

NZCCA Guidelines for Organising a Cowboy Challenge



Organising a Cowboy Challenge may seem daunting – these Guidelines are designed to make it less so, and cover the criteria you must meet and everything else you need to arrange. We are here to help so email us at nzccasn@gmail.com with all your questions!

NZCCA Application

You must seek approval from NZCCA to run a **Points Approved** Cowboy Challenge, and pay a \$50 fee. 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. You may not advertise the Challenge until you have NZCCA approval.

Venue

You need space for the course, warm up, 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 two NZCCA judges for a competition; one may be a Probationary Judge. Judges must also approve each round of the course prior to the competition and join in all walk-arounds. A qualified judge is not necessary for a non Points Approved class (see below). We suggest you contact judges prior to submitting an application to NZCCA, so you are sure two are available (see Judge List on our website).

Classes

Rookie, Intermediate, Open and Youth are all required classes. You may include a Beginners class if you wish (not Points Approved), or maybe a lead rein class. You do need time to include a walk-around for each round (takes 30-60 minutes), lunch break, tally up of scores, and prize giving.

Budget

You should 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).
- Levies: \$2 per entry (including any non Points Approved class). NZCCA will invoice you for these if you ask them to.

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. 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: two 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.

Course and Obstacles

Your course must adhere to the NZCCA Rule Book.

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). Ensure the judges can clearly see the approach, obstacle and departure for every obstacle they are judging. There needs to be a marker indicating the approach and departure zones, eg painted rocks or flags that can be easily seen by judges and competitors, and a number to the right of the obstacle. Each judge scores about half the course (eg judge 1 has obstacles 1-6 and judge 2 has obstacles 7-13).

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.

The course needs to be timed before judge approval using a **non competitor on a non competing horse** and a time set that allows for all obstacles to be completed plus riding between them at a reasonably flowing speed. The time may vary between classes and 1st/2nd go-rounds.

Results

The 1st Round scores are to be available to everyone after all 1st Rounds are completed and individual score sheets given out. A prize-giving is to be held at the end of the competition, and individual score sheets for 2nd Rounds given to competitors. 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 a week of the Challenge** (or points will not be allocated to your competitors).

Training Day

Please note Rule 17: *"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 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 Sheets template – *mandatory to use*
- Master Score Sheet (Excel spreadsheet) - *mandatory to use*
- Flyer and Entry Form template
- Programme example
- Timer Sheets template
- Stopwatches, whistles, back numbers, radios

The NZCCA official Rule Book is on our website www.cowboychallenge.co.nz – please make sure you meet all these rules and ensure your Challenge is professional as well as fun! Thank you for organising a Cowboy Challenge.

Your Cowboy 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 the approach and departure zones
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 obstacles

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