

(YOUR RALLY FARM) INTER-REGIONAL EVENTING RALLY

(Your City, State)

(Date)

Organizer:	(Your name)	Secretary:	(Name)
	(Mailing Address)		(Mailing Address)
	(Mailing Address)		(Mailing Address)
	(Telephone / Fax #)		(Telephone / Fax #)

OFFICIALS

Ground Jury:	Mary Savidge, President Spencer K. McLean Wendy Grant
Appeal Committee:	George Helwig, President Louisa McKown Barbara Sweet
Technical Delegate:	Donald McLean, Jr. DVM
Dressage Judges:	Mary Savidge Wendy Grant
Chief Horse Management Judge:	Spencer K. McLean
Assistant HM Judges:	Janice Gray Lindsay, CNE Anne Seitz, NE Barbara Sweet, WMTN Paula Donahue, WMTN

The participating regions have recruited and co-ordinated the volunteer personnel needed for this Inter-regional Rally – the essence of Pony Club. They are responsible for the organization of the following phases and major jobs of the rally.

Dressage:	North East Region	Scorers: (Midwest)	Celia Bohannon
Cross-country:	South Region		George Tanner
Stadium Jumping:	Camino Real Region		Beth Houston
Announcers:	Wayne Barlow (CNE)		
	Jeff Milne (WMTN)		

EMT:

Farrier:

Veterinarian:

We wish to thank the (land owners – name them) who have generously allowed this rally to be held on their farm. Also, many thanks to all of you (unnamed) who made this wide-spread rally work!

Continued

Appendix 9 – Rally Program

* Denotes Captain

HM = Horse Manager

TEAMS:

TRAINING:

Sunshine / Northeast Regions

1. Michelle Brochu	B	Mt. Kearsarge, SS
2. Holly Laflamme	C-3	Mt. Kearsarge, SS
3. Michelle Breton *	H-A	Royal River, NE
5. Kristin Gunderson, HM	C-1	
Sharon Brochu, Chaperone		

Inter Mountain Region

6. Hilary Mroz *	H-A	Pegasus,
7. Nancy Lee	B	Jericho Forest
8. Kelly McGovern	B	Worcestershire
9. Kara Riley	B	Pentucket
10. Jessie Springer, HM*	C-3	Old North Bridge
Nancy Mc Govern, Chaperone; Stephanie Baer, Coach		

Midsouth Region

11. Elizabeth Fahey	C-1	Deep Run
12. Joan Guyotte	C-2	Round Hill
13. Dani Downing *	C-3	Difficult Run
15. Katie Keegan, HM	B	Loudon Hunt
Jackie Cramton, Chaperone		

Upper Nashoba Falls

16. Lelo Reeves	B	Nashoba Valley, CNE
17. Callie Tenney *	B	Nashoba Valley, CNE
18. Amy Foss	C-3	Upper Valley, WNE
19. Danielle Hodgdon	C-3	Salmon Falls, NE
20. Rachel Craig, HM	C-2	Nashoba Valley, CNE
Trudy Craig, Chaperone		

NOVICE:

Pemigewassett Valley (Carolina Region)

21. Sarah Keefe	C-2	Otter Creek
22. Jessica Phair	C-1	Bannockburn
23. Jessa Hills *	C-2	Sleeping Giant
25. Erin Keenan, HM	C-2	Kinnikinnick
Mona Marston, Chaperone		

Eastern Pennsylvania Region

26. Diane Walker *	C-2	Panama City
27. Alix Chase	C-2	Bay Hills
28. Heather McGinnis	C-2	Tejas
29. Sarah Biron	C-1	Bridlewild
30. Bonnie Fletcher, HM	C-1	Iron Bridge Hounds
Anita Walker, Chaperone		

Continued

Appendix 9 – Rally Program

TYPICAL SCHEDULE FOR A ONE-DAY EVENTING RALLY

(2 levels, may be Novice / Training or 2 D levels. 6 teams, 1 Dressage Arena and Judges)

- 6:00 AM Grounds Open
Teams may arrive on Rally Grounds.
Horses may be unloaded
- 6:45 AM Official Rally opening
Introduction of Officials and Judges to Teams
Briefing by Organizer, TD, President of Ground Jury and Chief HM Judge
Stables Open
Team Packets available
Teams may set up tackrooms
- 8:00 AM Official XC Course Walk for both levels (led by 2 people)
- 9:30 AM Formal Inspection, Higher level
Followed immediately by Lower level
- 10:30 AM Dressage begins, Higher level
Followed immediately by Lower level
- 11:30-1:00 PM Lunches available for Teams
- 1:30 PM Written Test will be given
- 2:30 PM Safety Check for Cross-Country, Higher level
- 3:00 PM Cross-Country begins, Higher level
Followed immediately by Lower level
- 4:30 PM Stadium Jumping Course Walk, Higher level
Safety Check for Stadium Jumping, Higher level
Stadium Jumping, Higher level
Followed immediately by Lower level
- Approximately 5:30 PM Critiques, Parade of Teams and Awards.

This is a tight schedule and does not allow time for Jog-out, Turnbacks or Judges' Critiques except at end of day. 2 judges may be used, but remember that teams must then be equally divided between them, 2 arenas (and space for them) will be necessary and rally expenses will be increased.

ANY WAY YOU SLICE IT, A ONE-DAY EVENTING RALLY IS A LONG ONE!

Appendix 9 – Rally Program

TYPICAL SCHEDULE FOR A TWO-DAY RALLY

Optional —Course Walks for both Novice and Training may be held on Friday afternoon if all teams live close enough to rally site, or all come in the afternoon / evening before the first day of the rally. Written Test may also be scheduled prior to the Rally.

Saturday, July ____:

6:00 a.m.	Grounds Open Earliest time teams may arrive on rally grounds Horses may be unloaded
6:45 a.m.	Official Rally Opening Introduction of Judges and Officials by Organizer Briefing of Teams Chaperones, Coaches by TD and Judges Stables Open: Team packets available Teams may set up equipment
8:00	Soundness jog, in numerical order – Training competitors first
9:00	Training Formal Inspection begins
10:00	Training Dressage rides begin
11:30 - 12:30	Box Lunches available for competitors & officials
1:30 p.m.	Novice Formal Inspection begins
2:30	Novice Dressage rides begin
4:30	Official CrossCountry Course Walk both levels (led by 2 people)
5:00 - 5:30	Stables Open to DCs, parents & visitors
6:00	Stables Close
7:30 - 8:30	Written Test (teams) Fence Judges' briefing (adults)
8:30	Dressage / HM Judges' Critiques XC Briefing by Ground Jury and TD

Sunday, July ____:

6:30	Stables Open – OJ, coffee, donuts available to competitors and officials
8:00	Cross-Country Safety Checks – Training first, followed by Novice
9:00	Training CrossCountry begins, followed by Novice
11:30 - 12:30	Box Lunches available for competitors and officials
12:00 Noon	Training Stadium Jumping Course Walk
12:30	Training Safety Checks begin
1:00 PM	Training Stadium Jumping begins
2:00.	Novice Stadium Jumping Course Walk
2:30	Novice Safety Checks start
3:00	Novice Stadium Jumping begins
3:30-4:00	Parade of Teams and Awards

Appendix 9 – Rally Program

Important: The Order of Go is probably the single most important piece of paper at your rally, and may be, along with the XC map, a detached sheet and not part of the actual program. Both must be as up-to-date as possible. *Make lots of extra copies of this sheet for judges and officials.* The riders' names are not included because substitutions often occur or team members may change places in the team, but the numbers stay the same.

ORDER OF GO

Stadium Jumping begins at approximately 9:30 a.m. on Sunday, in the same order-of-go.

Rider #	Formal Inspection	Dressage	X-Country
51	7:30 a.m.	8:30 a.m.	8:00 a.m.
56	7:38	8:38	8:03
61	7:46	8:46	8:06
66	7:54	8:54	8:09
71	8:02	9:02	8:12
76	8:10	9:10	8:15
52	8:18	9:18	8:18
57	8:26	9:26	8:21
62	8:34	9:34	8:24
67	8:42	9:42	8:27
72	8:50	9:50	8:30
77	8:58	9:58	8:33
Break	Break	No Break	
53	9:22	10:22	8:36
58	9:30	10:30	8:39
63	9:38	10:38	8:42
68	9:46	10:46	8:45
73	9:54	10:54	8:48
78	10:02	11:02	8:51
54	10:10	11:10	8:54
58	10:18	11:18	8:57
64	10:26	11:26	9:00
69	10:34	11:34	9:03
74	10:42	11:42	9:06
79	10:50	11:50	9:09

The above scheduling is for 6 teams of the same level. Scheduling for more than 1 level must allow a break between XC levels for Fence Judges to change locations, as below.

1	9:00	10:00	2:00
6	9:07	10:07	2:03
No Break	No Break	Break	
11	9:14	10:14	2:18

Appendix 9 – Rally Program

ORDER OF GO

- Formal Inspections begin one hour before first Dressage Ride in the same order.
- Safety Checks are 30 minutes before each Cross-Country ride, in same order
- Turnbacks are approximately one hour after each ride.
- Stadium Jumping begins at approximately 2:30 PM

ARENA I

Below, all Training rides under one Judge
(usually Pres. of Ground Jury)

No.	Dressage	XC
1	8:45 A.M.	11:00
6	8:52	11:03
11	8:59	11:06
16	9:06	11:09
2	9:13	11:12
7	9:20	11:15
12	9:27	11:18
17	9:34	11:21
3	9:41	11:24
8	9:48	11:27
13	9:55	11:30
18	10:02	11:33
9	10:09	11:36
19	10:16	11:39
	23	10:09
	29	10:15
	34	10:21
	39	10:27
	44	10:33

ARENA II

Below, all Novice riders ride under
another Judge

No.	Dressage	XC
21	8:45	12:15
26	8:51	12:18
31	8:57	12:21
36	9:03	12:24
41	9:09	12:27
22	9:15	12:30
27	9:21	12:33
32	9:27	12:36
37	9:33	12:39
42	9:39	12:42
28	9:45	12:45
33	9:51	12:48
38	9:57	12:51
43	10:03	12:54
	12:57	
	1:00 P.M.	
	1:03	
	1:06	
	1:09	

This schedule is for a rally of four Training and five Novice teams, or a possible 36 riders, using two dressage judges, which takes about 2 hours.

The same rally (above) with one dressage judge would take about four hours, including two 10 minute breaks, the judge not stopping for lunch break until Dressage Test is finished about 12:45 p.m. The XC starting times would then need to be altered to suit circumstances, and the phases would overlap. *Parents must be aware that every possible volunteer will be needed to staff such a rally. There would be little time for photos.*

At this phantom rally, there are 3 short (3 rider) teams. It would therefore be impossible to divide the teams similarly between two judges. This is where Pony Club members learn that “life is not fair”, and to fill out teams if at all possible! In this case it does not matter, because all teams in each division ride under the same judge.

The important aspect of scheduling is to allow time between teammates for each team to together prepare each team member for competition.. Teammates (not just the HM) sometimes accompany each other to Formal Inspection, Warm-up or a Test.

Appendix 10 – Timing Cross Country

TIMING CROSS-COUNTRY AT A USPC EVENTING RALLY

The Start and Timing of the Cross-Country (XC) phase of an Eventing Rally is critical to the success of the Rally. It is a team effort. The Chief Timer or Starter is the Team Leader, and *should be experienced in Eventing timing and Pony Club rallies*. He / she should have access to and be familiar with the current *USPC Rules for Eventing Rallies*. (*Eventing Rulebook*). Try to select personnel who are not easily distracted from the job. It is easy to miss a starting or finishing horse when you let yourself become drawn into extraneous conversations or activities.

The Technical Delegate(TD) should be present at the Start of Cross-Country to be sure each person understands his / her job. This ensures that this critical task is performed fairly and accurately for the competition.

The Timing Station should be placed so that the Timing Team can work out of one location with minimum movement. (If the Starter or Finish Timer has to walk any distance to do their job, they will be pretty tired at the end of a good day's XC phase).

It is advisable to rope / tape off the area around the Timing Station to prevent interference from spectators. **DO NOT GIVE OUT TIMES TO ANYONE EXCEPT A MEMBER OF THE GROUND JURY OR THE TECHNICAL DELEGATE.**

Personnel:

Four people is best, three is possible

- Chief Timer (Starter)
- Recorder
- Real Time Checker
- Finish Timer

Equipment:

- Table and 4 chairs
- Shelter of some sort – fly tent, back of pickup w/cap.
- Board about 40” X 32”, with several layers of wrapping or craft paper taped on it
- Box of small self-sticking labels
- Many pens, pencils, erasers.
- Bullhorn or some piece of voice amplifying equipment so Starter can notify riders of their position in the Order of Go
- Radio to Control Center / TD / Ground Jury / Organizer
- Minimum of six (6) stopwatches for timing each horse on course.
- Minimum of two (2).digital watches for Running Times, synchronized to Official Rally Time
 - One for the Starter to count down each horse

- One for the Real Time Checker to provide official Time Out and Time Back to the Recorder
- USPC XC Time Sheets, on clipboard, as provided by the Rally Secretary
- *USPC Eventing Rulebook*,
- Plastic bags for clipboards and a plastic sheet for “the board” in case of rain

Operation of the Starting and Timing Station:

There are many ways to organize timing this phase. We have chosen a simple, straight-forward plan which anyone can easily set up with a minimum of effort and planning.

The Chief Timer (Starter) is in charge of the Timing Station. He / she is responsible for being familiar with the terrain surrounding the Start Box and the Finish flags, including the first and last fence, and the line-of-sight to the Finish flags. *Placement of the Timing Station is critical to the operation. Prior review of the area with the Organizer and XC Chairman is a MUST.* Safety for competitors, their horses, the Timing Team and any others in the vicinity of the Start Box must be taken into consideration.

On the day of XC, the Chief Timer (Starter) must arrive in plenty of time to set up before the time scheduled for the first horse to be on course. Determine how riders will be sent to Start. Can you see the Warm-up area from the Start Box? Is there a Collecting Steward? Will you have radio contact with him / her? Does the Rally have a Control Center? If not, who is your contact on the XC course?

The Starter (Chief Timer) is in charge and must assure the smooth operation of the Starting and Timing. He / she must tell visitors, politely but firmly, that disruption of the Timing Team jeopardizes its ability to perform accurately, which is unfair to the competitors.

Volunteers for the Timing operation will be assigned positions by the Starter and instructed by him / her and the TD in their jobs. They must have time to learn their jobs and have some hands-on experience before the first horse goes on course.

Equipment: Cut a piece of plywood to the size specified above. One sheet of paper on this size board will cover 80 horses. Wrap the paper under the board and tape the sheets down to the back to prevent the wind getting under the paper and carrying it away.

Divide the paper into 4” x 4” squares. When you have a corrected Order-of-Go for the XC phase, write these numbers in the Order-of-Go in the squares. Have the box of small self-sticking labels and an indelible pen on the table.

Whoever is in charge of the stopwatches should be sure they have new batteries and are synchronized.

Appendix 10 – Timing Cross Country

Start all the watches and run them for 15 minutes. There should be no more than a second's variation among them. Clocks for running time should also have good batteries and be synchronized to Official Rally Time.

Operation: The Starter gives the rider a verbal warning at 2 minutes, 1 minute, 30 seconds, and then counts down from 10 or 5 seconds followed by "GO!" He / she starts his Elapsed Time stopwatch, and assures that the rider's start is correct.

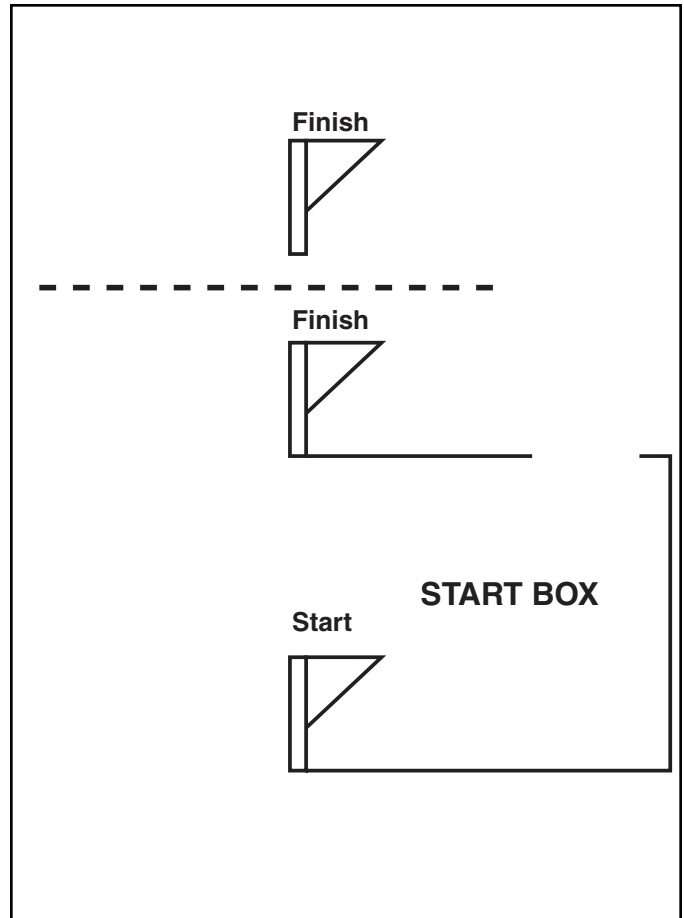
He / she then gives the Elapsed Time stopwatch to the **Recorder**, who places it on the board in the square with the competitors' number on it. The Recorder also places a small label with the same rider's number directly on the watch.

When the same rider goes through the Finish flags, the **Finish Timer** stops the Elapsed Time stopwatch, and gives that time to the Recorder, who writes it in the assigned square and removes the label from the watch.

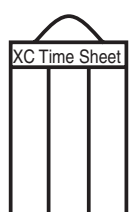
The Real Time Checker maintains the record of actual Time Out and Time In on a digital watch and provides these times at the same time as the Finish Timer gives the Elapsed Time to the Recorder, as a "check".





The Elapsed Time on the stopwatch should be within fractions of a second of the (actual time). **The Elapsed Time on the stopwatch will be the official recorded time.**

IMPORTANT: The Elapsed Time stopwatch must continue to run – even past the Time Limit – until the rider comes in or until official word is received that the rider has left the course.



Optimum Time
1:58
Time Limit
15:00



1 1:58	2 	3 
4 	5 Scratch	6 
7	8	9

Timers' Table

Squares 4" x 4"
Board 40" x 32"

(This is an example - board may be any size and configuration that suits your rally's needs and space)

Appendix 11 – Stadium Jumping Judge’s Folder

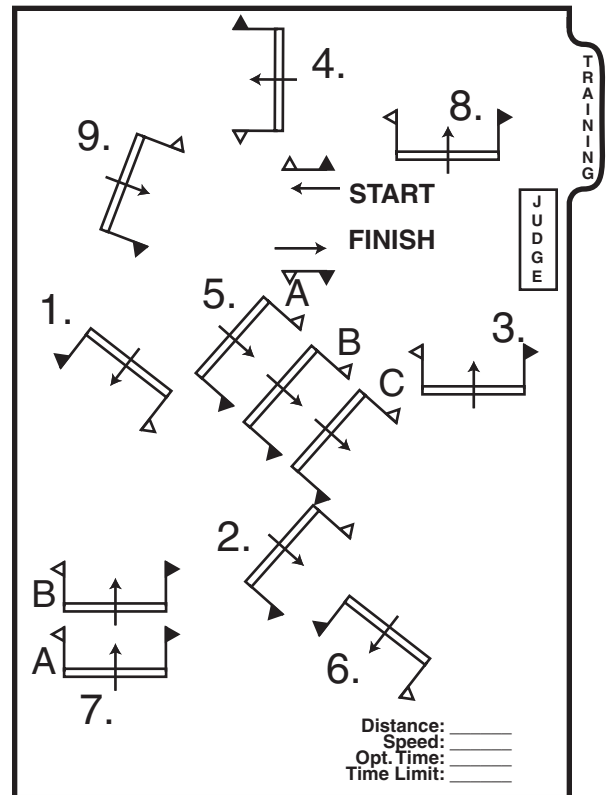
STADIUM JUMPING JUDGE’S FOLDER

The illustration to the right shows a diagram of a Stadium Jumping (SJ) course on the cover of a file folder. This is a simple way to organize the papers necessary for this phase of an Eventing Rally.

Distance, Speed, Optimum Time and Time Limit are listed on the sketch of the course. If heights are the only changes to the course for different levels (divisions) of competition, the same folder can be used for the entire Stadium Jumping phase.

The Secretary will have copied enough Stadium Jumping scoresheets for all entered teams, and placed them in the folder. There will also be an Order-of-Go. (The Announcer and In-gate person should also each have a copy of the Order-of-Go).

Deliver this folder to the Judge or the Scribe.



<p>Contents:</p> <p>Stadium Jumping Scoresheets SJ Order-of-Go</p>	<p>Things to remember:</p> <p>Judge's Box: Stop Watch Whistle Coffee/cold drink Pencils Eraser Blanket (cold weather)</p> <p>Station within earshot (or radio contact) of Judge: Scorer(s) Jump Crew Announcer</p>
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