

# NZCCA Guidelines for Organising a Cowboy Challenge

June 2020



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

Your approval includes that you will abide by all NZCCA rules and regulations. Please ENSURE that you are familiar with **all** relevant aspects in our **current** Rule Book, May 2020 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. Insurance cover is provided under NZCCA for General Indemnity and Statutory Liability.

Your Challenge will be listed on the NZCCA event calendar (on our website) and we will also 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 (hiring a portaloos is fine) and water. It's a good idea to have somewhere for people to register on the day (get back numbers etc).

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 it over two days. Organisers may choose to have a training day before the Challenge day (refer restrictions Rule 15), or 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).

## 3 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 with them early on. As well as judging the Challenge, one or both judges must approve all courses before the competition plus the times set for each course and division. Judges must also join in the course walks. 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. On the day, judges should be provided with shelter/shade, a chair, and refreshments.

## 4 Expenses

The main costs in running a Challenge are:

- Application fee plus rider levies of \$2 per entry (including any non Points class).
- Judges: recommended fee of \$100 per competition day, per judge, plus travel expenses as negotiated with the judge. Also accommodation and meals should be provided (staying with someone is usual practice).
- 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.
- Payment to helpers (if you wish to do this).
- Food for all course crew.

Prizes and/or prize money are at your discretion.

Revenue comes from entry fees and any sponsorship you secure. It's a good idea to check your budget early on.

## 5. Entries

Make your entry form available well in advance (in hard copy or online), along with information such as facilities onsite, times, directions, contact details etc. 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.

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. Refer to Rule 3 re entry guidelines. 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. As the judges approve each course beforehand, make sure there is time for any adjustments to be made before the competition starts if judges require them.

Walking each course is mandatory and this is usually led by the course designer, who explains the course pathway and reads each obstacle out from the Rule Book. Riders can ask for clarifications at this time (but not on how to ride an obstacle successfully). Changes should not be made to the course during a course walk. Spectators are encouraged at events but note that no one may be within 10 metres of the course or the judges.

## 7. Course Crew Needed

- A writer for each judge
- Starter/timers (usually they are placed to see the start and finish lines)
- Ground crew to replace/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).

## 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 etc. The NZCCA judges score sheet must be used by judges, and the master score spreadsheet used for recording scores and results. This **MUST** be sent to the NZCCA Secretary, to be **received within 7 days of the Challenge** (or points will not be allocated to your competitors).

Rule 11.12 refers to providing scores/sheets to competitors during the Challenge. It is usual to hold a prize giving at the end of the Challenge, when ribbons are presented and relevant people thanked.

## 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 etc to judges and timers, and 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 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 the guidelines in our Incident Procedure.

## 11. First Aid and Veterinary Assistance

Please have a basic First Aid kit on site and basic horse treatments available. Have the phone numbers on hand for a local vet and for doctors and/or emergency medical staff. Be prepared for the possibility of a rider being injured and the event being held up.

## NZCCA Cowboy Challenge Checklist

### Administration:

Judges are booked and accommodation sorted
Entry forms and information flyer are published, and sent to NZCCA
Ribbons and other prizes (if applicable) are purchased
Programme is printed and includes names by class, obstacles list and approximate time each class starts
Score and timer sheets are printed; clipboards and pens are on hand
Computer is adequate for scoring and results
Food and drinks are arranged for judges and crew
Back numbers, stopwatches and whistles are on hand
Vet and emergency medical numbers are on hand, plus first aid kit

### Course:

13 obstacles are in each round, including Pattern in the first round
Not too many long obstacles in each half (some take longer than others)
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 each
Each obstacle can be achieved within the time allowed
Start/Finish is easily seen by the timer/s
Overall time is set for each round for each division
A time for course approval is organised with judges
Sufficient crew members 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
Toilet facilities are available, with lots of toilet paper and hand cleaner
Rubbish bins are available
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