



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

ORGANISING A DRESSAGE COMPETITION

Six to Eight Weeks Prior to the Competition

1. Appoint an Event Secretary/Co-coordinator
2. Draw up a programme and distribute to appropriate Clubs/Branches etc (Closing date for Entries should be at least 1 week prior to the Competition).
3. Appoint the following Convenors -
 - a. Judges Convenor - enlists the Judges required and ensures they have a copy of the test/s they will judge and the starting times.
 - b. Writers Convenor - enlists the number of writers required and ensures they know to be there 15 minutes before the start of the Class they are to write for. (Writers should only write for ½ a day.)
 - c. Runners/Gate Convenor - one runner per 2 - 3 arenas is generally required. (Runners and Gate officials should only work for ½ a day). (Gate attendants are only required for Championship Classes.)
 - d. Catering Convenor - needs to ensure that the required number of members know to bring a plate.
 - e. Gear Inspector and assistant – should have a copy of the Gear Inspectors checklist and the current NZPCA Dressage Rule Book.
 - f. Working Bee Co-ordinator - organise appropriate number of arenas and helpers to erect them and to take them down.
 - g. Technical delegate – ensure they have a copy of the TD Guidelines and a current NZPCA Dressage Rule Book.
 - h. Chief Steward – (required for Championships)

Event Secretary/Event Coordinator will -

1. Liaise with Convenors.
2. Order Ribbons/Rosettes.
3. Order appropriate Dressage Blocks.
4. Organise Office Front Person – who must have knowledge of the Event so that any queries can be answered.
5. Organise Scorers.
6. Be responsible on the day i.e. ensure everyone knows what they should be doing.
7. Have on hand a copy of the current NZPCA Dressage Rule Book and a current Dressage NZ Rule Book.

After the closing date for entries the Event Secretary is responsible for the draw -

1. Start by drawing (allotting times) for riders with more than one horse.
2. Allow 20minutes clear for am/pm tea breaks and approx. 45minutes for lunch.
3. The time taken to ride the test is written on the test sheet – add 2 minutes to that time for each competitors start time.

One – Two Days before the Competition -

1. Working Bee to erect Arenas -
 - a. Ensure Arenas are numbered correctly.
 - b. Dressage Area - rope off 15m from Arenas.

2. Ensure paper work is organised -
 - a. Score sheets.
 - b. Class lists for Judges.
 - c. Gear Inspection Checklist.

On the Day -

1. 1 hour before start - open office.
2. 30 minutes before start - gear checkers in place.
3. 5 minutes before start - all Judges & writers in position.
4. Check Scorers know the format required.
5. Check "Time" is noted (marked on score sheet) when final results for each Class are posted.

Have an enjoyable competition.