

PACIFIC EQUESTRIAN CLUB, INC.
PO BOX 63
TOLEDO, OR 97391

PEC CONTESTANT GUIDE

Updated February 2017

This Guide will help you participate fully in PEC activities and awards.
As a Rider/Parent/Guardian/Handler, competitor rules are explained;
As a Volunteer, positions are described;
As an Award Winner, you learn expectations for awards.
Hope the next 10 pages answers any questions you may have.
Enjoy your horse & let's ride!

YEAR-END AWARDS

Only PEC members are eligible for Year-End Awards provided the following requirements are documented and forms submitted by November 1st of each year.

- Have a paid PEC membership.
- Complete a minimum of 4 hours of service to the club:
 - Service to the club may be accomplished in one of two ways;
 - Time spent helping in the production of horse show events
 - Time spent accomplishing other goals of the club like fundraising, special committee work or other duties as assigned by the Board that can be presented as service to the club's mission.
 - ✓ Fundraising or donation of each \$50 equals 2 hours of service credit.
 - All service hours must be documented in writing and submitted to horse show management, a Board member, or a committee Chair in charge of volunteer activities.
 - Service hours are transferable between registered family members on the same family membership form. (parents, siblings, etc.)
 - EXCEPTION: Club officer responsibilities **do not** count toward this obligation.
- Attend 1 club meeting or complete an additional 4 hours of volunteer service.
- Points are accumulated by each horse/rider combination in a given prize category.

HORSE SHOW CLASS REGISTRATION INSTRUCTIONS:

- Every show participant must be register in his or her appropriate age group by class and with each horse identified. Riders under age 18 must have the signature of a legal guardian/parent for the accident waiver required for each horse show.
- The rider's appropriate age is determined by rider's age as of January 1st of each show year.

- One registration per class for each horse/rider combination.
- Horse identification for halter class must be correct for breed, gender, and age depending on the class identifier.
- A horse's age is determined as of January 1st of the show year.
- Lead Line handlers/runners must be 16 years of age or older. A handler under 18 years of age must wear an approved ASTM/SEI helmet.
- A youth member can ride-up in any age by class, but will have to remain in that age group for the entire year. A change in age division will result in a loss of points. Points are earned in one age division only. New points will begin in new age division class toward year-end points.
- 10 & Under classes are walk/trot only and the youth in this age category. 10 & Under is a separate group for year-end prizes; only 10 & Under classes will be eligible for point accumulation in equitation and gaming. This is a class designed for emerging riders, not confident in cantering.
- 13 & Under classes include walk/trot/canter classes. A youth under 13 may enter but must remain in this class group for the entire year.
- Circle or mark classes in appropriate age group on the show form. Calculate appropriate daily fee, early entry or show day, or write the number of classes multiplied by the individual class fee; add the office fee for total due. Any questions, please contact the Show Manager.
- Boots and long-sleeved shirts are required for all horse shows- schooling and gaming.
- Approved ASTM/SEI helmets are strongly encouraged for all riders. Riders under 18 must wear an approved equitation helmet.
- One registration form is required per horse/rider combination for each class.
- Halter class requires that breed, gender, and age depending on the class must properly identify each horse.
- All participants must make class changes 2 classes prior to riding in the class. Adding classes at the gate is not permitted. Added classes will be charged and paid at show day rates in advance of class.
- Points awarded by class registration and horse/rider combination. Points are not transferrable between age group or classes.
- Year-End Awards – points must be awarded at two schooling or gaming shows to be eligible for year-end award and complete PEC volunteer membership requirements.

Additional Point & Show Guidelines:

- Year-end points are accumulated through participation in appropriate show classes and as an accumulation of hours as a volunteer.
- Ranking is determined by horse/rider combination earning the greatest number of points over the show year in an age group. (Please see above for appropriate placement of horse/rider combination.)
- Youth may ride up in age class, but will not be eligible for award in lower age ranking class. No cross entry by age group. (Example: lead line youth rides in a 10 & Under class. Points in 10 & Under class count – no points in lead line.)
- Show fees must be paid in full. Uncollected fees will forfeit consideration of points for that specific show date due to non-payment of fees.
- No alcoholic beverages are allowed in the arena or on the grounds during a horse show.
- Any rider who is visibly intoxicated will be dismissed for the day with no refund for class/show fees.
- No physical abuse of horses is allowed. The judge, for the event and/or day, may disqualify the rider on conduct.
- No unsportsmanlike conduct is permitted.
- Refunds will only be considered when written documents are provided indicating the injury to horse or rider.
- All PEC show riders and family members must follow show site “ground rules”.
- All parents/guardians are responsible for minors under the age of 18. Children must be supervised at all times.
- No unsupervised youth, under the age of 12, will be allowed to work in the arena at a show.
- Any rider that has been duly notified of delinquent debt to the club must pay said debt prior to the next show. Failure to do so will result in loss of points and privilege to enter further shows.
- Electronic Timers will be used at every game show. Stop watch timers will be used as back up should equipment fail.
- Follow game show instructions, especially those covering safety.
- Please refrain from requesting times or class placement until the end of the show – on YOUR information will be shared.
- Volunteer hours requires the member to track their time for event/activity on the form provided by Show Manager or Committee Chair. The member must sign-in and sign-out on the show day when volunteering at an event. Volunteer forms should be submitted end of each day or event.

POINTS AWARDED BY PLACEMENT IN APPORPRIATE CLASS:

Class Points are awarded based on placement:

1 st Place	10 points
2 nd Place	8 points
3 rd Place	6 points
4 th Place	4 points
5 th Place	2 points

Participation Point:

In addition to earned class placement points, all other riders in the class (6th place and below) will receive 1 point for participation in the class.

Riding in older age classes voluntarily is permitted. A rider must identify one age group per year. If the rider needs to return to appropriate age group, know that previous age group points are not transferrable. Points are not transferrable between age groups or horse/rider combination.

Showmanship Class:

Points will be awarded based on placement in the class adding to daily points in English and/or Western high points.

Showmanship Class As Tiebreaker:

If necessary to break a tie to determine a daily class or year-end Champion or Reserve Champion, Showmanship points will be the tie-breaker, provided the rider participated in showmanship in English or Western.

SHOW DECISIONS:**Schooling Show Judge's Decision:**

Judges decisions regarding placement, and ultimately point awards, are final in all schooling shows. Sanctioned shows must follow organization's rule book.

Gaming Show Judge's Challenge:

The PEC member must write the show date, show attended, judge's name and decision, and any pertinent information to be considered that may justify over turning the judge's decision. The challenge must be received by PEC within 10 days of the event, by mail, for consideration by PEC's Board. The PEC Board decision is final.

(PEC Gaming rules on entry form will be considered during the challenge process. If the PEC rule is not clear, the PEC Board may look to Western Horseman of Oregon's Rule Book for decision guidance.)

Annual Award Categories:

- **Lead Line** – Youth under the age of 8 years as of January 1st of that show year. Rider must be led by an individual at least 16 years of age or older. If 17 years of age or younger, an equitation approved helmet must be worn by runner.
- **10 & Under** – Youth 10 years of age or younger by January 1st of that show year. A rider who rides/guides horse without lead assistance accumulating points in 10 & Under classes only. Rider may only enter walk/trot classes in 10 & Under and novice classes walk/trot. No year-end points for novice classes. This is a separate year-end category in equitation and gaming.
- **Halter** – All eligible halter points earned will be on the horse only. Any member can exhibit the horse, but only the horse will accumulate points throughout the year. The highest point earning will rank awards for the year-end Champion and Reserve Champion.
- **Most Improved Rider** – Any age of rider who demonstrates improved riding skills over the year. Novice rider classes may be considered in determining this category. Year-end prize committee members determine the final selection.
- **Volunteer of the Year** – NEW – Volunteer of the year will earn this award based on the highest number of volunteer hours contributed to the Club January through November each year. This volunteer shall receive the award. (A reminder to get your paperwork registered with show managers, event helpers, etc. No member of the Executive Board is eligible to earn this award when in an elected position).
- **Age Groups in English, Western, and Gaming** –
 - 13 & Under – Youth registered and showing through the year in designated classes.
 - 14-17 – Youth between ages 14 to 17 who rides a horse in age designated classes.
 - 18-38 – An adult between 18 and 38 years of age who rides a horse in designated age classes.
 - 39 & Over – Adult over 39 years of age who rides a horse in age designated classes.

GAME SHOW GUIDELINES

RIDER GAME EVENT PENALTIES:

There shall be a five (5) second penalty for each of the following:

1. For knocking down equipment on the gaming course.
(Example: knocking down pole in pole bending)
2. Holding equipment while riding is permitted provided the location of the equipment is not moved. (Example: holding barrel top while riding around the barrel without moving it.)

RIDER GAME SHOW CLASSES AND EVENT DISQUALIFICATIONS:

- Run-outs, refusals, leave the course, upsetting starting poles.
(crossing the starting plane outside the starting poles/cones, not following the event patterned course, and circling obstacle while on course, except for flag race.)
Any horse, which passes (completely) an obstacle on the wrong side will be considered off course.
- Unsportsmanlike conduct including profane language, unnecessary roughness, abusing the horse, or disorderly conduct of any kind.
- The judge may disqualify an unmanageable horse for safety.
- The lack of proper clothing, especially boots with heel.
- Failure to start the event within thirty (30) seconds of starting signal from the judge.
(signal is hand in air or nod)
- In the flag race, failure to complete the course with the flag under control of rider.
- Lead Line entry requires same runner, same day, all events in the same show.

SHOW MANAGER'S RESPONSIBILITIES:

Be prepared!

Entry forms, cash start money for change, gather gaming equipment (cones, rakes, poles, can & flags, etc.), PA system, extension cords, clipboards, pens, pencils, and batteries, set course, get helpers, track service hours, first aid kit, ice packs, extra poles, etc.

Verify that the arena is tilled and in safe condition

GAME SHOW TEAM:

JUDGE-

PEC Member

Know current PEC gaming rules

Have WHO rule book if needed

Should raise arm when course is rider ready, or notify announcer and/or back-up timer with walkie-talkie

Enforce all gaming rules

Call all penalties

Call all disqualifications

Measure the course with WHO guide template

Reset course as needed, for accuracy

Inspect all gaming equipment prior to use- timer, walkie-talkie's, hand timer

ENTRY & SHOW RECORDER:

Make sure that Lead Line handler's are proper age with helmet as listed on form.
Verify classes for age indicated
Verify payment – early entries, day of show, number of classes
Initials next to payment – cash or check
Classes must be paid in advance
Horse/Rider Entry for each combination
List on class sheet

TIMERS-

Check and know how to use timers before event
Should signal the Judge when ready
Check times against timer before announcing time
Must not reset timers until time is recorded
Timer must read time accurately (to hundredths of second)

ANNOUNCER:

Announce any and all announcements as advised
Announce all gaming and safety rules prior to show start
Announce any show site "ground rules"
Announce rider sequence: rider ready, on deck next rider, in the hole next rider
(helps to move the show along and riders are ready)
Announce the time accurately in seconds after each rider
Announce event order (to prepare course setting & riders)
Call age division prior to that class start
Keep list of recorded times on each rider (can have helper)
Continue to announce safety rules throughout event
Remind folks to clean up around horses, in arena, grounds and dispose of poop appropriately.

GATE PERSON:

Make sure the gate is open and close for each rider – safety first.
Listen for class and age group
Be sure that Lead Line Handler is age on show flyer with helmet and boots.
Use Class Sheet to identify who is next or Listen to Announcer for next rider
Be sure gate is latched before rider takes off (in case horse tries to run out of arena)
A rider may help another rider to gate, but must not enter arena.
No person on the ground may enter the arena with rider, only to gate.
Watch for boots with heels and long-sleeved shirt and helmets – safety first!

SCHOOLING SHOW OPERATIONS

SHOW MANAGER RESPONSIBILITIES:

Come prepared!

Bring show box with pens, pencils, contestant numbers, show flyers, show record sheets, clipboards for gate & judge, numbered show class sheets for judge, PA system, walkie-talkies, batteries, extension cords, first aid kit, contestant guide, and anything else you may need. Do not assume items are available at the arena site.

- Bring most current membership list for entry person to verify memberships.
- Verify that the arena is tilled and in safe riding condition.
- Make sure ribbons are ready and contestants know how they will be distributed.
- Verify that parking area is clearly marked and members are following rules about cleaning in and around horse areas, trailer parking, and aisle ways, etc. Leave no mess behind.
- Monitor all positions and assignments of volunteers at the show. Be sure that folks understand their role and safety issues related to that position.
- Be available to answer questions and make decisions. Everyone depends on your being knowledgeable about the rules and procedures. Consult with Judge and PEC Board.
- If necessary, call a Board meeting to resolve any major issue. Take a break in the show if necessary.
- Have a telephone available for any emergency call.
- Make sure your First Aid Kit is fully stocked and there is someone available to use it if needed. Check to see if you might know CPR if needed.
- Train your helpers. Give clear instructions. Be simple stressing safety. Each should have a walkie-talkie to contact you if needed.
- Talk to the members. Be available to answer questions or check how things are going.

SHOW TEAM:

ENTRY PERSON: (Coordinate with PEC Treasurer)

- Take all entries, review entry with rider, take appropriate fees based on entry form, verify the following:
 1. Date and time of entry – early or show day
 2. Member or non-member status
 3. Distribute exhibitor number(s) horse/rider combination
 4. Make sure one horse/rider combination on each entry form.
 5. Make sure Lead Line Handler is prepared with helmet and of age.
- All payments for classes MUST be in advance of class. No Open Checks!
- Signature on Release form (especially guardian/parent)
- Check classes to assure no cross entries
- Additional classes during the show, must use separate form, verify payment and collect if needed. (Assuming all show entries are posted before English or Western starts.)

ENTRY FORM MARKINGS:

When completed, the form should have the following:

1. Horse/Rider/Handler combination – correct assigned exhibitor number in top corner
2. Amount of payment collected – check, cash, signature
3. Be sure checks have name, address, and phone numbers – printed checks only
Entry number is helpful.
4. Signature of Rider (or Guardian/Parent) on release form

When completed, entry form goes to Show Recorder.

SHOW RECORDER:

- Log all contestant entries on show record sheets prior to the show beginning with pre-entry or the first class starting on the day of show.
- In the AM – all morning classes before lunch should be recorded before beginning the show and a copy of those sheets given to the announcer and gate person.
- In the PM – all after lunch break classes should be put on sheets. A copy to announcer and gate person prior to show starting again.

Use walkie-talkie's to add riders or delete riders on class sheets.

Monitor, along with the Announcer, number of riders in the class, correct exhibitor numbers horse/rider combinations in a class in the arena.

- Stop the class if number of riders is incorrect, wrong exhibitor number on rider in the class, or rider is not on class sheet.
- Gate person should alert you as to dropped riders or new riders (no new riders are allowed unless entered 2 classes in advance).
- All entries come from Show Recorder to Gate and to Announcer.

Judges placements are entered on Show Sheet at the end of the class.

(Keep these sheets with class number on top of each sheet and exhibitor numbers below.)

Record points for that class appropriately – see contestant guide for help.

ANNOUNCER:

Use PA system – Check the volume for your voice and for clarity with the Gate Person and Show Manager listening. Be careful not to talk too close to the microphone.

- Announce each class by title and number as rider's enter the arena. (This will help keep the Gate Person and Show Recorder on same class sheet.)
- Verify number of rider in arena are on class sheet
 - If correct, wait for judges signal to start the class.
 - If incorrect, contact gate person for corrections to class number.
Then, give ok to judge.
- Watch for judges riding signals for walk, trot, canter, reverse, stop, etc. Announce commands as indicated by judge or ring steward with walkie-talkie.
- Announce class results from judges papers.
(Start with first place through fifth place, especially if you have ribbon person)

- Make any show announcements as necessary for safety or clarification of rules to riders and guests. Check with show manager for these announcements.
- Communicate with gate person to keep the show running smoothly and on tie without jeopardizing safety of riders, ribbon person, etc.

GATE PERSON:

- Use show record sheet to verify class name and number of entries (by exhibitor number), which will cover rider/horse combination.
- If a rider has the wrong number, do not allow in class without checking with announcer or show recorder. Verify they have been added to the class sheet. (Riders must enter additional classes 2 classes in advance with additional payment.)
- Do not allow anyone not on class sheet into the arena.
- Hopefully, riders leaving a class are exiting the arena through a different gate. If not, then be sure to put in on one side and out on the other side to allow riders in and out in a controlled fashion. Questions, call show manager.
- Once the class in the arena has started, call the next class to the gate. Verify exhibitor entry and number of riders listed on the sheet. This will help to move the show along.
- Riders/handler's must be at the gate ready to enter the class- verify helmet and age according to show flyer. If you require a gate hold (5 minutes only), please contact the announcer. (A gate hold is for a reasonable purpose, like saddle change, etc.) Questions – ask show manager.

IF NECESSARY HAVE THE ANNOUNCER REPEAT SHOW RULES ABOUT BEING PREPARED AT GATE BEFORE THE CLASS, GATE HOLD 5 MINUTES ONLY ONCE THE CLASS IS ANNOUNCED.

RIBBON PERSON:

Ribbons should be prepared in advance for quick distribution. The ribbon person should have them stacked in the order 1st through 5th. Check with show manager for ribbon distribution process. Ribbon person should be no younger than 14 years of age and wear boots as they will have close contact with horse/riders. Do Not Approach A Horse – Rider should come to Ribbon Person as some horses do not like ribbons. BE SAFE!

**PACIFIC EQUESTRIAN CLUB, INC.
VOLUNTEER HOURS RECORD
_____ YEAR**

NAME: _____

Event: _____

Phone: _____ **E-mail:** _____

- To be eligible you must complete this form at each event where volunteering 4 hours or more.
- You may volunteer for minor child or member on family membership form only.
- Complete the form today, get signed by Show Manager, submit to event mgr that day.
- Other volunteer responsibilities should be submitted by November 1st each year.

Date	Start Time	End Time	Hrs	Activity	Show Mgr/Board

Be sure to leave with Show Manager or Submit to PEC Board member by November 1st

THANK YOU FOR DOING YOUR PART

PEC, PO BOX 63, TOLEDO, OR 97391