

HORSE RIDING CLUBS ASSOCIATION of VICTORIA INC.**GUIDELINES FOR RUNNING AN HRC AV THREE PHASE EQUITATION EVENT**

Please refer to the HRC AV Manual, 3PE rules, Obstacle Guidelines, Section 2 – Event Rules, Section 5 – Dressage Rules and Section 12 – Guidelines for Member Clubs for relevant rules and guidance before planning your 3PE Event.

BEFORE THE EVENT

1.	<p>DATE</p> <ul style="list-style-type: none"> Contact the HRC AV to find out what is scheduled around when you want to run the event. As soon as you have a date selected, advise the HRC AV so it can be put in the official calendar published monthly in Chaff Chat and updated daily on the HRC AV website
2.	<p>ORGANISING COMMITTEE</p> <ul style="list-style-type: none"> Appoint an Event Secretary and a sub-committee to organise the event. The Event Secretary must have a good understanding of the rules. A current version of the HRC AV Manual can be accessed on the HRC AV website https://hrcav.com.au/rules-guidelines/hrcav-manual/. Refer to 3PE rules, Obstacle Guidelines, Section 2 – Event Rules, Section 5 – Dressage Rules and Section 11 – Guidelines for Member Clubs.
3.	<p>TYPE OF 3PE EVENT</p> <ul style="list-style-type: none"> Clubs running Unofficial 3PE Events may nominate to: <ul style="list-style-type: none"> a) Offer Format 1 – Traditional; <p>Phase 1 - Dressage is completed as per the Dressage rules Phase 2 - Obstacle – Style, once completed the rider leaves the arena Phase 3 – Obstacle – Speed and Accuracy can be completed in a different arena or the rider will return to the same arena at a later time as per the draw. Or,</p> b) Offer Format 2; <p>Phase 1 – Dressage is completed as per Dressage rules Phase 2 and 3 are completed consecutively, without the rider leaving the arena. The rider will complete the style phase and remain in the arena. The judge will ring the bell for the rider to commence the Speed and accuracy phase.</p> <p>*Clubs may also run a 3PE Event in conjunction with a Dressage Jackpot</p>
4.	<p>DRESSAGE TESTS</p> <ul style="list-style-type: none"> HRC AV Tests must be used for 3PE Events. No other Tests shall be used. Tests .1 or .2 to be used at all HRC AV Levels. The OC should ensure that the test sheets used are current (tests can be purchased from the HRC AV office or downloaded from the Association’s website). https://hrcav.com.au/competitions/dressage-tests/ Print off enough sheets for every section plus a few extra of each test.
5.	<p>STYLE SCORE SHEETS</p> <ul style="list-style-type: none"> HRC AV Style scores sheets are to be used. These are pre-fillable with the obstacles from the approved course map. The OC should ensure that the Style Score sheets used are current (sheets can be downloaded from the Association’s website under Rules and Guidelines). Print off enough sheets for every section plus a few extra of each test.
6.	<p>SPEED TEST SCORE SHEET</p> <ul style="list-style-type: none"> HRC AV Speed Test scores sheets are to be used. The OC should ensure that the Speed Test Score sheets used are current (sheets can be downloaded from the Association’s website under Rules and Guidelines).
7.	<p>SPONSORSHIP</p>

	<ul style="list-style-type: none"> • If sponsorship is being sought it is a good idea to arrange this well in advance of the Event so that the Sponsor's information can be included in the program and advertising. • If prizes are to be part of the sponsorship package make sure that these are ordered, and collection organized, well before the event.
8.	<p>PROGRAM APPROVAL AND ADVERTISING</p> <ul style="list-style-type: none"> • Refer to Event Rules Appendix 1 – Program Checklist - to ensure that your program complies with HRCav requirements. https://hrcav.com.au/rules-guidelines/forms-and-appendices/ • Forward your proposed program to the HRCav for approval, at least 2 months prior to the event with a \$35 admin fee. Once the fee is paid your approved program will be posted on the HRCav website event calendar and will be included in one issue of Chaff Chat (subject to timelines). • The event MUST be listed in the calendar
9.	<p>COURSE PLAN APPROVAL</p> <ul style="list-style-type: none"> • Forward your proposed Course Plan/s to the HRCav for approval, at least 6 weeks prior to the event (preferably with the Program). • Consider the level of rider when designing the course (eg: Level 5 have a simplified course) • Ensure the course flows and riders are able to meet the judging criteria • Include instructions for obstacle such as the 2 or 3 Barrels, Side Pass Pole and Stock Pen <p>Note; Instructions only to be included with the Course Plan. E.G. Stock Pen – Anticlockwise then clockwise. Competitors are to be directed to the Obstacle Guidelines for directives.</p>
10.	<p>RIBBONS AND SASHES</p> <ul style="list-style-type: none"> • Order ribbons/sashes/rosettes well in advance to ensure delivery prior to the event. • Ribbons/sashes/rosettes must be awarded to at least one quarter of the competitors in the section.
11.	<p>TROPHIES AND PRIZES</p> <ul style="list-style-type: none"> • Order any trophies required including special awards. • Trophies or sashes must be awarded to at least one quarter of the competitors in the section.
12.	<p>JUDGES</p> <p>Select and book your judges well in advance.</p> <ul style="list-style-type: none"> • It is strongly recommended that HRCav Judges be used to judge at HRCav 3PE Events (refer Dressage Rules Appendix 1 for listing of all HRCav Judges). Check with the HRCav office for 3PE Interim Judges, these judges have undergone HRCav training for phase 2 and 3. • Judges should not be asked to judge in excess of 32 Competitors on any one day. However, this is at the discretion of the Judge. • Judges must be provided with a Penciller. Some Judges will offer to bring their own Penciller but this should not be expected. All Pencillers for phase 1 and 2, should be provided with a copy of Dressage Rules Appendix 2. • Ensure that you determine the reimbursement requirements of judges at the time of booking. Refer to Event rule 30.1 for current rates. • Check whether the judge will require reimbursement of additional out of pocket expenses such as accommodation. • Clubs are not required to reimburse judges at a rate higher than that set by Rule 30.1. The booking may be declined or cancelled should the parties fail to determine an appropriate level of reimbursement.
13.	<p>PREPARING THE COMPETITION DRAW</p> <ul style="list-style-type: none"> • Refer Manual - Guidelines for Member Clubs item 23 for the Dressage, Phase 1. Phase 2 we recommend 8 to 10 mins depending on the number of obstacles and distance between obstacles. Phase 3, we recommend 4 to 5 mins. When allocating times for each competitor the following will need to be considered: • The time interval between the start of each test equals the recommended test time (Phase 1 this is stipulated on the top of each test) PLUS additional time to allow for judge write up and or delays within the test. Refer Guidelines for member Clubs Item 22.

	<ul style="list-style-type: none"> • Allow a minimum of 30 minutes between each phase ridden by the competitor unless running the event under Format 2 where phase 2 and 3 are run concurrently. • Prior to appointing a judge for a level cross check entrant information to ascertain if there is a potential conflict of interest. • Judges' breaks – see below • When entries exceed 32 the section MUST be divided • Each level must be run separately ie: Levels cannot be combined. If low numbers a Level/s may be cancelled and if possible the entrant be offered to ride one or two levels below (penalties apply) see rule 2.2. • Allow at least 15 minutes before the start of Phase 2 (and 3 if in a different arena), for each level and/or section to walk the course. • Send final draw to Judge along with approved Course map.
14.	<p>JUDGES' BREAKS</p> <ul style="list-style-type: none"> • When planning the program ensure that Judges are given adequate refreshment and comfort breaks. This is especially important when sections have a large number of competitors. • A Judge should not be required to judge for longer than two hours without a break. • Breaks should be a minimum of 20 minutes between the end of one level and the beginning of the next. (Note, course inspection time above)
15.	<p>NOTIFYING RIDING TIMES AND COURSE PLAN/S</p> <ul style="list-style-type: none"> • Competitors should receive notification of their riding time (preferably a copy of the draw) at least 1 week prior to the day of the event. • The presiding judges must be provided with a copy of the draw no less than 5 days prior to the event. • Course plans must be distributed with the draw or at least 72hrs before the competition.
16.	<p>HELPERS</p> <ul style="list-style-type: none"> • Ensure that you have enough helpers organized to cover all jobs throughout the day. • Helpers will be needed for tasks such as penciling, marshalling, collecting tests, gear checking, scoring, obstacle replacement, catering and assisting at the Secretary's desk. • It is a good idea to have enough helpers so that each person is only required to work for half a day.
17.	<p>FORMS</p> <ul style="list-style-type: none"> • Print all necessary forms. • Produce a Competitor checklist to mark off names as cards are checked in. • The following forms will be required: <p>* Sufficient tests/score sheets for each level and each phase. * Multiple copies of the draw for judges, card checker, gear checker, scorer, gate marshals * Multiple Course Plans for judges, and spares for competitors * Online 3PE Jackpot Score sheet * Incident /Accident report forms (Appendix 22 – General Rules)</p>
18.	<p>RULES</p> <ul style="list-style-type: none"> • Ensure there is a copy of the 3PE rules and Obstacle Guidelines, Dressage rules and Event rules for the person manning the Secretary's desk. • Make a copy of the Gear Check rules for inclusion in the gear check folder (Appendix 3 – Dressage Rules include 3PE rule 3)
19.	<p>GROUND JURY</p> <ul style="list-style-type: none"> • The OC should consider who will be on the Ground Jury prior to the event so that the members can be approached and can give consent to being included. Refer to Event Rule 29. • The Ground Jury hears all protests and cases of infringements of the HRCV Rules at an event. Their jurisdiction is in effect from one hour before the start of the Competition until half an hour after the posting of the results of the Competition.

1.	<p>PREPARE THE SURFACE</p> <ul style="list-style-type: none"> Grass areas should be slashed if necessary, any rubbish/debris removed and uneven or rough spots harrowed in the weeks before the event. Sand areas should be harrowed and watered if necessary/possible.
2.	<p>MARK OUT THE AREA REQUIRED</p> <p>Phase 1</p> <ul style="list-style-type: none"> All Dressage Tests, are ridden individually within an arena of 60 x 20 metres, according to the instructions on the Dressage Test Sheets. Arenas must have markers placed as per Dressage Rules Appendix 4. The arena should be level and separated from the public by a distance all round of 10 metres if possible; but a minimum of at least 5 metres is MANDATORY. "All round" includes between arenas. <p>MARK OUT THE AREA REQUIRED (continued)</p> <p>Phase 2 and 3</p> <ul style="list-style-type: none"> Obstacles need to be placed as per the approved Course Plan Allow a minimum of 10 metres between each obstacle and adequate space between boundary fences to allow the obstacle to be completed as per the level directives. Markers and mounting block to be placed as per rule 14 Bunting should be used when necessary to prevent intrusion.
3.	<p>ARENA REQUIREMENTS</p> <p>Dressage Arenas - Refer to Dressage Rules 8.1 - 8.4</p> <p>Phase 2 & 3 Arenas</p> <ul style="list-style-type: none"> Competition arenas must be clearly defined. Note: Arenas do not need to be fully enclosed. Arenas must be suitably defined with either solid fencing, bunting, weighted witches hats, dressage arena sides or other suitable material. Any star pickets must be capped. Electric fencing tape must not be used. Materials to be in a contrasting colour to the arena surface. Surrounds/obstacles to be stable enough to withstand moderately windy conditions, Where bunting (or the like) is used, it must be clearly off the ground, No-one is permitted to ride on the arenas once obstacle courses have been erected on the day/s preceding an event.
4.	<p>JUDGE/S' CARS or GAZEBO</p> <p>Phase 1</p> <ul style="list-style-type: none"> Allow enough room for the judge's car to be parked at the "C" end of the arena. If more than one judge is being used then allow enough room for their car/s to be parked either on the "C" end of the arena 2.5 metres in from the long side or at the "E" or "B" markers on the long sides. Also allow enough room for the competitors to be able to circle at the "A" end prior to entering the arena (If there is insufficient space for the competitor to circle at 'A' prior to entry or present to the judge at 'C' prior to commencement of the test, it is possible to accept the presentation to the judge in the arena. The judge will then instruct the combination to proceed to A and commence the test within the arena. <p>Phase 2 and 3</p> <ul style="list-style-type: none"> Ensure adequate shelter is provided for the weather conditions. Most Judges will prefer to be in an open space such as a gazebo for ease of viewing all the obstacles. In extreme conditions a car may be required.

	<ul style="list-style-type: none"> Judge to be position to ensure a clear view of all obstacles and the start and finish lines.
5.	<p>WARM-UP AREA</p> <ul style="list-style-type: none"> An adequately sized warm-up area must be provided. Competitors are not permitted to warm up in a competition arena. This rule applies also when competition arenas are erected on the day/s preceding an event.

ON THE DAY

1.	<p>HRCV MANUAL</p> <ul style="list-style-type: none"> An up to date Manual must be available on the day for consultation of the Rules. If using online version, ensure you have internet access prior to the event. The Secretary's Office serves as a central administration and information area and as such should be the location where all information pertaining to the event can be found. This will include: <ul style="list-style-type: none"> * grounds/ arena layout plan for the event * lists of the names of all people involved in the running of the event including volunteers/helpers * Emergency contact numbers both provided by the competitor and for external assistance ie: Vet
2.	<p>CARDS</p> <ul style="list-style-type: none"> Riders must present valid Dressage and Membership cards prior to competing. Cards are checked upon receipt. Both cards can be returned to competitors after checking. Failure to present valid cards means that the rider must compete H/C. If a rider is unable to provide a valid membership card they will be required to purchase Day Membership and sign a Non Members Disclaimer Statement. If a Card Free event, check the member status before event.
3.	<p>HELPERS' ROSTER</p> <ul style="list-style-type: none"> A roster of helpers' times and duties should be posted in the Secretary's Office so that helpers can check when and where they need to be at given times.
4	<p>JUDGES</p> <ul style="list-style-type: none"> Judges should report to the Secretary's Office to check in at least 30 minutes prior to the commencement of their class. A prepared folder with enough blank test/scoresheets, plus a few extra, and one or two pens should be given to the Judge or penciller. For Phase 1 and 2, a copy of the recommended dressage abbreviations should also be included in this folder along with a copy of the current draw, including any scratching's or amendments. Phone numbers of the OC to be included should the judge have a query or emergency to report.
5.	<p>PENCILLERS</p> <ul style="list-style-type: none"> A penciller must be allocated to each Judge. It is preferable to use one penciller per judge however, if pencillers are changed over this should be arranged during designated breaks. Avoid using inexperienced pencillers to pencil higher level tests or for new judges.
6.	<p>INSPECTION OF ARENAS</p> <ul style="list-style-type: none"> It is the responsibility of the Judge to check that the arena is satisfactory and, if necessary, have it modified at their discretion. Once the Competition has commenced, the conditions must stay (as far as possible) the same for the following Competitors. If prospective Judges are shadow-judging a section then their car should stay in position for the entire class.
7.	<p>GEAR CHECK</p> <ul style="list-style-type: none"> A Gear Checker must be provided to carry out gear checks throughout the day. The Gear Checker will need to be made available to riders from approximately half an hour prior to the first competitors' riding times.

	<ul style="list-style-type: none"> It is the responsibility of the competitor to ensure that they comply with HRC/V rules relating to gear and uniform. A competitor's failure to comply with the rules will result in elimination. Small sticky dots of different colors can be stuck to the rider's boot or other appropriate surface to indicate that each gear check has been successfully completed.
8.	<p>NUMBERS</p> <ul style="list-style-type: none"> Riders must supply their own numbers which must be displayed on both sides of the horse. Bridle numbers or saddle blanket numbers are acceptable.
9.	<p>STALLIONS</p> <ul style="list-style-type: none"> Stallions competing must display appropriate identification. See Event rule 7.4.2
10.	<p>MARSHALLS</p> <ul style="list-style-type: none"> It is helpful to both riders and Judges to have a Marshall available to call riders up to their respective rings in the correct order. The Card Secretary should keep the Marshall (and Judges) informed of scratching's that arise during the day so the program can proceed smoothly without unnecessary breaks.
11.	<p>RUNNERS</p> <ul style="list-style-type: none"> Provide enough Runners to ensure that test and scoresheets are collected from Judges' at regular intervals throughout the day. These sheets should be taken directly to the Scorers to facilitate scores being displayed in a timely manner for all competitors.
12.	<p>REFRESHMENTS</p> <ul style="list-style-type: none"> Refreshments and lunch are to be provided for Judges. Provide a basket with morning or afternoon tea and a thermos of hot water to ensure that the judge has access to refreshments as required. It is advisable to offer a selection of foods for lunch to cater for individual tastes and dietary requirements. It is also a gesture of goodwill to provide refreshments for 'outside' helpers on the day, eg Pencillers, Gear Checkers, Runners, etc.
13.	<p>SPONSORS</p> <ul style="list-style-type: none"> Don't forget to thank Sponsors during the day of the Event. Have advertising material on hand for competitors to take. If prizes and/or awards have been sponsored, mention the Sponsor's name and details during presentations.
14.	<p>DISPLAY OF SCORES & RESULTS</p> <ul style="list-style-type: none"> Score sheets should be displayed in an appropriate area that is easily accessible to competitors. Ensure score sheets for each phase are posted for a reasonable period prior to presentations to allow for protests of scoring errors. Competitors are allowed to collect their Phase 1 and 2 Score sheets once the Phase has been completed and results for that phase have been posted. Results should be displayed in a timely manner for all classes. It is appreciated by competitors if interim scores are displayed as they come to hand throughout the day.
15.	<p>PRESENTATIONS</p> <ul style="list-style-type: none"> Organize helpers to be in charge of presenting awards after all 3 phases of the each section have been completed. Have ribbons/sashes/rosettes in sets for easy handling. Provide the helpers with a printed list of the placegetters. Have the helpers mark on the list those prizes that have not been collected so they can be sent to the winners after the Event. Make sure presentations are made in a timely manner after all 3 phases of the each section have been completed.
16.	<p>DISTRIBUTION OF TROPHIES/SASHES/RIBBONS</p> <ul style="list-style-type: none"> Refer to Event Rule 25.1. Trophies, sashes or ribbons must be given to at least one quarter of the competitors in a class.

	<p>For example, If there are 25 to 28 Competitors award to 7th place, if there are 29 to 32 Competitors award to 8th place.</p> <ul style="list-style-type: none"> Any ribbons over and/or above these requirements are to be at the discretion of the Organising Committee.
17.	<p>PROTESTS</p> <ul style="list-style-type: none"> Refer to Event Rule 27. If an owner of a horse, the rider, or a representative of either, taking part in a Competition considers that a rule of the HRC AV has been breached that effects placing, scoring or results of a Competition, he/she may lodge a protest. Protests must be made to the Event Secretary in writing detailing the facts of the incident, and accompanied by a deposit as nominated on the Program, which will be forfeited if the protest is not upheld. Protests must be lodged within 30 minutes of the relevant Section/Class final scores being posted. The Ground Jury will hear all Protests lodged in accordance with these rules.
18.	<p>JUDGE'S REIMBURSEMENT</p> <ul style="list-style-type: none"> It is the Host Club's responsibility to ensure the Judge is paid.

AFTER THE EVENT

1.	<ul style="list-style-type: none"> Send thank you letters to each of the judges as a sign of appreciation. These may also be prepared ahead of the competition day and given to the judge when they are given their reimbursement.
2.	<ul style="list-style-type: none"> Display the event results on the club's website or social media page (if it has one) and forward link or an electronic copy of the results to the HRC AV office so that results can be posted on the HRC AV website.
3.	<ul style="list-style-type: none"> Return tests/sashes left by competitors the following day.
4.	<ul style="list-style-type: none"> Send a thank you letter with a copy of the program / photos of presentations to sponsors