

# Horse fact sheets – Helping at Events

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*One of the important functions of pony club is to run events and competitions to enable riders to get experience and fun from doing more than just attending rallies. These events are run by various clubs within a zone, or by the zone itself. The zone and clubs rely heavily on volunteers to make the events run smoothly. This is no different for our club – if everyone volunteers to do a job, no one person has to carry a huge load.*

*For those new to pony club, getting involved in volunteering at your club's events is a great way to learn more about what goes on at competitions and this can be a great help to your own children in their enjoyment of riding. We also encourage riders to volunteer – not only because it can be fun – but it can be instructional watching how other riders prepare and participate in an event. However it can be a bit daunting if you are assigned a job that you haven't done before, and we have put these notes together to help you.*

**Following are a number of jobs that might be typically assigned at a competition or event, and the basic requirements for fulfilling those jobs.** Of course, different types of events may be run slightly differently, sometimes some roles are combined or split and you should take note of any specific instructions you are given by the club. But if you are ever assigned a job that you are uncertain about, don't be afraid to speak to the organiser – they are usually more than willing to help you.

## **Event Organiser**

This is the person who has been designated to run the event – they are often very busy in both the lead up and on the day as they need to ensure that all runs smoothly, and are very reliant on getting as much help as they can. It is out of scope to outline the details of this role here, but two points to note:

1. There are some basic guidelines for running a competition on the pcav web site in the Resources section
2. If you are volunteering at an event, this is your go-to when you don't know who else to ask!

## **Crash crew**

The crash crew are normally required for showjumping events to rebuild jumps that have been knocked down. Usually this will be for BOTH the main ring, and the warm up ring or areas.

- Crash crew should wait outside the main jumping area until they are needed.
- It may be possible for the crew to go into the ring to start repairing a jump before the rider and horse have left the arena, HOWEVER you should look to the judge or instructor for direction on this – safety of everyone is the first priority.
- When a jump is badly crashed, it may be necessary for the judge or instructor to re-check the heights and safety after it is rebuilt. Check with them if you are not sure.
- The same applies to the warm up area – often this is overlooked and may become a safety hazard because bystanders inadvertently rebuild the jump without keeping safety in mind.
- The crash crew may assist the judge with changing jumps between classes – but the judge will always re-check jumps as they are responsible for ensuring the safe structure and height.
- It is good practice to make sure that spare poles and other parts are stored safely out of the way until they are needed

## **Horse fact sheets – Helping at Events (continued)**

### **Ring Marshall**

Most events have one or more “rings” where a competition (or instruction) takes place, along with an area that has been set aside for riders to warm up. Basically, the ring marshall keeps a record of which riders have presented for their session, ensures that riders ride in the pre-allotted sequence, and that the area is kept orderly, with not too many horses and riders congregating in one area.

- Usually you will be given a running sheet to tick off riders as they go through
- Riders should go into the warm up area in sequence, following your direction.
- Keep an eye on proceedings in the main ring and let the next rider know when they should be preparing to go in. The judge or instructor may let you know if they want this “sped up” or slowed down.
- If there is a gate your job is to open and close that as needed. Gates should be kept closed where possible for safety.
- You may need to call up riders who have not presented to you as yet, sometimes you may need to be in contact with the organiser to find out if a rider has actually scratched.
- The judge or instructor must give their approval if a rider wishes to ride out of sequence
- For safety (and fairness to riders) you may need to limit the number of riders in the warm up area. Check with the judge/instructor / organiser if you are unsure what a reasonable limit should be – but don't be afraid to use your judgement to ensure safety.
- Similarly, you should discourage too many horses waiting around to go into the warm up area. If a ring is running late, provide that feedback to the riders.
- The organiser may want you to be in touch with them periodically regarding progress of the ring you are marshalling (eg running ahead, behind) so they can make announcements

### **Gear Check**

Gear check is a very important role in terms of checking the safety and compliance of gear that a horse is presented with. It's probably not the best job for someone new to pony club to do on their own, but a great job to learn alongside a more experienced person, to be able to help your child in future competitions.

- The gear checker is required to check that the rider's gear is compliant with pony club rules, and not unsafe (eg worn).
- There are very comprehensive gear check guidelines on the pcav web site, as well as a checklist for competitions. You need to be familiar with the latest version of these (they do change).
- If gear is not compliant, or safe, the rider needs to correct it before they can be given the ok to ride. If there is a parent or helper with them, get them involved in the discussion.
- Be aware that questioning a person's gear can become a very “hot” topic and if you want a second opinion, just ask the organiser or another club adult.
- Usually you will be given a running sheet to tick off riders as they have presented for gear check. You will also be given a sticker or some other method of giving the rider confirmation that they presented for that gear check.
- The check list and the sticker together are a cross-check that the rider presented for gear check – it is very important to get this right because a rider may be eliminated for failure to gear check.
- When the rider presents, you should cross-check their number and name with the information on the sheet.
- Gear check is normally required to be repeated for each phase of competition, and this is usually stated in the competition rules

## **Horse fact sheets – Helping at Events (continued)**

### **General Guidelines**

At many events, there are briefing sessions that are held to give instructions around what is required. Listen out for these, or check with the organiser.

At some events you may be given a walky-talky or similar for communication purposes. These should be used for valid reasons only, and over-use is discouraged. They should be used in an emergency, eg to seek medical assistance.

Don't be afraid to speak up if you feel something is unsafe. The organiser may not have noticed something that has been missed.

Be cautious in giving advice to riders if you are not qualified to do so – they may rely upon your answer when they should have checked out something themselves. A common question going into a dressage ring, is “am I allowed to carry a whip in this test?” – unless you are sure, you are better to direct the rider to get the right answer rather than risk them being disqualified by wrong advice.

*Note that there are many more jobs that are required at an event ... for example, Penciller, Cross Country Judge, Secretary – these will be covered in later editions – but if you are looking for answers earlier, the pcav web site has some excellent information, particularly regarding Cross Country Judging.*