

# NZCCA Guide to Organising a Cowboy Challenge 1.9.22



*This guide outlines arrangements you need to make and points to consider when organising a Challenge. We are here to help so email us with all your questions!*

For documents referred to, go to: [www.cowboychallenge.co.nz/downloads.html](http://www.cowboychallenge.co.nz/downloads.html)

To contact us, email: [nzccasn@gmail.com](mailto:nzccasn@gmail.com)

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## 1 NZCCA Approval and Rules

In order to run a Points Approved Cowboy Challenge, you (as an individual or a Club) need to have approval from NZCCA. The application form is on our website and there is a \$50 fee – the form and fee must be received by NZCCA at least 30 days in advance of the Challenge date. You may not advertise your Challenge until you receive written approval from NZCCA.

Your approval includes that you will abide by all NZCCA Rules and regulations, as well as meeting the requirements in this guide. Please ENSURE that you are familiar with all relevant aspects in our **current** Rule Book (updated after each AGM) and other regulations (eg Indemnity statement). Many Rules cover course design, scoring, timing, conduct etc, that you and your helpers need to be aware of. They are not all referred to in this document.

Each Challenge host is required to have a Health & Safety plan covering their event, which must be sent to NZCCA at least one month prior to your Challenge. Please read the NZCCA Health & Safety Management Plan to ensure you cover expectations at Challenges. Contact us in plenty of time if you need help with your plan.

Your Challenge will be listed on the NZCCA event calendar (on our website) and we will advertise it on our Facebook page. Any other promotion is up to you.

## 2 Venue and Schedule

Your venue needs space for the course, a warm up area, float parking and overnight camping (people and horses), plus you need a toilet (onsite or hiring a portaloos) and water. Competitors need somewhere to register on the day (get back numbers etc). A quiet space is needed for the person entering and calculating results. It is helpful to have signs indicating where people should park, camp etc, and let people know what to do with horse poo and hay remnants.

Time is needed to run each Division (Youth, Rookie, Intermediate, Open are mandatory), have course walks, a lunch break, finalise scoring and hold a prize giving. This can be done over one day, or you may choose to run your Challenge over two days. Organisers may choose to run two adjoining Challenges, eg one on each day of a weekend. Usually there are two rounds in each Division, although there can be one round or three rounds (this is rare). A training day may be included before the Challenge day (refer restrictions Rule 15), or a Beginners class added.

## 3 Expenses

The main costs in running a Challenge are:

- Application fee of \$50, plus rider levies of \$2 per entry (including any non Points class).
- Judges – see below for fees.
- Toilet hire (if required).
- Ribbons: for 1<sup>st</sup> to 6<sup>th</sup> placings for Points Approved divisions. These may be purchased from NZCCA. Any other ribbon used must include the NZCCA logo.
- Printing of programme and score sheets.
- Food for course crew and judges.
- Payment to helpers (if you wish to do this).

Prizes and/or prize money are at your discretion. Revenue comes from entry fees (see below) and any sponsorship you secure. It's a good idea to check your budget early on.

## 4 Judges

At least two official NZCCA judges are required (refer Rule 8). One may be a Probationary Judge (as long as the other is Qualified). See our Judge List – make contact directly early on. An official judge is not required for non Points classes; however they will check that obstacles in a Beginners class are from the Rule Book.

As well as judging the Challenge, judges must approve all courses before the competition (including the overall times set for each course and division). Judges must also join in the course walks. On the day, judges should be provided with shelter/shade, a chair, and refreshments (plus score sheets, pens, radio, whistle, competition lists).

The recommended fee for judges is:

- \$100 per day of competition up to 9 hours (including course walk and lunch break); \$20/hour thereafter. This fee also covers course approval; however undertaking this is not included in the 9 hours.

Plus you need to provide:

- Travel expenses, to be agreed with each judge in advance of the Challenge.
- Accommodation and meals provided for the time judges are at the Challenge (staying with someone local is usual practice).

Please discuss payment and arrangements with your judges at the time you book them in for your event.

## 5. Entries

Make sure your entry form is available well in advance (in hard copy or online), along with information such as facilities onsite, times, directions, contact details. Provide your entry form and information to NZCCA to include on our website. Competitors **MUST** sign the NZCCA indemnity form as part of their entry.

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

Refer to Rule 3 re entry guidelines. It is the competitor's responsibility to enter the correct Division/class; however contact the NZCCA Secretary if you wish to check an entry or check if an entrant is an NZCCA member. If you have a person riding non-competitively in any Division, please note this against their name in your programme so that other riders are aware of this.

## 6. Course and Obstacles

Please read Rule 7 carefully in respect of what kind of obstacles to include, how to set your course out, making it work for the judges, timing, differences for Divisions etc. The judges need to see every obstacle clearly from their judging location, including the approaches and departures. The numbers/markers need to be situated at a distance out from the actual obstacle in order to provide an "approach zone" (eg 2 metres), as this is where scoring for that obstacle starts. The course timers need to have a clear view of the start and finish lines.

Think about how many obstacles may need to be re-set as you will need people available to do this. Also consider how many longer obstacles you have vs shorter ones (eg bridle remove is a longer obstacle, cowboy curtain is quicker) as this will impact on the time taken to complete a round. It is a good idea to send your judges a list of obstacles in advance of the Challenge so they can check that there is a good mix. Your course should be set up so that two competitors can be on the course at one time, without crossing paths or meeting over the start/finish line if this is in the same place.

Make sure that competitors and supporters can move around without walking or driving through the actual course. No one may be within 10 metres of the course or the judges.

**Course approval:** Each course is to be approved by the judges before the competition so you need to be set up in a timeframe that allows the judges to do this, as well as allowing time to make any adjustments requested by the judges. Any reasonable request by the judges re course set up must be met. Provide the judges with an obstacle list so that they can make any notes they need to. Changes cannot be made to a course once it is approved by the judges. The overall time for all courses and Divisions needs to be approved by the judges, so have this worked out as well. Organise a time with the judges in advance to do the course approvals. Refer Rule 7.5.

**Course walk:** Having a course walk is mandatory and this is led by the course designer and/or judges, with an explanation of the course route, any specifics re an obstacle (eg direction to face for a side pass), and any designated pathways. Riders can ask for clarifications at this time (but not on how to ride an obstacle). Confirm beforehand who will lead the course walk. Obstacle lists are not to be published for competitors any earlier than the day prior to the event. Refer Rule 10.

## 7. Course Crew

You will need:

- A writer for each judge
- Starter/timers (usually they are placed to see both start and finish lines)
- Ground crew to re-set/adjust obstacles as needed
- A runner to collect score sheets, deliver morning tea to judges etc
- Person to record scores on the spreadsheet and calculate placings
- An obstacle timer to assist each judge/writer is helpful (otherwise the writer usually does this).

Make sure there is someone around who can fix any obstacle that gets broken (this does happen from time to time).

## 8. Results and Prize Giving

The role of entering scores and calculating results is a key one. It is important for this person to be aware of scoring rules such as penalties for missing an obstacle, going over time, or bonus points for fastest times etc. The NZCCA judges score sheet must be provided for use by judges, and the master score spreadsheet used for recording scores and results. This master **MUST** be sent to the NZCCA Secretary, to be **received within 7 days of the Challenge** (failure to do so means points will not be allocated to your competitors).

Ensure that it is clear on the master score sheet if anyone has ridden non competitively or completed a second round when they are not officially eligible to do so (some organisers provide this opportunity if time permits).

Rule 11.12 refers to providing scores and score sheets to competitors during the Challenge (ie after the first Round).

It is usual practice to hold a prize giving at the end of the Challenge, when ribbons are presented and relevant people thanked. Judges are usually involved in this.

## 9. Equipment

NZCCA has an equipment box in each Island with stopwatches, whistles, back numbers, radios, and an NZCCA banner. Let us know well in advance if you need this, and we can arrange for it to be transported to you. It is your responsibility to provide score sheets, clipboards, pens, stopwatches etc to judges and timers, as well as radios which are essential. You need to have a reliable computer to enter results. NZCCA will provide you with the results spreadsheet, judges' score sheet (to copy) as well as templates for timer sheets, entry forms, and programme if you want these.

## 10. Inappropriate Behaviour

In the rare circumstance that a person behaves inappropriately towards any official, host, competitor or horse, there are Rules around elimination from the competition (Refer 8 and 14). If you, as an organiser/host, personally give a reasonable direction to a competitor and it is not followed, you may ask the person to leave the premises; however if your Challenge is run under a Club you should raise it with Club officials. If misconduct is reported to you, then the matter will need to be investigated. Please refer to our Incident Procedure for guidelines.

## 11. First Aid and Veterinary Assistance

Please have a basic First Aid kit on site and basic horse treatments available. Contact numbers for a local vet and for doctors and/or emergency medical staff should be displayed, as well as the names (and means of identification if possible) of people on site who are first aiders or first responders. Be prepared for the possibility of a rider being injured and the event being held up.

## NZCCA Cowboy Challenge Event Checklist

### Administration:

Judges are booked and accommodation and payment sorted
Entry forms and information flyer are published, and sent to NZCCA
Ribbons and other prizes (if applicable) are purchased
Health & Safety plan is completed and sent to NZCCA (one month prior to event)
Programme is printed and includes names by class, obstacle list and approximate times
Score and timer sheets are printed; clipboards, pens, stopwatches, radios and whistles are on hand
Computer is adequate for scoring and results
Food and drinks are arranged for judges and crew
Back numbers are on hand
Hazard Register is displayed, plus host contact details
Vet and emergency medical numbers are displayed
First aiders or first responders on site are identified, plus first aid kit is available

### Course:

13 obstacles are in each round, including Pattern in the first round
Not too many "long" obstacles are in each half
Obstacle difficulty is varied for the different Divisions
All obstacles are numbered (to the right of the obstacle)
Judges can clearly see approach, obstacle and departure for ALL obstacles, and can judge 6/7 obstacles each
Each obstacle can be achieved within the time allowed
Start/Finish is easily seen by the timers
Overall time is set for each round for each Division
A time for course approval is organised with judges
Sufficient crew members are arranged for obstacles needing them
Judges, writers and timers have a seat and shade/shelter
Spectators can safely watch the competition and be 10m away from the course and judges

### Grounds:

Directions and signs tell people where to find the venue
Signs show where to park, camp etc if necessary
Warm up/riding area is identified
Toilet facilities are available, with lots of toilet paper and hand cleaner
Manure bin is in place or people told what to do with their horse poo / leftover hay
Facilities advertised are in place, eg bbq, food and drinks provided and/or to purchase
Someone is arranged to welcome people arriving

### After the Challenge:

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