



BCLM Rally Policies & Procedures

A. Regional Rally

1. Participants

- All qualified members up to 25 years of age, and Horse Masters, may participate in Rally.
- The Rally Committee will support any participant who has learning differences or who requires adaptations, in the way that works best for the participant.

2. Team composition:

- D teams: 1 Captain; 2-3 Riders; 3 Grooms
- ABC teams: 1 Captain; 2-3 Riders; 1 or 2 Grooms (may include older D participants)
- Horse Master teams: 1 Captain; 2 – 3 Riders; 1 Groom (optional)

3. Team formation:

- Branch Rally Reps should form full teams with members from their branch where possible.
- Other members will be placed on teams as determined by the Entry Secretary in consultation with the Rally Committee.
- Requests for placement on a specific team, or with members from a specific branch will be considered but cannot be guaranteed.
- Rally Committee reserves the right to adjust teams as needed to meet the needs of the competition.

4. Riders:

- All riders must be fully qualified at the appropriate level for their Rally:
 - Minimum full D testing (riding & stable management) for D teams
 - Riders who have tested at C or above in stable management must participate in ABC rally, even if a D rider.
 - Testing is not required for Horse Masters
- ABC riders may compete in S69 (Starter), PE77 (Pre Entry), EV85 (Entry), EV90 (Pre Training) and EV100 (Training) divisions.
- D riders may compete in S69 (Starter), PE77 (Pre Entry), and EV85 (Entry) divisions.
- Riders may compete at any height, but must not have evented at a higher level on the same horse.
- Riders must submit proof of successful completion of three cross country courses* on open grass during the qualification period, at a level equal to the level entered. These may be:



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- o competitive events, or
- o lessons or clinics.
- *A rider who qualified for Rally the previous year and is riding the same horse at the same level requires successful completion of only two cross country courses.
- Proof of completion may be given by:
 - o signature of a qualified coach or instructor, or
 - o for a competitive event, a copy of the results.
- The qualification period begins immediately after the previous year's Rally and ends prior to the current Rally (date to be determined by Rally Committee).
- Riding levels are to be decided by Registration Date.
 - o If horse scratch is required, a Vet or Farrier note must be submitted.
 - o If this happens and a substitute horse is proposed, the rider is expected to work with a coach to ensure the horse is appropriate to attend rally.
 - o Revised horse/rider combination may adjust their division to a lower level to align with their experience.

5. Grooms:

- D grooms are deemed qualified by having tested, as a minimum, at D stable management.
- Grooms who have tested at C stable management and above must participate on an ABC team.

6. Captains:

- Captains are deemed qualified by having tested at any level, but it is recommended that D teams be led by more experienced Captains.
- A participant can be a Captain and a Rider for their team.
- A participant who is 16 years or older may Captain one team and ride for another team.
- A participant can be a non-riding Captain on a maximum of two teams.
- Captains must attend all Captain meetings, where questions will be answered and the next day's activities will be reviewed.
- The Captains' stadium round is optional: ABC Captains do Pre-Entry and D Captains do Starter level.

7. General:

- All participants must wear their assigned pinny at ALL times except when swimming or sleeping. For riders, pinny or entry number must be worn during dressage test and stadium jumping round.



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- A participant who wishes to arrive late at Rally, or leave early, must add to the Entry Form a letter with an acceptable reason.
- BCLM Rally adheres to the following associated rules/documents and participants are required to be aware of all rules and guidelines:
 - General rules, Concussion guide, Drugs, Equine Medications, Safety, Attire, Tack: [CPC National General Rules](#)
 - Stable Management judging: [CPC Stable Management/Groom Handbook](#)
 - Rally rules: [CPC National Rally Rules](#)
- Horse Medication:
 - Bute/horse medication must be put on poster.
 - Veterinarian letter is to be kept on file in the show office and the Vet to be notified of which horses before the first Vet check jog.
- To support better environmental practices, teams are requested to use refillable water bottles over single-use plastics and to bring their own dishes to meals. Water dispensers will be placed throughout the facility for ease of access.

8. Assistance to Participants

- Rally is intended for participants to use their learned horse care skills and be self-sufficient in a safe competition environment. Assistance from anyone, other than those listed below, within the designated show areas (stabling, trot-up area, warm up rings, show rings, cross country and cool-out areas) is **not** allowed. Teams/participants found to have had unauthorized assistance will be penalized or disqualified from the competition.
- Team Adult Supervisor:
 - is permitted to visit the team tack room and stable area at any time, to ensure the wellbeing of competitors and horses, but is not to render assistance, except in the case of injury or illness to a horse or rider.
 - is not allowed to coach at any time.
- Stable Management judges and Technical Delegate (TD) are available to support Captains at any time during the competition.
- Mentoring: Experienced ABC members may be asked to mentor D teams and any ABC teams that require help, for example:
 - supporting new Captains to ensure horses are properly cared for and that they can manage expectations of Rally for their team.
 - Mentors can connect with these teams and give tips and advice as the Captain may not know what help to ask for.
- Support for Riders:



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- o Rally will supply a warm-up Ring Steward, accessible by all participants, for each warm-up phase and course walk. Stewards can be A-level candidates, Junior Instructors and/or Coaches. The intent of these stewards is to support the safety of the competition and to answer participants' questions.
- o Coaches are allowed, however, must be insured (as required for teaching PC sessions) and be willing to support during any safety issues and respond to questions asked by any participant.
- o Captains are allowed to support team members during competition. It is highly recommended that each Rider meet with their regular riding instructor and Captain to develop an appropriate warm-up plan for the Rider and their horses.

9. Facility Use

- No ATVs are allowed except for officials.
- Bikes can be used **except** in the stable area or where horses may be walked (i.e. lane way, riding areas).
- Where possible, additional warm-up rings will be made available to provide a safe space for exercising horses.
- During Cross Country day, no children should be playing around the start-box or designated cool-out area (adjacent to the camping area) as this may spook the horses.
- Swimming
 - o Swimming in the creek is a fun highlight at the event. Swimming is permitted only when a qualified lifeguard is present. Participants must wear pinny and be escorted to and from swimming by a supervisor.
 - o Participants are not allowed to be at the creek outside of posted swimming times.
 - o Lifeguards will be adequately compensated for their time.
- If something at the facility is broken, all those involved must come forward and advise the Safety Officer. BCLM will pay for repairs for accidental damage
- Due to occasional bears on the cross country course, no one is to be out on the course alone, and no one may go on the field/dyke after 8:30pm.
- Emergency Procedure: each team will be designated a muster station location during the Captain's meeting and this is to be posted in the tack room.

10. Protests, Objections and Conflict Resolution

- Ground Jury will hear all protests and complaints on all matters pertaining to the Rally competition.
- Participants have one hour to protest any posted scores.



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- If an issue arises, participants should talk with their Team Captain and Rally Rep who can bring it to the attention of the Rally Chair.
 - If a meeting with the participant(s) is required, the respective Rally Rep is required to be present.
 - Any party may ask the Mediation Committee for help. This committee is composed of four Rally Reps. If a family member of a committee member is involved, that committee member will step aside, to avoid a conflict of interest.

11. Trot-up & Cool-out Procedures

- These procedures align to CPC resources and are documented below for BCLM Rally.

- **Trot-Up (Horse Inspection):**

- Trot-up checks for horse soundness and health to compete and occurs on Friday morning and Sunday morning.
- Judged on teamwork, organization, professionalism, and turnout (people and horses).
- Teams will present together – Captain, all Riders, all horses, and grooms–then take turns doing the trot-up.
- Great resources:
 - PC Manual of Horsemanship: Handling & Leading
 - Pony Club demo:
<https://www.youtube.com/watch?v=00E1so4GM9Q>

1. Horse Turnout:

- a. Must be in a snaffle bridle (no double bridle) and clean legs (no boots)
- b. Must be cleaned thoroughly: e.g. coat shiny, dock clean, hooves oiled, no sweat marks, tail combed
- c. Mane for ABC horses should be braided;braiding for D teams is optional

2. Rider (Handler) Turnout:

- a. Cleanly dressed in club/team colours - riding boots, jodhpurs/breeches, club/team t-shirt, pinny, gloves, hairnet, helmet, pin/disk, and armband (optional).
- b. If early ride time, then be in formal riding attire.
- c. Carry dressage whip in-hand; may hand whip to Captain if not needed.

3. Captain (Alternative Handler) Turnout:

- a. Cleanly dressed in club/team colours – paddock boots, jeans, club/team t-shirt, pinny, gloves, hairnet, helmet, pin/disk, and armband (optional).



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4. Grooms Turnout:

- a. Cleanly dressed in club/team colours – paddock boots, jeans, club/team t-shirt, pinny, gloves, hairnet, ball cap, pin/disk, and armband (optional), apron (optional)
- b. Bring pail with groom items – e.g., rub rags, hoof oil, show sheen, fly spray

5. Procedure:

- a. Captain to present the team (all Riders/Horses/Grooms) to Stable Management Judges before commencing trot up. Grooms and Captain should line up while horses are presented one at a time.
- b. To present the first horse:
 - i. Stand the horse about one horse length in front of Judge and hold reins in both hands. Rider to be standing opposite side of horse from Judges so they can view.
 - ii. Trotting of horse (Rider may ask Captain to assist):
 1. Rider to trot out in a straight line from near side, on a LOOSE rein, strong trot (forward motion).
 2. Walk before cone/marker and turn right around the cone/marker.
 3. Trot as before, returning to Judges.
 4. Halt, then await for Judges to excuse you.
 5. Walk away to exit with a 'thank you' to the judges.
- c. Repeat above step for each horse on the team.
- d. Team should thank the Judges before leaving. Judging continues while team is walking away.

● Cool-Out Procedure:

- o Cool-out procedure is to assist in appropriately cooling out the horse after a cross country course ride and works together with post-ride vet checks.
 - o Teams work together to safely cool down the horse.
 - o Judged on teamwork, organization, and professionalism.
1. As Rider crosses the finish line, they should check their watch, then remain in the area and trot for about 1 minute minimum.
 2. Move down to walk after the first minute; and walk for another minute. Ask official for permission to leave this area and proceed to Vet Check.

Proceed to first Vet check

3. Rider can then dismount and team members will help the Rider:
 - a. Run up irons
 - b. Remove spurs



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- c. Remove overgirth if using one, but must loosen girth
 - d. Loosen noseband /flash leaving buckles in last holes
 - e. Check for injuries, loose or pulled shoes, etc.
 - f. Have scissors to cut the string at the bridle path
4. At the Vet Check, stand at the head of, but not in front of, the mount. Hold the reins out either side of the bit and allow the Veterinarian to check the horse. At this time, the competitor stands quietly, attentively, and observing the Veterinarian. As you will be returning to the Vet check in 10-15 minutes, CHECK your watch to ensure you report back on time.

Proceed to Cool Out area

5. Keep the horse moving as you untack and sponge off.
6. Cooling out should be appropriate to the horse's condition and weather:
 - a. If temperature is COOL:
 - i. Proceed with sponging the mouth, neck, chest and between the hind legs.
 - ii. Scrape water off right away, as evaporation is a major part of cooling down.
 - iii. As the horse is being walked, remove the tack, horse's boots and bell boots (if bell boots are hard to remove flip up) as efficiently as possible.
 - iv. If your horse is a bit strong, notify the judges and ask that you keep the bridle on or if your horse needs a chain, let judges know, and ensure you apply it correctly.
 - v. Continue sponging and scraping.
 - vi. Walk in a large circle and keep a safe distance from others.
 - vii. Cover horse appropriately with cooler.
 - b. If temperature is HOT:
 - i. Remove tack, horse's boots and bell boots (if bell boots are hard to remove, flip up) as efficiently as possible.
 - ii. If your horse is a bit strong, notify the judges and ask that you keep the bridle on or if your horse needs a chain, let judges know, and ensure you apply it correctly.
 - iii. A plentiful source of cold water is needed, and the means to apply it, ie. Large sponges, large buckets, and a scraper to remove excess water.



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- iv. Apply to all necessary areas and continue sponging and scraping water off quickly until the horse's temperature comes down.
- v. Walk in a large circle and keep a safe distance from others.

Proceed to second Vet check

- 7. Report back for your second Vet check at the 10–15-minute mark. Follow instructions from Vet (i.e. Vet may ask for you to return for additional Vet checks).

Return to Cool Out area

- 8. Remain in the cool out area and continue to walk until the horse is cool and dry. Offer limited amounts of water to drink. Return to Vet check IF it was requested by Vet.
- 9. If, at any time, you think your horse is in distress, go straight to the Vet check and tell them.
- 10. Once your horse is cool, and TPR back to normal (breathing is relaxed, not hot), ask the Stable Management judges for permission to return to the stables.

Return to Stables



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B. BCLM Qualifications & Information for National Rally

1. See [CPC National Rally Rules 2020](#) document for full information.
2. National rally participants
 - Selection is based on BCLM's discipline policy:
 - Top Captain, must be at least 13 years old and at least D2 level, with highest score from either an ABC team or D team
 - Top Rider, must be at least 13 years old and at least C level, with highest score from ABC EV100 (Training), EV90 (Pre-Training) or EV85 (Entry) divisions
 - Top Groom, must be at least 13 years old and at least D2 level, with highest score from ABC or D team
 - If first place winner is no longer in Pony Club or does not choose to participate, the position will go to 2nd place and so on
 - If others would like to attend the National Rally, they may make up a team if the host can accommodate them. (There usually are requests for extra captains, riders and grooms to join other regions.)
 - BCLM National Rally Application form may be required.
 - National Rally team members are to be notified by March (or when National Rally information is available) so they can discuss fundraising expectations.

3. Travel costs to National Rally

- BCLM Region pays:
 - \$150 of the Entry fee for participants, but not chaperone
 - 1/3 travel expenses of all, including chaperone (if funds are available)
- BCLM Rally will pay: 1/3 entry fees, 1/3 travel expenses, and balance of chaperone costs (if funds are available)
- Members booking travel are expected to make responsible use of Pony Club funds by arranging safe, efficient travel using the most economical means possible. "Travel expense" means out-of-pocket expenses incurred for transportation, such as airline tickets, cancellation insurance, bus tickets or car rental (excluding luxury cars). This includes airline "standard" seat reservations and one checked bag. Travel expense excludes living expenses such as hotel or meal costs. Redemption of travel points from credit cards etc. is not reimbursed. Travel arrangements by commercial carrier must be made at least five weeks in advance (or in exceptional circumstances at a time closer to the travel date, with the approval of the Regional Executive) to secure reasonably-priced fares. Travel arrangements must be approved by either a member of the Regional Executive, the discipline chair or the discipline treasurer. Cancellation insurance is recommended, particularly for international travel.



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- All approved requests for reimbursement must be submitted within 30 days of the conclusion of the competition.
- All reimbursement requests for travel to or entry fees for national or international trips must be submitted by the BCLM chair for that discipline. Requests for a trip must be submitted in a single batch at the same time, with appropriate supporting documentation.

C. BCLM Rally Executive & Financial

1. Rally Executive

- Executive is to be elected at first meeting, consisting of Chair, Treasurer and Secretary.
- Meetings are to be run by Roberts Rules of Order.
- Each branch has one vote, even if more than one rally rep attends the meeting, unless they are on the executive. The Chair does not have a vote unless a tie breaker is needed.

2. Financial

- The Discipline Committees with authorization from the BCLM Regional Executive to have individual bank accounts must submit financial statements, banking information and a proposed budget by January 31st following the year end.
- The Regional Treasurer must be a signing officer on all discipline and temporary accounts.
- Every Pony Club account must require two signatures/approvals to withdraw funds. The signers cannot be two members of the same family. At the discretion of the Regional Executive, the Regional Treasurer may be added as a signing officer to branch accounts.
- All BCLM Pony Club accounts and financial records are subject to audit by the Regional Treasurer or other person appointed by the Regional Committee or Regional Executive.
- Those responsible for BCLM Pony Club bank accounts and financial instruments (e.g. GICs) must keep account statements, cheques (or cheque images in the financial institution's online banking system), receipts and other relevant financial documents for a minimum of seven years. Other relevant financial documents would include annual financial statements, cheque requisitions with supporting receipts, and records of all deposits.