

NZCCA Guidelines for Organising a Cowboy Challenge



These Guidelines are designed to make organising a Cowboy Challenge seem less daunting, and outline arrangements you need to make. We are here to help so email us at nzccasn@gmail.com with all your questions!

NZCCA Approval

First step is to seek approval from NZCCA to run a **Points Approved** Cowboy Challenge. There is a \$50 fee for this. Complete the application form - available from www.cowboychallenge.co.nz and email it to nzccasn@gmail.com at **least 30 days** prior to the Challenge. Your fee must be paid then too.

You may not advertise the Challenge until you have NZCCA approval (this will be in writing). Note that entry numbers are NOT to be limited and a Club running a Challenge may not offer entries to their members only or before others. Insurance cover is provided for your Challenge under NZCCA for General Indemnity and Statutory Liability.

Venue

You need space for the course, warm up area, float parking, overnight camping, plus water and toilet facilities (hiring a portaloos is fine), and somewhere for people to register on the day.

Date

Check that there are no other events on in the area likely to attract the same competitors.

Judges

You need a minimum of two official NZCCA judges for a competition; one may be a Probationary Judge - see Judge List on our website. Judge/s must also approve the obstacles in each round of the course prior to the competitor course walk and join in all course walks. An NZCCA judge is not necessary for a non Points Approved class (see below). You may wish to contact judges prior to submitting an application to NZCCA, so you are sure they are available.

Budget

Do this early to check your expenses. Main costs are: application fee, judges' fees and expenses (see below), rider levies, toilet hire (if required), ribbons, printing of programme and score sheets, payment to helpers (if desired). Revenue comes from entry fees and any sponsorship you secure.

- Judge fees: Recommend \$100 per competition day per judge, plus travel expenses as negotiated with the judge. You need to provide accommodation and meals also (staying with someone is usual practice).
- Levies: \$2 per entry (including any non Points Approved class). NZCCA will invoice you for these if you ask them to.

Classes

Rookie, Intermediate, Open and Youth are all required classes. You may include a Beginners class if you wish or maybe a lead rein class (these are not Points Approved). You do need time to include a course walk for each round (usually takes a minimum of 30 minutes), lunch break, tally up of scores, and prize giving.

Entries

NZCCA recommends entry fees as: Rookie, Intermediate, Open \$50 member / \$60 non member. Youth \$35 member / \$45 non member. Non points approved classes are at your discretion; however \$35 is suggested if there is only one round.

Competitors **must** sign the NZCCA indemnity form (see www.cowboychallenge.co.nz) as part of their entry. Send your entry form and flyer to us to have it included on the official list of Challenges on our website, and on Facebook.

Ribbons and Prizes

You are required to award ribbons to 1st to 6th place-getters in Points Approved classes. Sashes can be purchased from NZCCA at \$8.50 each (do this well in advance). You may provide your own, but these are to include the NZCCA logo. Giving any other prizes or prize money is up to you. You may wish to seek sponsorship to assist with this.

Course Crew

You will need: writers (one for each judge), a starter/timer (two if the start and finish line are in a different place), a secretary/ points collator for the day, a runner to collect score sheets, and at least one other ground crew to mend/adjust obstacles as needed. Some obstacles need a crew member at all times (eg Archery Shoot, Log Pull) to ensure the obstacle is ready for each competitor. A timer to assist each judge/writer is helpful too (for timing obstacles).

Course and Obstacles

Your course must adhere to the NZCCA Rule Book. Ensure you have the current version!

Ensure the judges can clearly see the approach, obstacle and departure for every obstacle they are judging, as well as the course pathway and finish line. There must be a marker indicating where the obstacle starts, eg painted rocks or flags that can be easily seen by judges and competitors, and a number to the right of the obstacle (this is often used to indicate the start of the obstacle). Usually two judges score half the course each (ie judge 1 has obstacles 1-6/7 and judge 2 has obstacles 6/7-13); however two judges may both score the whole course.

The obstacles included should show different skills; however they don't all need to involve major construction. The level of an obstacle should be varied where possible for the different classes. The course should flow, and not have too many "long" obstacles in each half. The first Round for each class must include a Free Ride.

We recommend that the course be set out so that two competitors can be on it at one time (without getting in each other's way). If a competitor catches up with the one in front (and two horses are on the same half at one time), the second competitor is to be stopped until the course is clear and their time adjusted accordingly. It is the organiser's responsibility to have a plan in place should this occur and ensure that the adjusted time can be recorded (the timing is not to be left to the judge).

An overall time limit is to be set by the course designer/s and approved by the judge/s prior to the course walk. The time should be based on a horse moving forward feely between the obstacles at a reasonable speed, and should vary between classes. Course walks are usually led by the course designer, who explains the course pathway and reads each obstacle out from the Rule Book, and riders have the opportunity to seek any clarifications. Changes should not be made to the course during a course walk.

Spectators are encouraged but note that they may not be within 10 metres of the course or the judges.

Results

First round scores are to be available to everyone at the end of all first rounds on the day of competition and individual score sheets given to competitors. Individual score sheets for the second rounds shall be given out at or prior to the prize giving, which is to be held at the end of the competition. NZCCA judge score sheets and the master score sheet must be used - **the master score sheet showing all results must be sent to the NZCCA Secretary within 7 days of the Challenge** (or points will not be allocated to your competitors).

Training Day

Please note this rule: *"Training Days can be held the day before an official event as long as half of the course and obstacles are off limits and unriden by riders until the challenge day."*

First Aid and Veterinary Assistance

Have a basic First Aid Kit on site and basic horse treatments available. Have the phone numbers on hand for doctors and/or emergency medical staff, as well as the name and phone number of a local vet.

Templates and equipment available from NZCCA – please email nzccasn@gmail.com:

- Judge Score Sheet template – *mandatory to use*
- Master Score Sheet (Excel spreadsheet) - *mandatory to use*
- Flyer and Entry Form template
- Programme example
- Timer Sheet template
- Stopwatches, whistles, back numbers, radios, NZCCA banner (a box is available in each Island)

The NZCCA Official Rule Book is on our website www.cowboychallenge.co.nz – please make sure you are familiar with all the Rules and run your event accordingly. Your Challenge should be professional as well as fun!

Thank you for organising a Cowboy Challenge!

Challenge Checklist

Administration:

	Programme is printed and includes competitor names by class, obstacles and approximate time each class starts
	Score and timer sheets are printed; clipboards and pens are on hand
	Ribbons and other prizes (if applicable) are purchased
	Back numbers, stopwatches and whistles are on hand

Course:

	13 obstacles are in each round, including the compulsory Free Ride for the 1 st round
	Not too many <u>long</u> obstacles in each half (some take longer than others)
	All obstacles are numbered (to the lower right of the obstacle)
	Markers show where the obstacle starts
	Course flows with a similar time for each half (so that two competitors are not on the same half at once)
	Each obstacle can be done within the time allowed (usually 45 seconds – refer Rule Book)
	Time is set for each class/round.
	Start/Finish is easily seen by the timer/s
	Sufficient crew members for obstacles needing them
	Judges and timer have a seat and shade/shelter
	Suitable warm up area
	Spectators can safely watch the competition and be 10m away from the course and judges

Grounds:

	Road signs clearly show people how to find the venue
	Signs show where to park, camp etc
	Toilet facilities are available, with lots of toilet paper and hand cleaner
	Rubbish bins are available
	Food and drinks are arranged for judges and crew
	Facilities advertised are in place, eg bbq, food and drinks
	Someone arranged to welcome arrivals for camping and on the day

After the Challenge:

	Everyone involved is thanked
	Master score sheet is submitted to NZCCA Secretary within 7 days
	Equipment and back numbers are accounted for and returned
	All outstanding costs are paid, including rider levies