



## Step by Step Guide to Organising Rallies:

Choose a rally; be as creative as your like. Not all rallies need to include ponies and the more unusual rallies such as hacks, beach rides, equisize, bareback grids are the most popular with members - and are the hardest for parents to arrange outside of Pony Club.

Once you have decided on your rally style/venue/instructor/proposed date(s)...

1. **Check with the Rallies Co-ordinator and the Rallies list** to avoid clashes (ie rallies aimed at a similar group of children):

- <http://branches.pcuk.org/oldberkshire/rallies/>

Useful schools calendars

- <https://www.oxfordshire.gov.uk/cms/content/school-term-dates-and-holidays>
- <https://www.westberks.gov.uk/term-dates>
- <https://www.wiltshire.gov.uk/schools-learning-term-date-calendar>

2. **Book an instructor** from our list on our website or check the lists of neighbouring Pony Clubs.

- Instructors not on the database may not be up to date with 1st Aid, DBS checks or Child Protection and are not covered by PC insurance so please check with DC, Secretary, Rallies Co-ordinator.
- <http://branches.pcuk.org/oldberkshire/instructors-and-volunteers/>

Note: You can use Coaches alongside instructors where possible; they allow you to have bigger groups or can take their own group (in sight and hearing of the main instructor). Coaches with Step 1, 2 and 3 qualifications are able to instruct their own group unsupervised. Coaches are paid £10 "expenses" for up to 4 hours and £20 for 4 hours or over if they have been useful. They need to assist for 40+ hours before their Step 2 course so Step 1 coaches are very happy to assist unpaid if there is not sufficient rally income to pay them. Please make it clear on the rally return if the coach needs to be paid by completing a Junior Coach invoice and noting it on the Rally Return. Contact details and qualification level is on:

<http://branches.pcuk.org/oldberkshire/instructors-and-volunteers/>

3. **Book a venue.** We have a list of venues that have passed the necessary safety checks.

- <http://branches.pcuk.org/oldberkshire/directions-maps-venues/>

Note: If you know of other venues that might be good for members within the area, please send details to DC/Secretary to follow up for risk assessment etc.

4. **Confirm the costs.** See Rally Organisers Resources on our website for information about costs for instructors and venues.

<https://branches.pcuk.org/oldberkshire/resources/>

Note: This page is password protected. Ask Helen if you don't know the password.



5. **Use the List Your Rally form to send details to Helen**, who will then add it to the website via Horse Events: <https://www.cognitofrms.com/OBHPC/ListYourRally>

Useful info:

Total rally spaces is max number of places over the whole duration of your rally.

How do you want to schedule bookings?

- a. Tickets: your rally will be sold on a total number of riders. It will be up to you to organise groups and times.
- b. Times: entrants will be able to book in for a fixed time and standard such as jump height/dressage experience. This makes your admin much easier as it saves you having to organise groups.

Once your rally has been added to Horse Events' booking platform, you will receive confirmation as long as you have a user profile with Horse Events that has the same email address as the one you included on the List Your Rally form.

Your rally will be live within 24 hours so please bear this in mind when you are setting up your rallies. Your rally must be listed at least 7 days before the date.

Once a member books into a rally, they receive confirmation from Horse Events. You will be able to view bookings at any time via your Event Manager Dashboard on your Horse Events profile. See below.

### **Cancellations/postponements**

If you need to postpone or cancel an event, please contact Helen.

Postponements and cancellations will activate a newsflash on Horse Events, which will feed through to our website. All entrants will be emailed to let them know. You will be emailed a confirmation of postponement.

If attendees contact you directly to cancel, please ask them to do so through Horse Events.

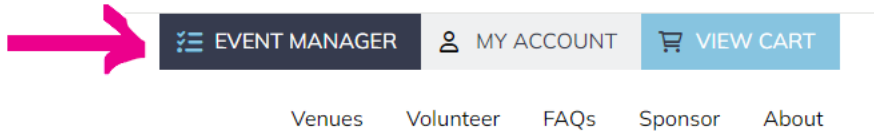
**Note:** Please think carefully before you reach the point of cancelling as admin costs will be incurred by members. Promotion of your rallies is key to a full booking list! Ask Helen for help.



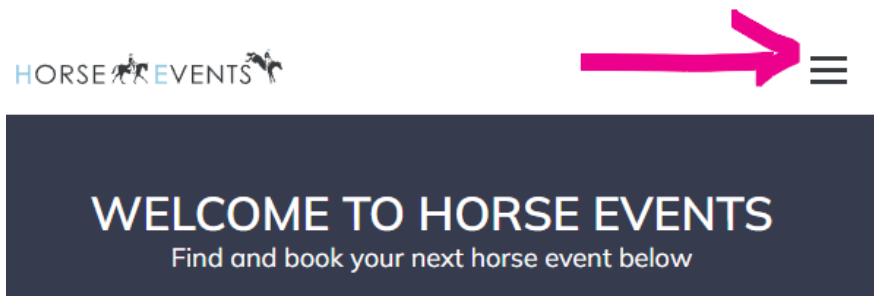
## Look Up Entries for your rallies

- Log in to your dashboard. This is your personal profile where you could add details of your riders and horses and enter events.
- Click Event Manager,

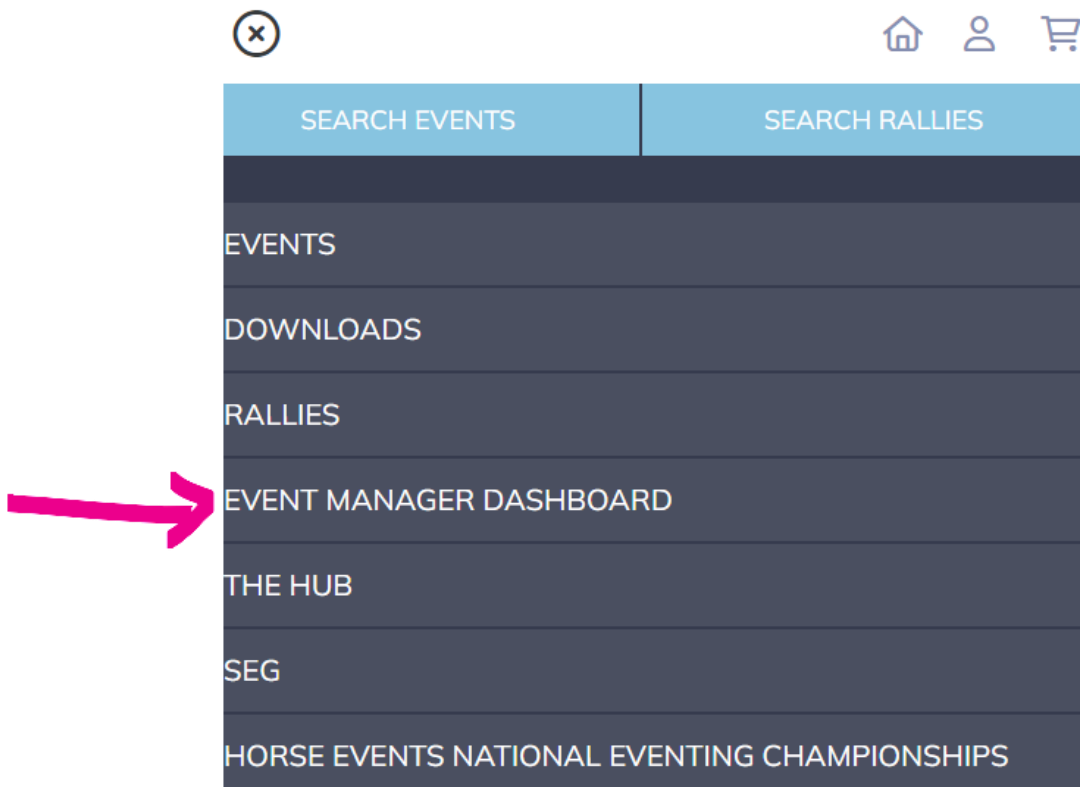
PC view



Or Mobile view - click the hamburger menu on the right hand side...



Then Event Manager Dashboard



This will open your Event Manager and from here you will see your list of rallies that have permissions shared to your profile.



## EVENT MANAGER

# EVENT MANAGER DASHBOARD

WELCOME TO THE EVENT MANAGER

You are logged in as: Joanna Lambert

### Your upcoming events

OBHPC - HPC Grooming Badge Rally 12 Jan	PUBLISHED	12/01/2024	MANAGE
Old Berkshire Hunt - HPC Fitness Badge Rally 19 Jan	PUBLISHED	19/01/2024	MANAGE


Click 'Manage' next to the rally you want to look up entries, which opens the next screen where you can see all the entries you have and also Download Entries, via the blue button. This will give you an excel workbook, which contains all the entries and contact details for everyone who has entered.

### MANAGE EVENT

## EVENT ENTRIES

OBHPC - HPC Grooming Badge Rally 12 Jan

STATUS: PUBLISHED    BOOKING STATUS: CLOSED    TOTAL ENTRIES: 8 / 20 (View Entries Breakdown)

[DOWNLOAD ENTRIES](#) 

View Action Icons Key

All Classes  All Statuses   [FILTER ENTRIES](#)

<input type="checkbox"/>	Name	Horse	Class	Team Name	Team or Individual	Status	Date Entered	Date Modified	Actions
<input type="checkbox"/>	...	...	...	...	...	PUBLISHED	...	...	...



### **Before the day:**

Keep checking entries to see that the rally is viable. You must decide by the close date 1 week before. If it is viable then late entries will remain open until 2 days prior to the rally, closing at 11pm, to allow maximum entries. If your rally is not viable or you need to cancel you must contact Helen or Lisa to update the listing.

- Confirm with your instructor and venue that the event is going ahead.
- Contact your attendees via email using the template (to be provided), which will remind them of the details of the rally.
- Check the venue will be set up as appropriate.

### **Responsibilities on the day:**

**Health and safety:** as a rally organiser you will need:

1. A current enhanced disclosure check (DBS)
2. A current safeguarding certificate
3. A current First Aid qualification

You are responsible for ensuring there is a first aid kit at the rally. You will need to have done a risk assessment prior to the rally, and agreed with the instructor who will do what in the event of an accident.

In the unfortunate event of an incident, an accident form should be completed and sent to Helen if a member, parent, instructor or pony has been injured or property has been damaged, or where there is an incident, which may later lead to an insurance claim. The Incident Log can be used (and retained) for minor accidents.

<https://pcuk.org/officials/health-and-safety/accident-reporting/>

For serious accidents please notify Lisa Powell on 07831 815512 without delay.

### **Dogs should be kept on short leads at all times.**

- Arrive at the venue in time to supervise unloading.
  - If children are unloading they should have hats, gloves and suitable footwear on.
  - Instructors should arrive in time to ensure that the venue is set up appropriately for the rally.
- Before mounting, check hats are tagged and tack is safe and appropriate.
  - A skull cap without a fixed peak is compulsory for XC over 80cm and is recommended at lower heights and for SJ. All hats should be tagged.
    - For hat standards: <https://pcuk.org/media/3t2nxfnb/hat-rule-2023.pdf>
  - Use of spurs during that rally is at the instructor's discretion.
  - If you are unsure about a certain piece of tack (eg bitless bridle) it is down to the instructor's discretion as to whether they are happy. It may be a good opportunity to assess the child and pony and discuss alternatives.
- Ponies may only be mounted under the supervision of an instructor or rally organiser.



- Maintain a good distance to allow children to learn from instructors.
  - Parents, including the rally organiser, should refrain from speaking to the children once the lesson has started. At XC rallies any parents following the group should be encouraged to stay a reasonable distance away from the ponies. This can be the hardest job for a rally organiser, but others have found that if you lead by example and encourage parents to have a coffee and chat to each other, not the children, the instructor can get on with their job.
  - If a child or pony is struggling in a particular group, support the instructor. In the ideal world the rest of the group can learn from watching another dealing with an issue.
- At the end of all sessions, including XC, children should dismount in front of their instructor and lead back to the trailers. Parents with a concern that will take a while to discuss should be encouraged to phone the instructor after the last session, unless a Coach is available to warm up the next group.

#### Refreshments

You may want to supply something hot/cold drinks and cakes/biscuits for the children and/or parents. The cost can be included in the rally cost and a receipt sent in with the rally return for re-imburement.

#### **After the rally:**

**The venue must be left free of hay and droppings and with jumps and venue left as found.**

#### **RALLY RETURNS**

While much of the admin will be handled by Horse Events, especially for entrants, you must fill in a simple rally return so that the treasurer can pay the venue and instructor correctly.

Continue to use the original form until Horse Events is live:

<https://www.cognitofrms.com/OBHPC/RallyReturn>

Once Horse Events is live, use this form:

<https://www.cognitofrms.com/obhpc/newrallyreturn>

- [Venue Invoice](#)
- [Junior Coaches Invoice](#)
- [Instructors Invoice](#)

Any questions, please get in touch with Helen Keen or Lisa Powell.