



# **Combined Driving Event Organisation Manual**

**8<sup>th</sup> Edition, January 2010**

**To assist with the organisation, judging and scoring of events.**

**Please use these guidelines in conjunction with the current  
ACDS CDE Rule Book  
containing the FEI Rules for Driving Events  
and the ACDS Variations.**

Published in July 2010 by the ACDS Federal CDE Committee.

Please forward queries and suggestions to your State CDE Convenor

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## CONTENTS

<b>1.</b>	<b>ADVICE TO ORGANISING COMMITTEE (OC) PLANNING A CDE</b>	<b>Page</b>
1.1	Choice of Venue and Level of Event	3
1.2	Finance	3
1.3	Schedule	4
1.4	Appointment of Officials	5
1.4.1	Event Director	5
1.4.2	Event Secretary	5
1.4.3	Technical Delegate	5
1.4.4	Course Designer/s	5
1.4.5	Scorer	5
1.4.6	Vet/TPR Steward	5
1.5	Appointment of Judges	6
1.5.1	Presentation (if Judged at the Halt)	6
1.5.2	Dressage	6
1.5.3	Cones	6
1.5.4	Marathon Sections Stewards and Obstacle Observers	6
1.5.5	Ground Jury	6
1.5.6	Appeals Committee	7
<b>2.</b>	<b>DUTIES AND RESPONSIBILITIES OF OFFICIALS</b>	
2.1	Event Director	7
2.2	Secretary / Treasurer	7
2.3	The Technical Delegate	8
2.3.1	General	8
2.3.2	Dressage - Inspect and Check:	9
2.3.3	Marathon - Inspect and Check:	9
2.3.4	Cones - Inspect and Check:	9
2.3.5	Technical Delegate's Report	9
2.3.6	Technical Delegate's Equipment	9
2.4	Course Designer / Builder	10
2.5	Scorer	10
2.5.2	Presentation Scores,	11
2.5.3	Dressage Scores	11
2.5.4	Marathon Scores	11
2.5.5	Cones Scores & Final Score	11
<b>3.</b>	<b>REQUIREMENTS FOR EACH COMPETITION</b>	
3.1	Presentation Judged at the Halt	11
3.2	Dressage Judging	12
3.2.1	The Arena	12
3.2.2	Dressage Arena Diagrams	13
3.2.3	Driven Dressage Penciller	13
3.2.4	Dressage Marshall	14
3.3	Marathon – Speeds/Distances, Obstacles,	15
3.3.3	Marking the Course	16
3.4	Conducted Tours of the Marathon	16
3.5	Considerations in Locating a Marathon Course	16
3.6	Considerations in Setting Up a Cones Course	16
3.7	Staffing the Event with Stewards and Pencillers	17
<b>4.</b>	<b>RULE INTERPRETATIONS TO ASSIST ORGANISERS</b>	<b>18</b>
<b>5.</b>	<b>GUIDE TO JUDGING PRESENTATION</b>	
5.1	General	19
5.2	Driver and Grooms	19
5.3	Horses	19
5.4	Harness	19
5.5	Vehicle	20
5.6	General Impression	20
<b>6.</b>	<b>NOTES ON MARATHON SCORING</b>	<b>20</b>
6.1	Competitors Time Card (Form 5A)	20
6.2	Marathon Section Timekeeper Sheets (Forms 5C & 5D)	20
6.3	Vet / TPR Sheets (Form 5F)	20
6.4	Compulsory Marker Sheets (Form 5E)	21
6.5	Marathon Obstacle Observer Sheets (Forms 5G & 5H)	21
6.6	Marathon Equipment Check Sheet (Form 5B)	21
6.7	Marathon Work Sheet (Form 7C)	21
<b>7.</b>	<b>NOTES ON SCORING THE CONES DRIVING</b>	<b>22</b>
<b>8.</b>	<b>CLASSES TO BE PROVIDED AT LEVEL 1, 2 &amp; 3 EVENTS</b>	<b>22</b>
<b>9.</b>	<b>SHARE STEWARDING</b>	<b>22</b>
<b>10.</b>	<b>RISK MANAGEMENT</b>	<b>23</b>
<b>11.</b>	<b>INSURANCE</b>	<b>25</b>
<b>12.</b>	<b>CRISIS MANAGEMENT</b>	<b>25</b>
<b>Annex</b>	<b>CDE Forms/Sheets 1.1-1.5; 1A-1E; 2A-2B; 3A-3R; 4A; 5A-5I; 6A-6B; 7A-7E; 8A-C; Appendices A - D</b>	

# 1. ADVICE TO ORGANISING COMMITTEE (OC) PLANNING A CDE

We are fortunate in Australia in being able to drive all year round, however in some geographic regions the midsummer and midwinter months should be avoided for CDE's because of extreme weather conditions. Ideally events should be held when the weather is neither too hot or too cold and wet.

CDE's should be approached with three objectives in mind:

- To provide an opportunity for safe, fair and challenging competition
- To promote carriage driving favourably to the community
- To provide commercial value to those who support our sport.

**This Manual is not a rule book but should be used in conjunction with the current book of FEI Rules for Driving with Australian Variations.** Article No.s referred to are in that book.

## 1.1 CHOICE OF VENUE AND LEVEL OF EVENT

The suitability of the venue is influential to the success of the event. The Risk Assessment Checklist should be utilised to determine the suitability of the venue (See Section 10 & Appendix A). Ensure that all relevant permits and permission is obtained for access to public roads and private land. Where possible the venue should have power, offices and a hall or meeting rooms, hot showers, flushing toilets and water and possibly a public address system.

For the convenience of the competitors, sponsors and spectators, the three competitions should be conducted from the same central area. This calls for a large area of flat land on which to conduct Competition A (Dressage) and Competition C (Cones). Ideally, two dressage arenas are needed if more than 30 entries are received.

The marathon can be conducted through flat, undulating to quite hilly terrain, with safe creek or water crossings and bridges if available. Please avoid rocky and heavy sandy terrain and try to minimise distances on sealed or metalled roads. The walk should be as level as possible.

## 1.2 FINANCE

### Expenses:

Ribbons 1<sup>st</sup> – 3<sup>rd</sup> in each class for:-  
Dressage  
Marathon  
Cones  
Presentation (if separate competition)  
Sashes 1<sup>st</sup> – 5<sup>th</sup> overall in major events  
Trophies (if not donated)  
Prizemoney (major events if sufficient funds)  
(1<sup>st</sup> Prize not to exceed ? of class total)  
Hire of Public Address System  
Negotiate payment for accommodation, travel,  
Meals for all Officials: Ground Jury, all Judges, Scorer etc  
Meals for stewards, pencilers  
Veterinarian / TPR Stewards  
Donation for First Aid ? (St.John Ambulance)  
Materials for Marathon Obstacles  
Hire of Equipment Trailer  
Advertising, Postage, printing/photocopying, stationery, event administration  
Venue Hire & associated costs  
Stabling costs & Camping Fees if applicable

### Income:

Entry Fees  
Camping/stabling fees  
Major Sponsorship (naming rights?)  
Local Sponsorship of classes  
Local Sponsorship of MO's  
Sponsorship from local / State Clubs  
Advertising in Program  
Sale of Programs  
Spectator Admission (usually no charge)

### 1.3 SCHEDULE

A draft schedule was supplied to ACDS Clubs on floppy disc some time ago and will be posted on the Federal website to simplify this task.

If possible the Schedule should be available to competitors two months before the Event.

It should contain the following:

1. Name of organising club. Names and contact phone numbers of Event Director, Secretary, Treasurer. Names of Technical Delegate, Course Designer, and if possible Presentation, Dressage and Cones Judges, Ground Jury, Appeals Committee, Veterinarian and Scorer.
2. Venue and date of event. Provisional timetable including Vet Inspection times.
3. List of Classes (*see ACDS Variation 904.4*) ribbons, trophies, prize money and order of competition.
4. A statement that the Event will be run under the current Rules:- *This event will be judged under the Rules for International Combined Driving Events, 10<sup>th</sup> Edition, with ACDS Variations effective 1<sup>st</sup> January 2010.* Local modifications are allowed but must be clearly stated as approved by the Technical Delegate.
5. Dressage Tests to be used: **Advanced tests are not to be used for Novice classes** – please refer to the *Level of Events Chart, Article 904.3*, (Form 1A in this Manual) and the Dressage Test Matrix, Form 1E in this Manual.
6. The approximate distance of the Marathon and description of the terrain (eg flat, undulating, hilly, rocky, sandy, natural water crossings)
7. Acknowledgement of donors and sponsors
8. Cost of entries and closing date (**highlighted**).
9. Availability of accommodation, food, stabling, power, yards, horse feed and bedding and water.
10. For cones competition indicate if water or a bridge obstacle is to be included. The fault competition will be used in CDE's (*Article 950.1.1.*). If a Level 4 event, decide and advise entrants whether standardised wheel widths will apply.
11. The Entry Form, indicating the address and phone number of the Event Secretary must have provision for:
  - Competitor's name, address, email address, telephone number
  - ACDS Membership Number and ACDS Club
  - Class entered and information on horse/s including name and height
  - If relevant, qualifying performances
  - Conditions of Entry
  - Agreement to abide by the Rules and Conditions of Entry
  - Requirements for accommodation, meals and stabling
  - Competitor's signature.
  - Inclusion of copy of Horse/Pony Registration Certificate/s.
  - Indemnity clause absolving the ACDS, Organisers, Host Club, and the owners of the property. (*ACDS carries Public Liability Insurance, Sec. 11*)
  - A statement advising entrants of the current excess applying to any insurance claims arising from the event.
12. For National Championship Events the ACDS CDE Proposal Form, together with a copy of the Draft Schedule should be sent to the ACDS Federal CDE Convenor and the Federal Secretary six months before the Event, for ratification by the Federal Council. For State Championships the CDE Proposal Form and Draft Schedule should be sent to the ACDS State CDE Convenor and the State Secretary three months before the Event for ratification by the State Branch. For all other competitions the CDE Proposal Form needs to be filled in and sent to the State CDE Convenor for approval, copy to the State Secretary, two months before the event.

## **1.4 APPOINTMENT OF OFFICIALS**

### **1.4.1 Event Director**

The Event Director is responsible to the Executive organising the CDE (Club, State or Federal) for all matters associated with administration, funding and promotion of the CDE. The Event Director is assisted by, and responsible for, the Event Secretary/Treasurer, Course Designer and Scorer. (*Sec 2.1 Duties and Responsibilities of Officials*)

### **1.4.2 Event Secretary**

The Event Secretary is responsible for all secretarial administration associated with the Event organisation and runs the Event Office during the Event, *Sec 2.2 Duties & Responsibilities of Officials*.

### **1.4.3 Technical Delegate**

It is necessary to appoint a Technical Delegate several months before the event to assume responsibility to inspect the venue, the marathon course, including the design of the obstacles, and confirm necessary arrangements for timing and scoring are in hand and to view the schedule prior to distribution.

The Technical Delegate should be fully conversant with the current FEI Rules of Driving and the Australian Variations, and be appointed from the ACDS current Technical Delegate List. It is requested that Clubs conduct Level 1 and 2 status Events for their large events, but are encouraged to run smaller Level 3 and 4 Events and for these, utilise new and novice Technical Delegates to help them gain experience.

For National Championships, the TD should be chosen from the ACDS Advanced Technical Delegate List and be from any State other than the host State.

For State Championships, the TD should be chosen from the ACDS Advanced Technical Delegate List and be from any club other than the host club.

The TD must be a different official to the Course Designer and appointed whenever an event includes Competition B or any two Competitions.

The TD is not permitted to compete at any CDE at which they officiate. The same ruling applies to the Event Director, Course Designer and Judges, although it is possible for a Presentation and Dressage Judge of one class to compete in another (eg driver in open singles can judge multiple or novice classes). *Sec 2.3 Duties and Responsibilities of Officials*

### **1.4.4 Course Designer/s**

Appointed by the OC from the list of current Course Designers and to be approved by Federal Council for the Australian Championship and by the State CDE Committee for a State Championship, *Sec 2.4 Duties and Responsibilities of Officials*.

### **1.4.5 Scorer**

The scorer should have good mathematical skills and a sound knowledge of the rules, or have access to a person who understands the rules. They should be able to operate the ACDS CDSS computer scoring system and be able to score manually in case of power failure. The organisers MUST provide the scorer with a complete list of entries and marathon section times for all sizes within the classes, *Sec 2.5 Duties and Responsibilities of Officials*.

### **1.4.6 Vet/TPR Steward**

A Veterinary Surgeon or TPR Steward who is familiar with the Veterinary Rules in *Article 924* of the Australian Variations to the FEI Rules for Driving should be appointed.

## **1.5 APPOINTMENT OF JUDGES**

### **1.5.1 Presentation (if Judged at the Halt)**

Preferably from the ACDS List, one judge with sufficient experience with horses and harness.

Judged as per guidelines in *Sheet 4A*. Copy of the guidelines to be sent to the Judge. Anything found to be unsafe in a turnout must be marked down severely and the Judge is expected to bring it to the driver's notice, recommending it to be fixed before continuing in the competition and reported immediately to the Ground Jury.

### **1.5.2 Dressage**

At least two Judges selected from the ACDS Dressage Judges List by the OC. The Chief Judge is assisted by other Judges nominated by the Event Director or host Club. The Chief Judge is responsible for the technical judging of all aspects of the competition.

The Judges' seating should be elevated eg., back of ute or high 4WD type vehicle, under cover. Try to utilise people with potential judging ability as pencilers or experienced pencilers. Adding up of scores should be left to the scorer.

If the dressage arenas are near enough to each other, equip the judge's with different signals, eg bell, whistle etc

### **1.5.3 Cones**

You will need a judge from the current list of approved Cones Judges, a penciler and time keeper, plus sufficient stewards to rebuild obstacles or alter width of cones.

### **1.5.4 Marathon Sections Stewards and Obstacle Observers**

The Ground Jury should oversee all time keeping and MO judging operations. This can also be done by the Technical Delegate.

All stewards on timed sections and obstacle judges/observers on marathon obstacles must be fully briefed on details (preferably weeks before the Event) and supplied with all equipment relevant to their task on the day.

Ensure Marathon Obstacle Observers are taken to their obstacle and carefully briefed on how it should be judged.

You will need at least 6 to 10 (hour, minute, second) synchronised clocks (kitchen timers) for timing the marathon sections, and at least 2 stopwatches at each marathon obstacle.

Wherever possible put learners with an experienced official.

### **1.5.5 Ground Jury**

Appoint a Chief Judge who becomes the President of the Ground Jury (usually the Dressage Judge at 'C' or maybe the Cones Judge)

The Ground Jury is responsible for the technical judging of all competitors, *Article 906.3* the final placing of competitors, and settling problems to avoid the use of the Appeals Committee. Competitors are therefore encouraged to speak initially with the Ground Jury President through the Technical Delegate if problems arise during the competition.

It is the responsibility of the Ground Jury to inspect and approve each course prior to the commencement of that competition.

### **1.5.6 Appeals Committee, See Article 912 for composition**

Appeals by a competitor against the eligibility of another competitor or horse must be made no later than one hour before the start of the Event, *Article 912.4.3.1*

Appeals following a competition must be made within 30 minutes of the results being officially posted. All competitors must be notified that the scores have been posted.

Initially objections are placed with the President of the Ground Jury, through the Technical Delegate. If dissatisfied, the competitor may lodge an appeal with the Appeal Committee, in writing and accompanied by \$50.00 as specified in *ACDS Variation 912.4.3*.

## **2. DUTIES AND RESPONSIBILITIES OF OFFICIALS**

### **2.1 Event Director**

In addition to 1.4.1, as Chairman of the OC, it is recommended that the Event Director use the CDE Event Planner (Form 1.5) at OC meetings leading up to the event to ensure that all necessary arrangements are made. The Event Director is responsible for ensuring that the event runs smoothly. To facilitate this, the ED may choose, from members of the OC, a Competition Co-ordinator for each of the three Competitions – Dressage, Marathon and Cones. These co-ordinators are responsible for all aspects of their competition but may also be competitors.

### **2.2 Secretary / Treasurer**

- a) Once they have agreed, write to all judges confirming their appointment & time they are needed at the venue and provide copies of the program, & tests to dressage judges.
- b) Complete and send off CDE Proposal Form to CDE Convenor & State Secretary.
- c) Draw up or supervise the production of a Schedule / Entry Form approved by the Technical Delegate and post to appropriate people and clubs at least two months before the event.
- d) Once entries have closed, check that all entries are financial ACDS members and all horses/ponies are registered. Make the draw and allot starting times (*Forms 2A or B*). There must be at least 45 minutes between Presentation at the Halt and Dressage. Allow time for the Presentation, Dressage and Cones Judges and Pencillers to have morning tea and lunch. If there are any official changes of starting times, stewards and competitors must be notified by the Organising Committee.
- e) Order the ribbons & rosettes or sashes & obtain a set of competitor / vehicle numbers.
- f) Oversee the drawing of a detailed map of the marathon course prepared by the Course Designer, showing all compulsory markers, roads, rivers, landmarks and the exact location of each obstacle.
- g) The Presentation and Dressage Judges should have the list of starting times. Preferably use competitor numbers only (not names). Copies of the draw should also be provided for marshalling stewards, the commentator & posted on the notice board.
- h) Start competitors 4 to 5 minutes apart on the Marathon. Please ensure that you allocate sufficient time between classes.
- i) Diagrams of each MO must also be available for competitors. Have enough copies for each competitor, official, vet, first aid, obstacle observers, spectators, interested persons and press.
- j) Make up kits for each competitor containing:
  1. Competitor's number and receipt for money received.
  2. Competition A & B starting times or draw (and Competition C if not Level 1).
  3. Length of each Marathon sections and time allowed
  4. Marathon and Cones maps and diagrams of MO's
  5. Plastic sheet protector in case marathon is wet
  6. Details of Vet / TPR checks
  7. Meal Tickets for Event Dinner
  8. CDE Event Evaluation Form 8A
  9. Any Sponsor information/giveaways
  10. Any last minute instructions (and advice if there is a conducted marathon tour)

The kits should be available for distribution when competitors start arriving at the venue.

- j) Organise all the Presentation (At the Halt) sheets (1 per competitor), Dressage Test sheets (1 per competitor x no. of judges), MO Observer/Judges sheets, marathon section time sheets, competitors' cards, Vet/TPR sheets and cones sheets onto clip boards with pencils, pens and clocks/stopwatches. Include a spare sheet for each test and marathon sheets.
- k) Make sure Judges and Stewards lunches are available on time.
- l) Sort any prize money into envelopes and arrange someone to display the trophies and ribbons prior to the prize-giving.
- m) Arrange for the Chief Steward or Technical Delegate to brief all persons concerned with Marathon judging and timing.
- n) When the Event is finished, send results and press reports to your Club newsletter, State and Federal Publicity Officer, ACDS Journal Editor and local papers.
- o) For Grading purposes, results including competitors and horses names must be sent to the Grading Officer on the official Grading Results Form (Form 7E or computer generated result sheet) for all Level 1, 2 and 3 Events.
- p) Write thank you letters to all donors of prizes, sponsors and Judges (work out before hand their reimbursement of expenses for judging, accommodation, petrol etc).

### **2.3 The Technical Delegate, Article 907**

As soon as appointed, the TD should contact the Organising Committee to ask for a copy of the Draft Schedule so it can be checked for compliance with the current FEI Rules for Driving Events and the Australian Variations, correct classes offered etc. Arrangements should also be confirmed for the TD's site visits. It is normal for the TD to visit the venue on three occasions if unfamiliar with the venue or at least two occasions if the TD is familiar with the venue.

The chief role of the Technical Delegate is to assist the Organising Committee to ensure the Event is conducted safely and fairly, with particular emphasis on horse welfare. The TD must be able to communicate his/her requirements clearly.

#### **2.3.1 General**

- a) To view all administrative arrangements concerning the competitors from time of appointment until the end of competition, including:-
  - Accommodation arrangements for competitors and horses (including showers, toilets, wash bays and general layout)
  - Correct classes offered
  - Suitable prizes including ribbons, trophies and prize money
  - Availability of public address system & microphone
  - Event paperwork, including judges sheets and scorers sheets
  - Suitable dressage warm-up area and training areas
  - Workable starting times
  - Arrange for competitors' marathon briefing at a suitable time and location.
  - Ensure that there are sufficient stewards to facilitate the event and brief Marathon Stewards in their tasks and operation of clocks and radios.
  - Risk Management or supervise the Risk Manager
- b) To instruct the Organising Committee to make alterations to courses where necessary. Organising Committee and Course Designers are required to follow the recommendations of the Technical Delegate. The Course Designer and staff are the only people authorised to change the courses.
- c) To be satisfied that Judges, Timekeepers, Vets, Stewards and Obstacle Judges are instructed concerning their duties and the use of their timing devices.
- d) At all times to continue supervision of the technical conduct of the competition and be responsible for the regular transfer of data to the scoring office, *Article 907.3.8*
- e) The President of the Ground Jury or the TD should initially be approached with scoring problems to avoid appeals and argument.



### **2.3.2 Dressage - Inspect and Check:**

- a) Correct placement of letters, legible to Judges and competitors
- b) Suitable edging of arena
- c) Suitable marking of centre line and centre line letters marked with a cross if requested (mown, lime or sawdust)
- d) Terrain is as smooth as possible, no potholes and no unnecessary distractions
- e) If two arenas are close together, use different sounding signals (whistle or horn). Where possible minimum distance between dressage arenas should be 5 metres
- f) Open and Multiples arena is to be 100m x 40m
- g) Novice singles arena can be 80 x 40
- h) Triangulate the dressage arenas

### **2.3.3 Marathon - Inspect and Check:**

- a) Section distances are accurate
- b) Construction and materials of the obstacles are solid and horse friendly. *Article 942*
- c) Approve the marathon speeds and distances prior to handing the course to the Ground Jury and be competent to alter these at the last minute due to changes in weather/course conditions.
- d) Terrain is appropriate and drivable. Preferably not rocky or sandy.
- e) The route is well marked with black on yellow directional markers, numbered red and white compulsory markers and kilometre markers in Sec A, C and E.
- f) Start, Finish and control areas are adequately marked and recognisable.
- g) Areas at compulsory halts are adequate for the horses and Vet check areas are suitable. Ensure water is available at the ten minute halt areas.
- h) Alternate course in case bad weather should affect the proper course.
- i) Spectator areas are clear of competition zones
- j) Enough synchronised clocks are available for start and finish controls of all marathon sections (2 per section) and enough stopwatches for MOs (2 per obstacle). Set clocks prior to Marathon Stewards briefing. Set one clock first as the Master Clock and then set the others to within a second at most.

### **2.3.4 Cones - Inspect and Check:**

- a) The course is properly planned, laid out, numbered and lettered. The size of the arena should be adequate for the planned number of cones on the course
- b) The course flows, allowing a reasonably fast pace throughout the course, given the increased speeds required
- c) Multiple obstacles are correct dimensions and number *Article 952.2 & Annex 7 & 8*
- d) Judging positions and facilities, eg bell, pencil etc are suitable.
- e) Should they be required, facilities for measuring widths of vehicles are available and accurate; vehicle track is measured at the rear axle on ground level. Advise that one person should conduct measuring with an assistant. Measure the dressage vehicle if two vehicles are being used in the event.
- f) Ensure course stewards are instructed in the correct method of measuring width of the cones.
- g) Ensure that the time allowed on course is satisfactory for all classes, *Article 956.8 & CDE Manual Form 1D/06*

### **2.3.5 TD's Report**

At the conclusion of the event, complete a Technical Delegate's Report of the event (Form 8C) and forward it to the relevant CDE Convenor with a copy to the Event Secretary.

### **2.3.6 TD's Equipment**

The Technical Delegate should have the following equipment:- \* = TD's own gear.

- a) A 4WD vehicle if possible\*
- b) A stopwatch, preferably two.\*

- c) An event clock (to leave with a steward if a clock fails).
- d) Two measuring tapes, 5m & 20m\*
- e) An event radio
- f) An up-to-date rule book\*
- g) An up-to-date CDE Manual\*
- h) A full set of event paperwork
- i) A clipboard and pad for notes\*
- j) A pen & a thick Texta Pen for emergency signs\*
- k) Tie wire, nails & pliers\*
- l) Headstall & lead\*
- m) Spare course arrows, star pickets & a hammer
- n) Spare red and white markers
- o) Spare white coreflute

## 2.4 Course Designer / Builder

### Before the Event

- a) Confirm with the Event Director the level of the Event, expected number and expected degree of experience of competitors, number and difficulty of the MOs, location of Competition C course etc.
- b) Prepare an outline plan of marathon course and obstacles, including rests, vet / TPR check etc.
- c) Ascertain if permits are required to compete along proposed course, eg Police, Dept. of Natural Resources & Environment on Crown Land.
- d) Provide a list of names and addresses of private land owners likely to be affected by the competition.
- e) Measure and map the course and MOs, arrange sketches for the Technical Delegate at least 8 weeks prior to the Event.
- f) Forecast labour and material requirements, including posts/rails, for course construction and making of course and obstacles.
- g) Arrange for sufficient materials, within budget limitations, to construct and mark the course adequately and correctly. This includes cones, balls and materials for Competition C.
- h) Set distances and times, not necessarily maximum speeds, for all classes.
- i) Arrange with the TD for detailed course inspection two weeks prior to the Event. It is preferable that the Technical Delegate drives the course with the MOs marked. If not yet constructed, ground markings should be used to indicate obstacle lay out.
- j) Arrange for marking the course for final approval by the Technical Delegate. Corrections and / or alterations should be notified where necessary.
- k) Provide final sketches of MOs and Cones course for the Event Secretary to be included in event paperwork.
- l) The Course Designer and staff are the only people authorised to change the courses.

### During the Event

- m) Be present at competitor briefing to provide comment when required.
- n) Check that all course markings are still in place immediately prior to commencement of the Marathon. Ensure gates are open where necessary.
- o) Assist in locating Marathon Stewards/Obstacle Observers correctly.
- p) Ensure that the Marathon course, especially MOs remain as designed throughout the competition, making repairs where necessary.
- q) After the last competitor completes the Marathon, close all gates and check for any property damage.
- r) Arrange for construction of Comp C course & removal on completion of competition.

### After the Event

- s) Remove and return all markers etc from the course.
- t) Demolish and remove all constructed MOs unless they are to be permanent.
- u) Repair any property damage.

## 2.5 Scorer

- a) Two scoring methods are available:
  - Manual method using stationary based on that provided in this manual
  - Method using especially developed computer software. (This can be downloaded from [www.acds.org.au](http://www.acds.org.au) - net links –

<http://bodcom.customer.netspace.net.au/cdss/>). To download the scoring system and documentation you need Acrobat Reader and Winzip. (See Form 7A)

- b) Both scoring methods will provide quick and accurate results, provided score sheets from dressage arenas, marathon sections and obstacles are delivered progressively and quickly to the scorer. An assistant may be necessary. Some Clubs use two-way radios to transmit competitors' times back to the scorer's assistant.
- c) If possible the Scorer should be given details of all entries several days before the Event to set up the scoring system.
- d) The scorers need a quiet room where they can work undisturbed. It is preferable that access to the scorer be by the Chief Judge, TD or Event Director only.
- e) If manual scoring, draw up two scoreboards, a small indoor one and a large weatherproof one. Competitors' queries must be directed to the Technical Delegate for the President of the Ground Jury.
- f) All scores must be proof-read and signed off by the President of the Ground Jury before official posting.
- g) When using computers, post two copies of the score sheets to avoid crowding. Once declared official, copies can be made available to competitors.

### **2.5.2 Presentation Scores,**

For each competitor, add the scores given by the Presentation Judge. Divide the total by 5. Subtract the result from 10 to obtain the penalty score.

### **2.5.3 Dressage Scores, Article 936**

- For each competitor add the scores on each dressage sheet.
- Divide the total by the number of judges.
- Multiply by any factor applicable.
- Subtract the result from the maximum score available to give the penalties.
- Ensure that any penalties for error of course or groom dismounting etc., are included at this stage.

### **2.5.4 Marathon Scores**

- a) Arrange to have competitors' cards and MO score sheets to the scorer continuously (every 5 to 10 competitors).
- b) From the MO Observers' sheets, check that each competitor went through all elements of each obstacle and in the correct order. Any queries must be referred to the President of the Ground Jury.
- c) At a three day CDE, after Comps A & B, the scores can be arranged in reverse numerical order to obtain the starting order for the cones in that class (last place goes first, first place goes last).

### **2.5.5 Cones Scores**

- a) Be aware of the time allowed for different classes.
- b) Collect the Judge's sheets as they are completed. Add any course penalties and time penalties for total penalties.

### **2.5.6 Final Score**

Add the total penalties from all competitions (A, B and C) to obtain the final placings. Anyone eliminated in any of the competitions is not eligible to be placed in overall results.

## **3. REQUIREMENTS FOR EACH COMPETITION**

**(See ACDS Levels of Event Chart, Article 904.3)**

### **3.1 Presentation Judged at the Halt (or as a separate Competition)**

A site should be chosen with a view to presenting the competitors to spectators in an attractive setting. See Section 5, *Guide to Judging Presentation*.

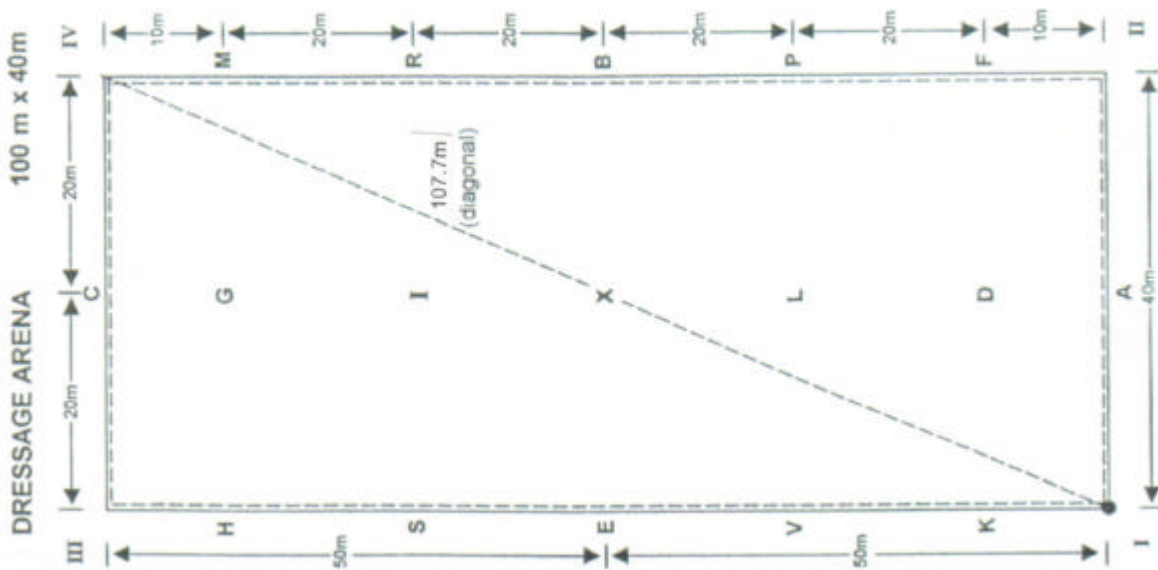
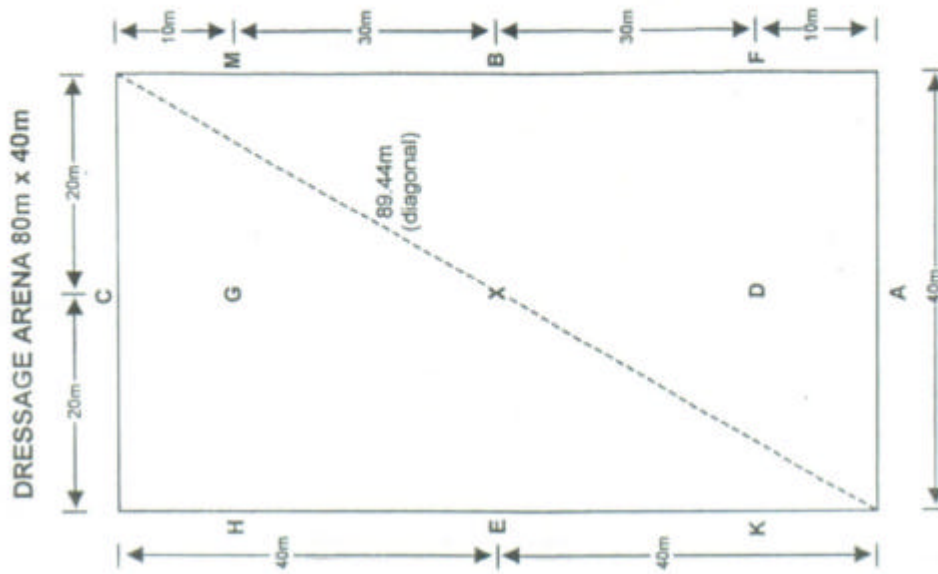
## 3.2 Dressage Judging

### 3.2.1 The Arena

- a) The arena for Open class competitors at all level of events should be 100m x 40m. The arena for Novice competitors at all level of events may be 80m x 40m or 100m x 40m (Article 930).
- b) The arena should be level and separated from the public (including photographers and video operators) by a recommended minimum distance of 5m. (Article 930.1.3). Judges should be 2-3m. from the arena boundary and seated as high as possible. In an indoor arena, the edge of the dressage arena may need to be at least 2m from a wall where a judge is working from, to provide the judges with suitable visibility of the competitor.
- c) The arena should have a low, hopefully continuous, surround (e.g. white timber, plastic or mown, but not roped). A gap of about 4m should be left at A to form an entrance, to be closed by the Dressage Marshall (DM) while a test is in progress. The A marker must be placed far enough back from the arena to allow horses to enter on a straight track. It is helpful to place a limed or similar marker for A on the arena boundary if used in the arena.
- d) The clearly marked letters outside the arena can be on inverted v shaped metal or plastic kitchen tidies and placed about 50cm from the arena boundary. Supports must not involve star pickets or an equivalent. Letters may be placed on the edge of the arena if there is no continuous or almost continuous fence.
- e) The arena must be measured and marked per ACDS/FEI Annex 4 & Annex 5 (see page 13 of this Manual).
- f) The centre line and the three points D, X and G must be marked. It is helpful to also mark I and L for some tests. It is recommended, on a grass arena, to mow the grass on the centre line shorter than in all other parts of the arena. The three (or five) points D, X and G should also be suitably mowed for about 2m straight across the centre line. If mowing is questionable or not possible, use sawdust, lime, flour, sand or an equivalent. Renew this, if necessary, after every six competitors.
- g) It is noted that sometimes overseas, centre lines and D, X and G cross lines are painted white or a less startling colour. Place practice markers outside the arena. Presumably landowners will have agreed to the possible use of oil based paints if the weather is to be wet and competitors will have been warned.
- h) Due to the size of the dressage arena, it is often only possible to place several arenas close together (at least 5m apart) but they should never have a common boundary. Competitors should be informed of what their bell note (sound) will be, e.g. fog horn, car horn, whistle, bell, etc. The problem of entry bells with similar sounds must be overcome. Errors of Course can cause more of a difficulty if bell/horn sounds are similar in arenas which are close together.
- i) To keep the competition flowing, there should be a Dressage Marshall, situated at the entrance to the dressage arena/s area.
- j) Dressage Tests listed in the ACDS/FEI Rules for Driving should be used. (see *ACDS Levels of Event Chart, Article 904.3, and Form 1E & Sheets 3A –3 O in this Manual*).

(3.2.2 Dressage Arena Diagrams See Page 13)

### 3.2.2 Dressage Arena Diagrams



### 3.2.3 Driven Dressage Penciller

- Meet your judge half an hour (at least) before the start of the competition. You will be given: clipboard, pen, list of competitors' numbers and dressage score sheets.
- As a penciller you must be confident you can spell and write neatly and quickly. Do not volunteer to pencil if you cannot fulfil these requirements.
- Record the competitor's number at the top of the sheet. The number will be tied to the vehicle. If there is no number, write a description of the turnout at the top of the sheet, to enable the competitor to be identified.

- d. Write the judge's comments, which refer to the movement being performed, in the correct column. One to three lines of writing may be required per movement, so be sure to allow enough space to accommodate this.
- e. Ask the judge (before the competition commences) what their likely comments are going to consist of, or their most frequently used words, so that you are happy about spelling those words, such as rhythm, or that you know the accepted abbreviations.
- f. Write neatly so that competitors are able to read the comments.
- g. Ask your judge for a numerical mark when the movement has been completed, if they have failed to give you one.
- h. Do not voice an opinion on a movement, however tempting it may be to do so.
- i. Do not chat. The judge has an exacting job and must not be distracted.
- j. A steward will (generally) collect your sheets in batches. Before parting with them, make sure that:
  - (1) there is a mark against every movement, even if there is no comment;
  - (2) if there are errors of course, there are penalties noted on the sheet in the relevant space (usually on the front, but may be on the back);
  - (3) each test has your judge's signature and printed surname on it; and
  - (4) the position your judge is judging from is recorded in the relevant space.
- k. Do not calculate the point score totals for a test yourself. That is the job of the official scorer.
- l. If the last sheets have not been collected, please take them to the secretary's office, together with your clipboard, pen and extra score sheets.
- m. See Penciller Abbreviations, FORM 3 O

### 3.2.4 Dressage Marshall

- a. A Dressage Marshall (DM) should be positioned at the entrance to the dressage arenas for Levels 1,2 & 3 events. Competitors will present to the DM prior to commencing their dressage test. The judge at C will signal the DM when the judges are ready for a competitor to enter the arena and commence a test. There is no need for competitors to report to the judge at C, unless there is no DM or it is a Level 4 event.
- b. The role of the DM is:
  1. ensure each competitor has a number and is aware of the sound of their judge's bell/horn, if dressage arenas are close together;
  2. ensure the competitor recognises the judge's signal for entry (horn, bell, etc);
  3. opening and closing the entry gate (if fitted);
  4. adequately maintaining centre line markings (if necessary);
  5. ensure spectators and photographers are at least 5m from the arena border and do not interrupt the judges/competitors.
  6. if there is a lameness problem, follow instructions from the judge at C;
  7. rectify arena damage or distractions, e.g. letters, pot plants or arena railing blown over, dogs or flying rubbish;
  8. be aware if Presentation at the Halt judging is delayed and notify the announcer for informing competitors;
  9. event organisers may permit a competitor to be notified by the DM of inappropriate or lack of suitable harness, equipment or dress (gloves, whip, apron, jacket, hat) and be given the opportunity to rectify the problem prior to entry into the dressage arena, without incurring a penalty, time permitting. *However care should be taken by the DM that the allocated time for commencement of the test is not exceeded. Penalty for late start may incur elimination.*

### 3.3 Marathon

When planning a marathon course give thought to the welfare of the animals and the level of the Event.

#### 3.3.1 Marathon Speeds/Distances

- a) **Maximum** distances and **maximum** average speeds for each section of the Marathon are set out in *Article 941.1.* and *ACDS CDE Manual Sheets 1B & 1C.*
- b) It is the responsibility of the Course Designer to initially set the distances and speeds to be used and should take into account the competitors' level of experience when planning a marathon. Also take into account the terrain and other conditions on the day. The Technical Delegate is responsible for approving or altering these speeds and distances where necessary.
- c) Whether the Marathon has three or five timed sections, the number of marathon obstacles (MOs) depends on the level of the Event and the availability of skilled manpower. For State and National Championships the correct format must be adhered to (See Level of Events Chart 904.3 or Sheet 1A of this Manual).
- d) Pay particular attention to the ends of sections:
  - At end of Section A and C, there should be enough room for a team to halt (minimum 50m).
  - At the 10 minute halts and Vet Checks, there should be sufficient area for a number of competitors to wait before the start of the next section.
  - Vet Checks should be in an area where air can circulate. Try for shady area with water provided.
- e) Make sure all Stewards are very well briefed. They can be especially useful on two-way radios.
- f) Calculate the distance of Section E to include the distance within each obstacle by the shortest legal driveable route.

#### 3.3.2 Marathon Obstacles

- a) The MOs must all be incorporated into Section E - ideally in an area accessible to spectators. It is recommended that there be at least 1km in section E for each obstacle.
- b) MOs provide the most spectacular part of a driving event and every effort should be made to direct the general public to this part of the course. The track between each MO must be at least 200 metres. *Article 942.3*
- c) Constructed MOs should be safe, solid and inviting, with short and long alternatives. The height of posts for gates must be a minimum of 1.3 metres, *Article 942.4*
- d) All marathon obstacle lettered gates must be a minimum of 2.5 metres wide (2.8m is recommended) and at least one route to each gate cannot be narrower than 2.5 metres, *Article 942.4*
- e) Occasionally, it may be advantageous to competitors and spectators to have the letters of the gates marked all around the post or tree instead of only on the entry side of the gate.
- f) Man made water obstacles should not be deeper than 40cms and natural water obstacles should be no deeper than 60cms, and have a firm base and sides, *Article 942.3.* Posts and rails must be erected where relevant in water obstacles to prevent horses striking out into deeper water. If it is not possible to erect posts and rails, another visible guide to the edge of the safe driving area within the water must be erected.
- g) Dangerous loose elements such as drums or show jumping wings must not be used. Also, bare, triangular metal posts known as 'star pickets' must not be used.
- h) Organisers should display originality and ingenuity in the design of obstacles. Clever, picturesque and even humorous obstacles are permissible. The spectator appeal of our sport, and even the eventual TV coverage of it hangs heavily on this

aspect, so Course Designers should make an effort to be inventive without sacrificing good sense. Keep the obstacles safe and challenging with numerous options.

### **3.3.3 Marking the Course**

- a) Intelligent marking of the marathon course can preclude unfortunate happenings such as drivers getting lost. Excessive penalties in Section E can make the scorer's job very difficult and impede the final declaration of placings. It makes sense to flag hidden hazards such as holes, stumps and rocks on or near the track to prevent unnecessary mishaps.
- b) In Sections A, C and E, distance markers should be placed every 1 km, preferably on the left hand side of the road (or on the one side of the route), *Article 941.3*
- c) All numbered red and white compulsory markers must be respected by the competitors under penalty of elimination. They should be kept to a minimum and supervised by a steward. They should be numbered consecutively for each section.
- d) The ideal directional markers are black arrows on yellow background, approx 30cm square. Place at strategic points, especially whenever the direction of the route changes. Make sure markers are securely fastened (Use of self-drilling screws & battery powered drill is recommended).
- e) Competitors should be able to see the next course marker from previous one, unless the track is clear and without intersections.
- f) A large yellow object on a tall post can be a useful marker on distant hilltops or a treeless paddock.
- g) The finish of Section E may not be less than 300m from the last MO. If the distance is longer than 500m, there must be a sign at 500m from the finish to indicate to competitors when they must either trot or walk to the finish without deviating from the defined track.

### **3.4 Conducted Tours of the Marathon**

It is not obligatory to hold a marathon tour but they can be beneficial to novices. If the course is well marked and a full course map with directional arrows, is distributed and it is possible for competitors to view Section E and MOs at their leisure, a group tour is not required. It is useful to have a large master map on display with numbered markers when approved by the Technical Delegate. All touring personnel must comply with current road rules (not on backs of utes).

### **3.5 Considerations in Locating a Marathon Course**

- a) Investigate all suitable areas and find connecting roads or paddocks, measuring with an accurate car speedometer and maybe a pedometer for the walk sections.
- b) Try to obtain Shire Council or CMA maps to help with suitable areas and for your competitors' maps to be to scale.
- c) Always bear in mind the allowed section distances and the terrain which must be driven over at a walk or trot. Avoid steep grades on which a trot cannot be maintained and fairly flat ground is needed for the walks. "Any pace"/ "no mans land" sections are allowed, but keep to a minimum and only for short distances.
- d) It is preferable that water crossings have a firm base with a good, safe entry and exit.
- e) Start by placing distances on a map. Use the same vehicle odometer for accuracy. Show your Course Designer the possible routes and locations for the MO's.

### **3.6 Considerations in Setting Up a Cones Course**

- a) The Cones Course is intended to test the fitness, obedience and suppleness of the horses and the skill and competence of the competitor. The Course Designer should present a fair course, without resorting to tricks or anything dangerous.



- b) The course should not be tight or restricting to the driving of a team and be designed to be driven at a reasonably fast pace throughout the major part of the course in order for competitors to be able to meet the time allowed.
- c) The size of the arena should be adequate for the number of obstacles on the course, *Article 951*.
- d) The Fault Competition will be used in all CDEs, *Article 950.1*.
- e) Competitors must be in presentation dress and be ready to compete at their scheduled time.
- f) Where Competition C is last, the order of starting in each class should be arranged so that the competition leaders go last. This is required at State and National Championships, but not always suited to events at other levels.
- g) At Level 1, 2 and 3 Events, wheel widths are standardised, *Article 918*. If not standardised in the small pony single class, at Level 4, Stewards should have a list of competitors' wheel widths to measure the cones (vehicle wheel width plus the pre-decided allowance), or be advised by the Chief Steward or commentator. Refer to *ACDS Level of Events Chart, Article 904.3* for number of cones to be measured at each level.
- h) A bridge or water obstacle, built strictly to rule specifications, *Article 952.4* may be included, but only if advised on the schedule. The base of the water obstacle must remain firm for all competitors.
- i) Multiple obstacles must be built to rule specifications, *Article 952.2 & Annexes 7 & 8*.
- j) Time allowed is calculated as per *Article 956.8* and see FORM 1D in this manual.

### 3.7 Staffing the Event with Stewards and Pencillers

- a) **Presentation**                      1 penciller/marshalling steward  
(At the Halt)
- b) **Dressage**                              1 penciller per Judge  
    1 marshall per arena or at entrance to arena area.

#### Minimum Requirements for 5 Section Marathon

- c) **Marathon Sections**

Start A	1 starter steward, timekeeper & penciller
End A	1 steward timekeeper/ penciller
Start B	1 steward timekeeper/penciller
End B	1 steward timekeeper/penciller
Start C	1 steward timekeeper/penciller
End C	1 steward timekeeper/penciller
Start D	1 steward timekeeper/penciller
End D	1 steward timekeeper/penciller
Vet/TPR	1 steward as penciller
Start E	1 steward timekeeper/penciller
End E	1 steward timekeeper/penciller
Vet/TPR	1 steward as penciller

#### 3 Section Marathon consists of Sections A,D and E only.

Where any of the above are close together, they can work together and assist each other. Try not to have someone totally on their own on the course and ensure there is transport and/or communication in case of emergency. If you have enough stewards, two people can be at each of the above positions.

Share stewarding may be an option if personnel is limited.(See page 23)

#### d) **Marathon Obstacles**

A minimum of two stewards are required at each obstacle, one as timekeeper and the other as penciller and both acting as observers to the correct course being

travelled. It is advisable that if you are using juniors at obstacles, they be accompanied by a capable/experienced adult. If you have enough people, a third steward can be utilised in case of hold ups and recording the “held” time. It is most important that the MO Observers are well briefed and fully understand the importance and need for accuracy in their job. It is the responsibility of the Technical Delegate to ensure the marathon staff are properly briefed and to oversee all timekeeping operations.

e) **Cones**

You will require a penciller for the Cones Judge and stewards for the observation, measuring and alteration to widths of cones and general assurance that the course is complete between each competitor. Ideally 4 – 6 stewards will ensure the smooth running of this phase.

f) **Announcer**

For the competitors to be well informed it is advantageous to have an announcer on the public address system to ensure competitors are always in time for their events and to keep a running commentary for spectators.

#### 4. **RULE INTERPRETATIONS TO ASSIST ORGANISERS, JUDGES AND GROUND JURY**

- a) Carefully note Articles regarding horses and ponies and identification number. In some Level 4 Events a different family member may be permitted to drive a different competition of the Event. *Article 917.2.2*
- b) The groom should dismount in Presentation at the Halt.
- c) The entire combination may not be changed between Presentation at the Halt and Dressage, unless directed by the President of the Ground Jury, but the placing of the same horses in a multiple may be changed.
- d) If a singles driver in the small pony class chooses to drive without a groom and assistance is needed during any of the competitions, the driver will be penalised as for “groom dismounting” (*Article 936.4, Article 946.3 & Article 956.5*).
- e) If the area for the dressage arena is limited, suggest the use of 80m x 40m in which case, only 3 loops are performed in the serpentine. This must be noted in schedule.
- f) Outside assistance – if a spectator gives unwanted information re course error, realistically assess without automatic elimination, *Article 926*. It is not considered “outside assistance” as follows:
- at Marathon compulsory rests
  - to avoid accidents. Be sure to stress outside assistance should be given when grooms are down and an accident may be imminent, or has occurred
  - to help refit harness and to right an overturned vehicle as a result of an accident outside an MO
  - to give assistance to horses in trouble as a result of an accident inside an MO.
- g) Dismounting - In Sections A, D and outside the obstacles in Section E, Grooms and Competitors are not allowed to dismount unless the vehicle is stationary. If the vehicle is not stationary, either or both Groom(s) dismounting will incur 10 penalties, the Competitor dismounting will incur 20 penalties. Inside the obstacles in Section E, the Competitor will incur 10 penalties on each occasion either or both Groom(s) dismount and 20 penalties on each occasion the Competitor dismounts for any reason. The Competitor, and all Grooms must be on the vehicle as it crosses the Start and Finish Flags and the Compulsory Turning Flags in each Section. Failure to do so incurs 10 penalty points on each occasion. If warranted due to the condition of the terrain, the Technical Delegate and the President of the Ground Jury may permit Grooms in competitions for ponies to run behind their vehicle. *Article 945.6*

- h) Cones Driving – The Fault Competition will be used in Combined Driving Events, *Article 950.1.1*.
- i) Should a groom handle the reins, brake or whip before the competitor crosses the finish line incurs a 20 point penalty, *Article 957.14.1*.
- j) A Cones run-off may take place according to provisions of the schedule, *Article 958.1.4*. If no run-off, the winner is determined by the fastest clear round.
- k) The Appeals Committee, *Article 912* should consist of an appointed President (not the President of the Ground Jury) and two or three other persons ( eg Presentation Judge, Course Designer, Chief Timekeeper, but not Dressage Judges) The Vet may be used in an advisory capacity and the Technical Delegate may be consulted.

## 5. GUIDE TO JUDGING PRESENTATION

### 5.1 General

- The object of Presentation is to judge the turnout, cleanliness, general condition and impression of the horses, driver, grooms, harness and vehicle. The main purpose is to maintain a high standard of cleanliness and safety. Presentation can be judged at the halt or on the move in the Dressage Test.
- Anything considered unsafe should be marked down severely and it should be brought to the driver's attention. Judges are not permitted to make adjustments or alterations.
- When giving a mark of seven or less the Judge is required to indicate the reason. Do not use fractions, do not ad up marks – leave that to the scorer.

### 5.2 Driver and Grooms

- Mark on position of driver, jacket and apron, hat, gloves, holding a suitable whip, handling of horse/s. Grooms must wear jacket, hat and gloves, *Article 917.5*
- The vehicle must carry: *Article 918.1.2*

Teams	Competitor and two grooms minimum
Pairs	Competitor and one groom minimum
Singles, Tandems	Competitor and one groom except Small Ponies optional

Grooms standing with the horses during judging of Presentation at the Halt:

Pairs and singles	The groom/s stand in front
Tandem	Groom stands to the off side of the wheeler's head
Team	One groom stands in front of leaders One groom stands opposite the off wheeler's head

### 5.3 Horses

- Check condition, turnout, cleanliness, matching and condition of shoeing.
- Manes, if not plaited should be neat. Tails should not be plaited.
- Matching in type and size is more important than matching colour.
- Loose or ill fitting shoes should be penalised. The feet should have been cleaned out recently.
- Any raw wounds or inflamed skin should be reported to the President of the Ground Jury. The competitor may be asked to retire.
- No bandages or boots are permitted.

### 5.4 Harness

- New harness should not necessarily be marked higher than old harness, nor leather harness marked higher than synthetic harness.
- It is not necessary to have matching bits in multiples.
- Pole strap or pole chains are equally acceptable.
- No major strap, including traces, should be done up in the first or last hole.
- Breeching is compulsory with singles and tandems if not fitted with brakes and optional with pairs and teams.

- For pairs and teams, breast collar or full collar harness is equally acceptable if the vehicle has moving swingle bars. If it has a fixed splinter bar, full collars must be used on the wheelers. Full collars on single horses and tandem wheelers are only suitable if vehicle has Pagnall shafts or if there is no possibility of the point to the shaft going under the collar.
- Hame straps should have the point to the inside on pairs and teams. On singles and tandems they should point to the offside.
- Pairs and singles reins should be joined together in such a manner they will separate in the event of an accident (buckles/Velcro).
- Cleanliness, proper fit and suitability for the job are the main criteria for judging Presentation.
- Harness fittings may be brass, nickel or chrome (or rubber or gold, although these fittings are not strong enough for the Marathon). Ideally all metal fittings on the vehicle and harness should match.

## 5.5 Vehicle

- The vehicle should be in proportion to the horse/s pulling it.
- A single vehicle should be well balanced with shafts horizontal or a few inches higher at the point.
- Wheels, tyres, springs and swingle bars should be checked.
- Lamps must be carried in Competition A if the vehicle has lamp brackets fitted. (Lamps are optional in Competition C.)
- Spares are not compulsory, but if carried must be clean and in good condition.

## 5.6 General Impression

The overall appearance of the whole outfit should be attractive.

## 6. NOTES ON MARATHON SCORING

The ACDS Computer Scoring System is recommended for use at all CDE's. (See Form 7A) The following type of score sheets are filled in by the designated Judges, Obstacle Observers, Stewards, Timekeepers and passed on to the Scorer.

### 6.1 Competitors Time Card (Form 5A)

Grooms carry these cards which are filled in and signed by the timekeepers at each section start and finish. To save time, the Scorer may use these cards if collected at the Vet Check, to calculate section time penalties.

### 6.2 Marathon Section Timekeeper Sheets (Forms 5C & 5D)

Depending on the number of sections (3 or 5) you will require the following:

Any Pace	Start Section A	Form 5C-2010	&	Finish Section A	Form 5D
Walk	Start & Finish Section B	Form 5C	or	Finish Section B	Form 5D
Trot	Start & Finish Section C	Form 5C	or	Finish Section C	Form 5D
Walk	Start & Finish Section D	Form 5C	or	Finish Section D	Form 5D
Any Pace*	Start & Finish Section E	Form 5C	or	Finish Section E	Form 5D

\* Except from last MO to finish

If competitors' cards are used by the Scorer, these forms must be used as a backup for comparison if there is a protest. (Timekeepers also using two-way radios is quickest)

### 6.3 Vet / TPR Sheets (Form 5F)

Three sets of Vet Sheets may be required:

- a) Prior to start of Marathon at major Events (could be before Dressage)
- b) At the end of Section D of Marathon

- c) At end of Section E of Marathon
  - a) and b) may be the same sheets

The President of the Ground Jury should confirm with the Scorer if there are any eliminations or penalty points due to the Vet/TPR Inspections.

#### 6.4 Compulsory Marker Sheets (Form 5E)

Not always used, depending on the number of Stewards available. Sometimes incorporated within the Marathon Obstacle Judges and / or Section Timekeepers duties.

#### 6.5 Marathon Obstacle Observer Sheets (Forms 5G & 5H)

- Each 5G Sheet has space for a diagram of the Marathon Obstacle. Draw the route taken by each competitor. If using 5H, indicate by letters how the obstacle was driven (eg A, B, C, D: or A, ←B, B, D, C, D, E). Sheet 5G is preferred in case of protest.
- Each competitor's time is recorded and filled in by the MO Observer, regardless of errors by a competitor. Do not calculate the penalties.
- Other penalties incurred in a MO may include:
 

▪ Putting down whip	5 penalties
▪ Groom down – both feet, deliberate departure	10
▪ Driver dismount	20
▪ Vehicle overturn	60
▪ Dislodgeable element	2 each element
▪ Preventing dislodgeable element from falling	10
▪ Wrong course corrected	20 each correction
▪ Wrong course uncorrected	E
▪ Over 5 minutes in MO	E
▪ Outside assistance – comment	
- Make sure each form has the competitor's number, time taken and signature of MO Observer.
- All eliminations must be referred to the President of the Ground Jury for confirmation.

#### Marathon Equipment Check Sheet (Form 5B)

- Before the start of Marathon Section A, a Steward should ask each competitor all the questions on Sheet 5B, record the answers and ask the competitor to sign it.
- The driver should have whip, hat and there must be a number visible on the vehicle.
- Horses can wear boots, bandages and padding, but the rules about connecting straps and auxiliary reins still apply.
- Where only one vehicle is used, it may be stripped of fittings (eg lamps, hub caps, mudguards and the seating rearranged), but must be essentially the same vehicle (eg same wheels, axle, shaft and body).

#### 6.7 Marathon Work Sheet (Form 7C)

- a) As paperwork is received by the Scorer, transfer to Marathon Work Sheet. Use separate sheets for each class, placing competitors name, number, class and time allowed in appropriate columns. Use a clipboard or bull dog clips to keep classes separate.
- b) As competitors cards are collected, calculate the **TIME TAKEN** for each section, from the **START** and **FINISH** times as recorded for that competitor. Subtract any **HOLDS-UPS** which may appear on the MO Observers sheets, compulsory marker sheet or section timekeepers' sheets.
- c) Each section is a set distance with a **TIME ALLOWED** for the various classes.
- d) The total time taken by the Competitor in the Obstacles and any time over or under the Time Allowed in each of the Sections, to 1/100 second, will be added together and multiplied by 0.2. There shall be no rounding of times. Penalties are calculated to

2 decimal places. The penalties for under Minimum Time; plus penalties for over Time Allowed and the total Obstacle times shall be added to any other driving penalties received to determine the final score for each Competitor in Competition B.

- e) Any course errors (eg missing compulsory markers, doing MOs or compulsory markers out of sequence) resulting in elimination must be confirmed with the President of the Ground Jury.
- f) Reports of breaks of pace may appear on the MO Observers sheet, Start and Finish Timekeepers sheet or compulsory marker sheets. Penalise as per *Article 945.4 & 949.3.15*.
- g) Add any other penalties incurred in sections. Add in the miscellaneous column any vet penalties or other penalties (eg late start).
- h) All penalty points are added together to obtain total marathon penalties for each competitor.
- i) Any elimination must be confirmed by the President of the Ground Jury.
- j) The marathon work sheet may be by-passed, with scores transferred straight to the progressive score sheet (Form 7C).

## 7. NOTES ON SCORING THE CONES DRIVING

- a) Time for the course is taken from the moment the first part of the horse crosses the start line after the sound of the bell, until the first part of the horse crosses the finish line, *Article 956.8.1*
- b) Penalties are incurred as per *Article 957*
- c) The Scorer must be aware of the different **TIMES ALLOWED** on the Cones course for:
  - Horse teams, pony teams, horse tandems, Novice single horse, Novice single pony
  - Pony tandem
  - Horse pairs, pony pairs, Open single horse, Open single pony

## 8. CLASSES TO BE PROVIDED AT LEVEL 1, 2 & 3 EVENTS

*Article 904.4*

Novice Pony	91cm & under 121cm	(9hh under 11.3 3/4hh)
Novice Pony	121cm ne 149cm	(11.3 3/4hh ne 14.2? hh)
Novice Horse	over 149cm	(over 14.2? hh)
Open Pony	91cm & under 121cm	(9hh & under 11.3 3/4hh)
Open Pony	121cm & ne 149cm	(11.3 3/4hh ne 14.2? hh)
Open Horse	over 149cm	(over 14.2? hh)
Pony Pairs	91cm & ne 149cm	(9hh ne 14.2? hh)
Horse Pairs	over 149cm	(over 14.2? hh)
Pony Tandem	91cm & ne 149cm	(9hh ne 14.2? hh)
Horse Tandem	over 149cm	(over 14.2? hh)
Pony Team	91cm & ne 149cm	(9hh ne 14.2? hh)
Horse Team	over 149cm	(over 14.2? hh)

### Classes for Level 3 Events

All Novice classes must be retained, others may be combined

### Classes for Level 4 Events

While classes may be combined it is advised to separate ponies from horses.

## 9. SHARE STEWARDING

Share stewarding is an organisational arrangement (devised by John & Julie Munro) in which part of staffing a combined driving event is carried out by the competitors. In general terms, the field for the event is divided into two groups, the first group driving, while the

second group is stewarding in the morning, and vice versa in the afternoon. As it requires a reasonable balance of people (rather than entries) between the two groups, careful consideration of the division of the groups and the starting order of the competitors is necessary, as is the level of skill of each competitor.

- a) Share stewarding is best suited to Level 4 or maybe Level 3 events conducted by a club with insufficient members to allow staffing of an event from its own resources. Competitors, grooms and other members of a competitors entourage can be stewards. As a general guide, a three section Marathon with about 5 MOs can be share stewarded from a total field of about 20 competitors, and ten other Judges or staff.
- b) Share stewarding has been used at Level 1 Events with a 5 section Marathon, but this could be considered an exceptional incident rather than common place.
- c) Using competitors as stewards has an advantage in that most competitors have good knowledge of the competition rules and require a minimum of briefing or training. Notwithstanding this, service as a steward generally improves a competitor's knowledge of the rules and they become more skilled and experienced as a member of the ACDS.
- d) It is essential that sufficient time be allowed for stewards in the morning group to prepare for competition in the afternoon and vice versa:-
  - Try to avoid allocating the last competitor in the morning to Start A in the afternoon.
  - Try to avoid starting the vet steward at the end of E in the morning as competitor No. 1 in the afternoon.
  - If the above cannot be avoided, allow sufficient time for a snack, harnessing up and warming up between groups.
  - Don't assume that a seasoned competitor knows all the rules. Conduct a stewards briefing and confirm that the skills required are present.

**Note: If using share stewarding, competitors must be notified in the schedule.**

## **10. RISK MANAGEMENT**

The risk management of the event is the responsibility of the Organising Committee. Members and volunteers involved in carriage driving activities should carry out their duties competently and manage interactions between people and vehicles in a manner that minimizes the likelihood of accidents. Volunteers and other event personnel should have the required experience and knowledge or be appropriately trained before commencing duties.

These positions and their responsibilities are covered in the ACDS Rules and Regulations and Discipline Guidelines.

When members sign an entry form they are agreeing to accept the Conditions of Entry presented by the ACDS club responsible for the event, as per their membership agreement. Members shall be expected to follow any and all reasonable directions given by an official in relation to safety.

The Technical Delegate or Risk Manager if one is appointed, should consider the following Five Risk Management Strategies and complete the Risk Manager's Checklist, *Form Appendix A* in this CDE Manual.

All incidents or near misses involving injury, property damage, or loss of control of a horse and/or carriage should be brought to the attention of the Event Director and recorded in an Incident Report, *Form Appendix B*.

## Strategies

There are five strategies when you are considering the risks associated with the sport:-

### 1 Risk Avoidance

Can the risk be totally avoided? Can the activity be changed in such a way to completely remove any risk of injury or property damage?

### 2 Risk Reduction

Having identified a risk and having made the decision that it cannot be avoided; can the risk be reduced so that the impact is contained?

### 3 Risk Acceptance

There are times when the risks associated with an activity are inherent and part of the activity that make it attractive. These cannot generally be removed or reduced but have to be accepted and acknowledged.

### 4 Sharing the Risk

This strategy is all about making another party or organisation responsible for the identified risk exposure. An example of this would be the use of service providers at club events. You may ask the local food outlet to provide food for sale at the event. Although this will be seen as part of your risk exposure, you do not have any control over the quality or preparation of the food.

### 5 Insurance

When you have considered all of the above options, you will come to the conclusion that you will be able to avoid some risks, reduce others and transfer others as well but there will always be some risks which need to be covered by insurance.

## RISK PRIORITY CHART

<b>LIKELIHOOD:</b> How likely is it that it will occur?	<b>CONSEQUENCES:</b> How severely could it hurt someone?			
	<b>EXTREME</b> (Death, permanent disablement)	<b>MAJOR</b> (Serious bodily injury)	<b>MODERATE</b> (Casualty treatment)	<b>MINOR</b> (First aid only)
<b>VERY LIKELY</b> (Could happen frequently)	1	2	3	4
<b>LIKELY</b> (Could happen occasionally)	2	3	4	5
<b>UNLIKELY</b> (Could happen, but rare)	3	4	5	6
<b>VERY UNLIKELY</b> (Could happen, probably never will)	4	5	6	7

This stage of the risk assessment is a way of ranking risks in terms of their priorities. The risk scores obtained have no absolute value. This chart ONLY ranks the risks. The scores (1-7) below indicate how important it is to do something about each risk as follows:

Score	Action
1, 2 or 3	Do something about these risks immediately
4 or 5	Do something about these risks as soon as possible
6 or 7	These risks may not need immediate attention



**These 'Hierarchy of Control Measures' are recognised in most State legislation.**

**CONTROL**

**EXAMPLE**

<b>Elimination</b>	<i>Don't build the obstacle next to an unfenced major road</i>
<b>Substitution</b>	<i>Use an alternative, safer construction material</i>
<b>Isolation</b>	<i>Erect barricade to separate spectators from horses</i>
<b>Engineering</b>	<i>Put sand or matting on a slippery bridge</i>
<b>Administration</b>	<i>Procedures. Checking paperwork. Insurance. Training.</i>
<b>PPE</b>	<i>Fluoro vests for officials. Signage on roads.</i>

Generally it is expected that control measures be implemented in the above order, or in a combination of some or all. The TD or the Risk Manager if one is appointed, should be conversant with the ACDS Risk Management Guidelines.

## **11. INSURANCE**

The Federal Council of the ACDS organises two Public Liability Insurance covers annually, one for ACDS members and their ACDS Registered horses/ponies and one for Officials/Directors etc. Copies of the Certificate of Currency are forwarded to all ACDS Clubs upon renewal.

## **12. CRISIS MANAGEMENT**

1. In the case of an important matter that may have a serious affect on the sport of carriage driving, the Federal Executive is delegated immediate authority to take the necessary steps to minimize risk to the sport and to advise members of the ACDS as to any interim steps to be taken by members, pending the calling of a meeting of the Federal Council, if considered necessary. In delegating this authority, the Federal Executive is authorized to incur reasonable costs on behalf of the ACDS to deal with the matters at hand. If Federal Executive is unable to meet immediately, any two members are authorized to take the necessary steps to alert members of the ACDS to the situation and for the purpose of this sentence, it is envisaged that the alert will be done by posting a message on the ACDS website and those two members are authorized to give an instruction to the webmaster to post such a message.

2. In the case of a serious incident or fatality at an organized carriage driving event, the Event Director is the only person authorized to speak on behalf of the ACDS. It is acknowledged that authorities such as the police may attend and there may be interest from the media. However, under the ACDS insurance policies, we must ensure that no admissions of liability are made.

The Event Director should only provide factual information to the police and not comment on matters of supposition. If there is a need to make a comment to the media, the **Media Statement in this manual (Appendix C)** should be read to the media and no further comment made.

The Event Director should, as soon as possible, contact the Federal Secretary and verbally report the serious incident/fatality and follow up with a written report.

The Federal Secretary will report the serious incident/fatality to the members of Federal Council and the ACDS' insurers.

If the Federal Secretary is unable to be contacted for whatever reason, the Event Director should contact another member of the Federal Executive who in turn will notify the members of the Federal Council.

(See explanatory note overleaf)

**EXPLANATORY NOTE:**

At the June 2008 meeting of Federal Executive, the Federal Executive adopted a Crisis Management policy to deal with situations where there might be either a serious accident and/or a fatality at an event.

Persons running events should be aware that there are implications under our insurance policies if too much information is provided to outside parties and that is the purpose of us providing you with an example of a **media statement (Appendix C in this manual)**. The statement will simply confirm that there has been an incident and that appropriate investigations are being made and that further information will be provided when available. If you have any questions on this matter, please contact the Federal Secretary.



## CDE Forms/Sheets Index

- 1.1 CDE Proposal Form Level 1 ) Graded
- 1.2 CDE Proposal Form Level 2 )
- 1.3 CDE Proposal Form Level 3 ) Events
- 1.4 CDE Proposal Form Level 4 Un-graded
- 1.5 CDE Event Planner
- 1A Levels of Events Chart, Article 904.3
- 1B Maximum Average Marathon Speeds for All Classes, Article 941.1
- 1C Marathon Section Times - Calculation Table
- 1D Cones Course Minimum Time Allowed Chart
- 1E Dressage Test Matrix
  
- 2A Draw with Competitors' Starting Times in order of Comps A, B & C
- 2B Draw with Competitors' Starting Times in order of Comps A, C & B (Marathon last)
  
- 3A ACDS Novice Test AA
- 3B ACDS Novice Test BB
- 3C ACDS Novice Test CC
- 3D
- 3E ACDS Novice Test No.1
- 3F ACDS Novice Test No.2
- 3G/1 ACDS Intermediate Test No.1
- 3G/2 ACDS Intermediate Test No.2
- 3G/3 ACDS Intermediate Test No.3
- 3H ACDS Open Test No.1 (2009)
- 3I
- 3J FEI No.3A Test
- 3K FEI No.5A Test
- 3L FEI No.6A Test
- 3M FEI No.7A Test (for Singles only)
- 3N FEI No.8a Test (Teams)
- 3O FEI No.8b Test (Horse & Pony Pairs)
- 3S FEI No.9 Test (2008)
- 3P Dressage Penciller Abbreviations
- 3Q Making a Dressage Arena Set-up Rope
- 3R Using a Dressage Arena Set-up Rope
  
- 4A Presentation at the Halt Judging Sheet
  
- 5A/08 Marathon Competitor's Card
- 5B Marathon Equipment Check Sheet
- 5C/2010 Marathon Section A Start Timekeeper's Sheet
- 5C/09 Marathon Section Timekeeper's Start Sheet
- 5D/09 Marathon Section Timekeeper's Finish Sheet
- 5E Marathon Steward Compulsory Marker Sheet
- 5F Marathon Vet/TPR Sheet
- 5G/10 Marathon Obstacle Observer's Drawing Sheet
- 5H Marathon Obstacle Observer's Tick/Cross Sheet
- 5I Marathon Section Times for All Classes
  
- 6A Cone Obstacle Driving Score Sheet
- 6B Cone Obstacle Driving Wheel Width Measurements (For Small Pony Class or Level 4)
  
- 7A How to download and use the ACDS Computer Scoring System
- 7B Manual Scoring Competition A Worksheet
- 7C Manual Scoring Competition B Worksheet
- 7D Manual Scoring Final Score Sheet for Comps A, B & C.
- 7E/08 Manual Scoring Result Sheet for Grading Officer
  
- 8A CDE Event Evaluation Form
- 8B Downgrading of Horse/Pony Form
- 8C Technical Delegate's Report Form
- Appendix A Risk Assessment Checklist
- Appendix B Incident Report Form
- Appendix C Crisis Media Statement



## Level 1 (Graded) CARRIAGE DRIVING EVENT – PROPOSAL FORM 1.1 July '10

To be completed for all events comprising Competitions A, B & C and submitted at least two months before the event

Event.....  
Dates.....  
Host Club.....  
Venue.....  
Technical Delegate (Advanced).....  
Event Director.....  
Event Treasurer.....  
Course Designers.....  
Judges – Presentation – Open .....or on the move  
Novice.....  
Open Dressage..... (Advanced)  
Open Dressage.....(Advanced)  
Novice Dressage..... (Adv or Novice)  
Novice Dressage..... (Adv or Novice)  
Cones.....

Ground Jury: 1. ....  
2. ....  
3. ....

Appeals Committee: 1. ....  
2. ....  
3. ....

Veterinarian .....

TPR Steward .....

Scorer .....

### **Classes to be offered:**

Novice Pony 91cm & under 121cm (9hh under 11.33/4hh)  
Novice Pony 121cm ne 149cm (11.33/4hh ne 14.2? hh)  
Novice Horse over 149cm (over 14.2? hh)  
Open Pony 91cm & under 121cm (9hh & under 11.33/4hh)  
Open Pony 121cm & ne 149cm (11.33/4hh ne 14.2? hh)  
Open Horse over 149cm (over 14.2? hh)  
Pony Pairs 91cm & ne 149cm (9hh ne 14.2? hh) Time allowance 91- u121cm  
Horse Pairs over 149cm (over 14.2? hh)  
Pony Tandem 91cm & ne 149cm (9hh ne 14.2? hh) Time allow 91-u 121cm  
Horse Tandem over 149cm (over 14.2? hh)  
Pony Team 91cm & ne 149cm (9hh ne 14.2? hh) Time allowance 91- u121cm  
Horse Team over 149cm (over 14.2? hh)

### **Dressage Tests:**

#### **Open & Multiples:**

Group A:

ACDS Open No.1 (2009)

FEI 5A  FEI 6A(Multiples)

FEI 7A(Singles)

FEI 8A (Teams)

FEI 8B (Horse Pairs)

FEI 9

#### **Novice:**

Group B:

ACDS Intermediate No.1

ACDS Intermediate No.2

ACDS Intermediate No.3

FEI 3A

#### **Marathon: Five Sections**

Distances: Section A .....kms (max 8kms)

Section B ..... (800m – 1km)

Section C .....kms (max 4kms)

Section D.....( 800m – 1km)

Section E .....kms (max 9kms)

Approximate total distance.....kms (max 23kms)

Number of Marathon Obstacles 7 8

Number of Cones Obstacles .....

Entry Fee \$.....

Includes/doesn't include (delete as necessary)

Camping/Yards/Stables

### **Venue Facilities:**

Camping.....Power.....Toilets.....Showers

Water.....Stables.....Yards.....

Electric Fences are permitted/not permitted (delete one)

Catering: Breakfast Lunch Dinner

### **Draft Event Schedule/Entry Form:**

**Enclosed**

**OR**

**Coming Shortly**

(before it is published)

Event Secretary.....

Address.....

Phone: .....Fax .....email.....

Signature .....Date.....

When completed send to:-

ACDS State CDE Convenor (Details in Journal)

Approved..... Date.....

By CDE Convenor with copy back to Club and copy to State Secretary.

Date Received by State Secretary.....



Level 2 (Graded)
CARRIAGE DRIVING EVENT – PROPOSAL FORM 1.2 July '10

To be completed for all events comprising Competitions A, B & C and submitted at least two months before the event

Event.....
Dates.....
Host Club.....
Venue.....
Technical Delegate (Advanced).....
Event Director.....
Event Treasurer.....
Course Designers.....
Judges – Presentation – Open .....or on the move
Novice.....
Open Dressage..... (Advanced)
Open Dressage.....(Advanced)
Novice Dressage..... (Adv or Novice)
Novice Dressage.....(Adv or Novice)
Cones.....
Ground Jury: 1.....
2.....
3.....
Appeals Committee: 1.....
2.....
3.....
Veterinarian .....
TPR Steward .....
Scorer .....

Classes to be offered:

Novice Pony 91cm & under 121cm (9hh under 11.33/4hh)
Novice Pony 121cm ne 149cm (11.33/4hh ne 14.2? hh)
Novice Horse over 149cm (over 14.2? hh)
Open Pony 91cm & under 121cm (9hh & under 11.33/4hh)
Open Pony 121cm & ne 149cm (11.33/4hh ne 14.2? hh)
Open Horse over 149cm (over 14.2? hh)
Pony Pairs 91cm & ne 149cm (9hh ne 14.2? hh) Time allowance
91- u121cm
Horse Pairs over 149cm (over 14.2? hh)
Pony Tandem 91cm & ne 149cm (9hh ne 14.2? hh) Time allow
91 –u 121cm
Horse Tandem over 149cm (over 14.2? hh)
Pony Team 91cm & ne 149cm (9hh ne 14.2? hh) Time
allowance 91-u121cm
Horse Team over 149cm (over 14.2? hh)

Dressage Tests:

Open Singles Group A:

ACDS Open No.1 (2009)
FEI 5A FEI 6A (Multiples) FEI 7A(Singles)
FEI 8A (Teams) FEI 8B (Horse Pairs) FEI 9

Multiples Group A & B

ACDS Open No.1 2009
FEI 5A FEI 6A (Multiples) FEI 7A(Singles)
FEI 8A (Teams) FEI 8B (Horse Pairs) FEI 9
ACDS Intermediate No.1 ACDS Intermediate No.23
ACDS Intermediate No.3 FEI No.3 A

Novice Group B & Group C:
ACDS Intermediate No.1 ACDS Novice No.1
ACDS Intermediate No.2 ACDS Novice No.2
ACDS Intermediate No.3 ACDS BB
ACDS CC

Marathon:
Five Sections: OR Three Sections:

Distance:
Section A.....kms (max 8kms) Section A.....kms
Section B..... (800m – 1km)
Section C.....kms (max 4kms)
Section D ..... (800m – 1km) Section D.....
Section E.....kms (max 9km) Section E.....kms
Total .....kms (max 23km) Total.....(max 18k)
Number of Marathon Obstacles 5 6 7
Number of Cones Obstacles .....

Entry Fee \$.....
Includes/doesn't include (delete as necessary)
Camping/Yards/Stables

Venue Facilities:

Camping.....Power.....Toilets.....Showers
Water.....Stables.....Yards.....
Electric Fences are permitted/not permitted (delete as necessary)

Catering: Breakfast Lunch Dinner

Draft Event Schedule/Entry Form:
Enclosed OR Coming Shortly
(before it is published)

Event Secretary.....
Address.....
Phone: .....Fax .....email.....
Signature .....Date.....

When completed send to:-
ACDS State CDE Convenor (Details in Journal)

Approved..... Date.....
By CDE Convenor with copy back to Club and copy to
State Secretary.

Date Received by State Secretary.....



Level 3 (Graded)
CARRIAGE DRIVING EVENT – PROPOSAL FORM 1.3 July '10

To be completed for all events comprising Competitions A, B & C and submitted at least two months before the event

Event.....
Dates.....
Host Club.....
Venue.....
Technical Delegate.....
Event Director.....
Event Treasurer.....
Course Designers.....
Judges – Presentation – Open .....or on the move

Novice.....
Open Dressage..... (Advanced)
Open Dressage.....(Advanced)
Novice Dressage..... (Adv or Novice)
Novice Dressage..... (Adv or Novice)
Cones.....

Ground Jury: 1. ....
2. ....
3. ....

Appeals Committee: 1. ....
2. ....
3. ....

Veterinarian .....
TPR Steward .....
Scorer .....

Classes: (Open Classes may be combined)
Novice Pony 91cm & under 121cm (9hh under 11.33/4hh)
Novice Pony 121cm ne 149cm (11.33/4hh ne 14.2? hh)
Novice Horse over 149cm (over 14.2? hh)
Open Pony 91cm & under 121cm (9hh & under 11.33/4hh)
Open Pony 121cm & ne 149cm (11.33/4hh ne 14.2? hh)
Open Horse over 149cm (over 14.2? hh)
Pony Pairs 91cm & ne 149cm (9hh ne 14.2? hh) Time allowance 91- u121cm
Horse Pairs over 149cm (over 14.2? hh)
Pony Tandem 91cm & ne 149cm (9hh ne 14.2? hh) Time allow 91 -u 121cm
Horse Tandem over 149cm (over 14.2? hh)
Pony Team 91cm & ne 149cm (9hh ne 14.2? hh) Time allow- ance 91-u121cm
Horse Team over 149cm (over 14.2? hh)

Dressage Tests:

Open Singles Group A & B:

ACDS Open No.1 (2009)
FEI 5A FEI 6A (Multiples) FEI 7A(Singles)
FEI 8A (Teams) FEI 8B (Horse Pairs) FEI 9
ACDS Intermediate No.1 ACDS Intermediate No.2
ACDS Intermediate No.3 FEI 3A

Multiples: Group A, B & C):

ACDS Open No.1 (2009)
FEI 5A FEI 6A (Multiples) FEI 7A(Singles)
FEI 8A (Teams) FEI 8B (Horse Pairs) FEI 9
ACDS Intermediate No.1 ACDS Intermediate No.2 4
ACDS Intermediate No.3 FEI 3A ACDS Novice No.1
ACDS Novice No.2 ACDS BB ACDS CC

Novice: Groups B & C

FEI 3A
ACDS Intermediate No.1 ACDS Intermediate No.2
ACDS Intermediate No.3 ACDS Novice No.1
ACDS Novice No.2 ACDS BB ACDS CC

Marathon: Three Sections

Distance:
Section A..... kms (max 8kms)
Section D ..... (800m – 1km)
Section E..... kms (max 9kms)
Approx. total.....kms (max 18kms)

Number of Marathon Obstacles 5 6

Number of Cones Obstacles .....

Entry Fee \$.....
Includes/doesn't include (delete as necessary)
Camping/Yards/Stables

Venue Facilities:

Camping.....Power.....Toilets.....Showers
Water.....Stables.....Yards.....

Electric Fences are permitted/not permitted (delete as necessary)

Catering: Breakfast Lunch Dinner

Draft Event Schedule/Entry Form:

Enclosed OR Coming Shortly
(before it is published)

Event Secretary.....

Address.....

Phone: .....Fax .....email.....

Signature .....Date.....

When completed send to:-
ACDS State CDE Convenor (Details in Journal)

Approved..... Date.....
By CDE Convenor with copy back to Club and copy to State Secretary.

Date Received by State Secretary.....



**Level 4**  
**CARRIAGE DRIVING EVENT – PROPOSAL FORM 1.4** July '10

To be completed for all events comprising any two of Competitions A, B or C (or one if it's a marathon) at least two months before the event

Event.....  
 Dates.....  
 Host Club.....  
 Venue.....  
 Technical Delegate .....

Event Director.....  
 Event Treasurer.....  
 Course Designers.....  
 Judges – Presentation ( Optional).....  
     Dressage.....  
     Dressage.....  
     Cones.....

Ground Jury: 1. ....  
                   2. ....  
                   3. ....

Appeals Committee: 1. ....  
                           2. ....  
                           3. ....

TPR Steward .....

Scorer .....

**Classes:**  
 Pony 91cm ne 149cm (9hh ne 14.2? hh)  
 Horse over 149cm (over 14.2? hh)  
 Pony Pairs 91cm & ne 149cm (9hh ne 14.2? hh) Time allowance  
 91- u121cm  
 Horse Pairs over 149cm (over 14.2? hh)  
 Pony Tandem/Team 91cm & ne 149cm (9hh ne 14.2? hh)  
 Time allow 91 –u 121cm  
 Horse Tandem/Team over 149cm (over 14.2? hh)

**Dressage Tests:**

**Open Singles:**

Group B

- ACDS Intermediate No.1
- ACDS Intermediate No.2
- ACDS Intermediate No.3
- FEI 3A

**Multiples & Novice:**

Group C

- ACDS Novice No.1
- ACDS Novice No.2
- ACDS CC
- ACDS BB
- ACDS AA (Level 4 Only)

**Marathon:**

**Three Sections**

Distances:

Section A.....kms (max 8kms)  
 Section D ..... (800m – 1km)  
 Section E ..... kms (max 9kms)  
 Approx. total .....kms (max 18kms)  
 Number of Marathon Obstacles   4       5       6

Number of Cones Obstacles .....

Entry Fee \$.....  
 Includes/doesn't include (delete as necessary)  
 Camping/Yards/Stables

**Venue Facilities:**

Camping.....Power.....Toilets.....Showers  
 Water.....Stables.....Yards.....

Electric Fences are permitted/not permitted (delete as necessary)

Catering:            Breakfast            Lunch            Dinner

**Draft Event Schedule/Entry Form:**

**Enclosed                    OR                    Coming Shortly**  
 (before it is published)

Event Secretary.....

Address.....

Phone: .....Fax .....email.....

Signature .....Date.....

When completed send to:-

ACDS State CDE Convenor (Details in Journal)

Approved..... Date.....  
 By CDE Convenor with copy back to Club and copy to State Secretary.

Date Received by State Secretary.....

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## Combined Driving Event Planner

Level of Event .....	Date.....	Marathon Section Timekeepers.....
Venue Approved.....		.....
Police Notified?.....		Section Timekeepers' Sheets Copied.....
Event Director.....		Timekeepers' Clocks.....
Secretary.....		Timekeepers' Radios.....
Treasurer.....		Marathon Course Taken Down.....
Dressage Co-ordinator.....		Cones Judge.....
Marathon Co-ordinator.....		Penciller.....
Cones Co-ordinator.....		Ball Stewards.....
Catering Co-ordinator.....		Cones Score Sheets Copied .....
Technical Delegate.....		Measuring Sticks.....
Risk Manager.....		Cones.....
Course Designer/s.....		Balls.....
Classes.....		Cones Course Numbers.....
Schedule/Entry Form.....		Judge's Bell/Whistle Table/Chairs .....
Mailing List.....		Cones Course Map Copied.....
CDE Proposal Form Completed/Sent.....		Cones Course Dissembled.....
Order Ribbons/Sashes.....		Ground Jury.....
Competitor Bib Numbers.....		.....
Presentation Judge (if at halt).....		Appeals Committee.....
Dressage Judge Open.....		.....
Novice.....		Scorers.....
Pencillers.....		Computer or Manual.....
Dressage Test Open.....		Scorers' Room/Caravan/Radio.....
Novice.....		Entries Close.....
Tests photocopied.....		Confirm Ribbons/Sashes.....
Dressage Arenas/Set-up.....		Do Draw.....
Judged Tests Collector.....		Draw Copied.....
Marathon Course Planned.....		Advise Competitors of Draw by email.....
Marathon Obstacles Designed.....		Share Stewarding Schedule?.....
Marathon Obstacles Built.....		Event Office Personnel.....
Marathon Course Marked.....		Competitors' Kits Assembled.....
Marathon Maps Copied.....		Announcer P/A System .....
Competitor MO Sheets Copied.....		Catering – Event Dinner.....
MO Observers' Sheets Copied.....		Tables/Chairs/Crockery/Cutlery.....
Competitors' Time Cards Copied.....		Breakfasts/Lunches.....
MO Observers.....		Judges/Pencillers M/Teas, Lunches.....
.....		Ambulance/Hospital Notified.....
MO Scribes.....		First Aid Provider.....
Stopwatches.....		Working Bee Co-ordinator.....
Vet/TPR Steward.....		Publicity Co-ordinator.....
Penciller.....		Sponsorship Co-ordinator.....
Vet Sheets Copied.....		Garbage.....



## Level of Events Chart Art. 904.3

Level	Event Status		Classes	No. Of Days	No Of Comps	Dressage Tests	Dressage Judges Adv/Novice
1	National / State Champs. Major Event	GRADING POINTS APPLY	All to be offered	2 or 3	3 in FEI order	Open & Multiples Group A  Novice Group B	Open – Adv. Novice – Adv or Novice (Preferably 3)
2	Major Event		All to be offered	2	3 in any order	Open Group A  Multiples A or B Novice B or C	Open – Adv. Novice – Adv or Novice
3	Club Event		All Novice Classes to be offered Open may be combined	2	3 in any order	Open Group A or B Multiples A,B, C Novice Group B or C	Advanced or One Adv & One Novice
4	Ungraded Event	NO POINTS	Classes may be combined	1 or 2	1 – 3 in any order	Open Group B  Multiples & Novice Group C	Advanced or Novice

### Grading (See ACDS Appendix 4)

Grading points will only be awarded at Level 1, 2 and 3 events as follows.

Class of 4 or more starters:

1<sup>st</sup> = 4 points. 2<sup>nd</sup> = 3. 3<sup>rd</sup> = 2.

4<sup>th</sup> = 1. 5<sup>th</sup> = 0.

Class of 3 starters: 1<sup>st</sup> = 3 points.

2<sup>nd</sup> = 2. 3<sup>rd</sup> = 1 point.

Class of 2 starters: 1<sup>st</sup> = 2 points.

2<sup>nd</sup> = 1 point.

Class of 1 starter: 1<sup>st</sup> = 1 point.

Grading points will only be awarded to horses and ponies, which complete the event without elimination.

Upon gaining 13 points a horse or pony achieves open status. They may compete in open class without having gained 13 points but thereafter must remain in open class.

A horse or pony which hasn't qualified as an open single but is competing in a multiple, may subsequently compete as a novice single.

## Australian Carriage Driving Society

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Marathon Sections & Distance	No. of MO	Cones Measured/ Speeds	Cones Gap	TD / Vet/TPR	G Jury/ Appeal Comm.	Qualify
5 Sections Max. 23km Or 3 Sections Max. 18km	7 to 8	All  Open FEI Novice ACDS	Team/Tand 30 – 40cm  Pair/Single 20 - 30cm	Advanced TD  Vet & TPR	3 / 3	YES
5 Sections Max. 23km or 3 Sections Max. 18km	5 to 7	75% Minimum  Open FEI Novice ACDS	Team/Tand 30 – 50cm  Pair/Single 20 - 40cm	Adv TD Vet & TPR @ 5 Sects TPR & TPR @ 3 Sects	3 / 3	No
3 Sections Max. 18km	5 to 6	50% Minimum  Open FEI Novice ACDS	Team/Tand 35 – 60cm  Pair/Single 25 - 50cm	Novice TD  TPR Stewards	3 / 3	No
Up to 3 Sections Max. 18km	4 to 6	25% Minimum  Open & Novice ACDS	Team/Tand 40 – 60cm Pair/Single 35 - 60cm Min Wheel Width Comps A & C Optional	Novice TD  TPR Stewards	2 or 3 & 3	No

Grading for an event is taken at the closing date of entries.

A *beginner* driver with an open horse/pony may apply in writing to their State CDE Convenor for reclassification of that horse/driver combination as a novice. The Federal CD Convenor and two members of the Federal CDE Committee may authorise this and the combination then starts with 5 grading points. The Grading Officer is to be advised.

To qualify for a National or State Championship, a driver must complete without elimination, one Level 2 or 3, OR two Level 4 events of three competitions (A, B, & C.)

1 <sup>st</sup> Jan. 2010		Australian Carriage Driving Society				ACDS©2004	
MAXIMUM AVERAGE MARATHON SPEEDS FOR ALL CLASSES							
LEVEL ONE EVENT			Art 941.1				(in kph)
Class	Open Horse Over 149cm	Novice Horse Over 149cm	Open Pony Over 121cm ne 149cm & Multiples 91 ne 149cm	Novice Pony Over 121cm ne 149cm	Open Pony 91cm ne 121cm	Novice Pony 91cm ne 121cm	
Section							
A	15	14	14	13	13	12	
B	7	6	6	5.4	5.4	5	
C	19	17	17	15	15	14	
D	7	6	6	5.4	5.4	5	
E	14	13	13	12	12	11	
LEVEL TWO EVENT							(in kph)
A	15	14	14	13	13	12	
B	7	6	6	5.4	5.4	5	
C	18	16	16	14	14	13	
D	7	6	6	5.4	5.4	5	
E	14	13	13	12	12	11	
LEVEL THREE & FOUR EVENTS							(in kph)
A	14	13	13	12	12	11	
D	6.6	5.7	5.7	5	5	4.6	
E	13	12	12	11	11	10	
Class	Open Horse Over 149cm	Novice Horse Over 149cm	Open Pony Over 121cm ne 149cm & Multiples 91ne149cm	Novice Pony Over 121cm ne 149cm	Open Pony 91cm ne 121cm	Novice Pony 91cm ne 121cm	
Section							
MAXIMUM AVERAGE MARATHON SPEEDS FOR ALL CLASSES							

**Note:** In hot/humid weather, increase rest times before reducing speeds.

**MARATHON SECTIONS TIMES - CALCULATION TABLE**

ACDS(c)2006

**ACDS CDE MANUAL FORM 1C**

<b>WALK</b>							
<b>SPEED DISTANCES</b>	<b>4.6 KPH MIN:SEC</b>	<b>5 KPH MIN:SEC</b>	<b>5.4 KPH MIN:SEC</b>	<b>5.7 KPH MIN:SEC</b>	<b>6 KPH MIN:SEC</b>	<b>6.6 KPH MIN:SEC</b>	<b>7 KPH MIN:SEC</b>
<b>800m</b>	10:26	9:36	8:48	8:24	8:00	7:15	6:51
<b>900m</b>	11:44	10:48	9:54	9:27	9:00	8:10	7:43
<b>1000m</b>	13:02	12:00	11:06	10:31	10:00	9:05	8:34

<b>TROT/ANY PACE</b>											
<b>SPEED DISTANCE</b>	<b>9 KPH MIN:SEC</b>	<b>10 KPH MIN:SEC</b>	<b>11 KPH MIN:SEC</b>	<b>12 KPH MIN:SEC</b>	<b>13 KPH MIN:SEC</b>	<b>14 KPH MIN:SEC</b>	<b>15 KPH MIN:SEC</b>	<b>16 KPH MIN:SEC</b>	<b>17 KPH MIN:SEC</b>	<b>18 KPH MIN:SEC</b>	<b>19 KPH MIN:SEC</b>
<b>1 Km</b>	06:40	06:00	05:27	05:00	04:37	04:17	04:00	03:45	03:32	03:20	03:09
<b>2 Km</b>	13:20	12:00	10:55	10:00	09:14	08:34	08:00	07:30	07:04	06:40	06:19
<b>3 Km</b>	20:00	18:00	16:22	15:00	13:51	12:51	12:00	11:15	10:35	10:00	09:28
<b>4 Km</b>	26:40	24:00	21:49	20:00	18:28	17:08	16:00	15:00	14:08	13:20	12:38
<b>5 Km</b>	33:20	30:00	27:16	25:00	23:05	21:25	20:00	18:45	17:39	16:40	15:47
<b>6 Km</b>	40:00	36:00	32:44	30:00	27:42	25:42	24:00	22:30	21:11	20:00	18:57
<b>7 Km</b>	46:40	42:00	38:11	35:00	32:19	30:00	28:00	26:15	24:42	23:20	22:06
<b>8 Km</b>	53:20	48:00	43:38	40:00	36:55	34:17	32:00	30:00	28:14	26:40	25:16
<b>9 Km</b>	60:00	54:00	49:06	45:00	41:32	38:34	36:00	33:45	31:46	30:00	28:25
<b>10 Km</b>	66:40	60:00	54:34	50:00	46:09	42:51	40:00	37:30	35:18	33:20	31:34

<b>SPEED DISTANCE</b>	<b>9 KPH MIN:SEC</b>	<b>10 KPH MIN:SEC</b>	<b>11 KPH MIN:SEC</b>	<b>12 KPH MIN:SEC</b>	<b>13 KPH MIN:SEC</b>	<b>14 KPH MIN:SEC</b>	<b>15 KPH MIN:SEC</b>	<b>16 KPH MIN:SEC</b>	<b>17 KPH MIN:SEC</b>	<b>18 KPH MIN:SEC</b>	<b>19 KPH MIN:SEC</b>
<b>100m</b>	0:40	0:36	0:33	0:30	0:28	0:26	0:24	0:22	0:21	0:20	0:19
<b>200m</b>	1:20	1:12	1:05	1:00	1:55	0:51	0:48	0:45	0:42	0:40	0:38
<b>300m</b>	2:00	1:48	1:38	1:30	1:23	1:17	1:12	1:07	1:03	1:00	0:57
<b>400m</b>	2:40	2:24	2:11	2:00	1:51	1:43	1:36	1:30	1:24	1:30	1:16
<b>500m</b>	3:20	3:00	2:44	2:30	2:18	2:09	2:00	1:52	1:46	1:40	1:35
<b>600m</b>	4:00	3:36	3:16	3:00	2:46	2:34	2:24	2:15	2:07	2:00	1:53
<b>700m</b>	4:40	4:12	3:49	3:30	3:14	3:00	2:48	2:37	2:28	2:20	2:12
<b>800m</b>	5:00	4:48	4:22	4:00	3:42	3:26	3:12	3:00	2:49	2:40	2:31
<b>900m</b>	6:00	5:24	4:54	4:30	4:09	3:51	3:36	3:22	3:10	3:00	2:50
<b>1000m</b>	6:40	6:00	5:27	5:00	4:37	4:17	4:00	3:45	3:32	3:20	3:09

**CONES COURSE MINIMUM TIME ALLOWED CHART**

ACDS(c)2006

**ACDS CDE MANUAL FORM 1D/06**

SPEED MPM DISTANCE	250 MPM	240 MPM	230 MPM	SPEED MPM DISTANCE	250 MPM	240 MPM	230 MPM	SPEED MPM DISTANCE	250 MPM	240 MPM	230 MPM
480	1:56:00	2:00:00	2:06:00	600	2:24:00	2:30:00	2:37:00	720	2:53:00	3:00:00	3:08:00
490	1:58:00	2:03:00	2:08:00	610	2:27:00	2:33:00	2:40:00	730	2:56:00	3:03:00	3:11:00
500	2:00:00	2:06:00	2:11:00	620	2:29:00	2:35:00	2:42:00	740	2:58:00	3:06:00	3:14:00
510	2:03:00	2:08:00	2:14:00	630	2:32:00	2:38:00	2:45:00	750	3:00:00	3:08:00	3:16:00
520	2:05:00	2:10:00	2:16:00	640	2:34:00	2:40:00	2:47:00	760	3:03:00	3:10:00	3:19:00
530	2:08:00	2:13:00	2:19:00	650	2:36:00	2:43:00	2:50:00	770	3:05:00	3:13:00	3:21:00
540	2:10:00	2:15:00	2:21:00	660	2:39:00	2:45:00	2:53:00	780	3:08:00	3:15:00	3:24:00
550	2:12:00	2:18:00	2:24:00	670	2:41:00	2:48:00	2:55:00	790	3:10:00	3:18:00	3:27:00
560	2:15:00	2:20:00	2:27:00	680	2:44:00	2:50:00	2:58:00	800	3:12:00	3:20:00	3:29:00
570	2:17:00	2:23:00	2:29:00	690	2:46:00	2:53:00	3:00:00	810	3:15:00	3:23:00	3:32:00
580	2:20:00	2:25:00	2:32:00	700	2:48:00	2:55:00	3:03:00	820	3:17:00	3:25:00	3:34:00
590	2:22:00	2:28:00	2:34:00	710	2:51:00	2:58:00	3:06:00	830	3:20:00	3:28:00	3:37:00

ACDS Dressage Test Matrix for all Levels of CDE's (Art 904.3) issued 20<sup>th</sup> August 2010

<b>Group A</b>	<b>Group B</b>	<b>Group C</b>
ACDS Open No.1 (2009)	ACDS Intermediate No.1	ACDS Novice No.1
FEI No. 5A	ACDS Intermediate No.2	ACDS Novice No.2
FEI No. 6A (Multiples)	ACDS Intermediate No.3	ACDS BB
FEI No. 7A (Singles)	FEI No. 3A	ACDS CC
FEI No. 8B Horse Pairs		(ACDS AA for Level 4 only)
FEI No. 8A Teams		
FEI No. 9		

<b>Classes/Event</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
<b>Open</b>	Group A	Group A	Group A or B	Group B
<b>Multiples</b>	Group A	Group A or B	Group A, B or C	Group C
<b>Novice</b>	Group B	Group B or C	Group B or C	Group C

**SOUTHERN HIGHLANDS CARRIAGE CLUB INC**  
**LEVEL 3, ANZAC CDE – 29<sup>TH</sup> & 30<sup>TH</sup> APRIL 2006**

<b>FIRST DAY</b>	<b>SECOND DAY</b>
------------------	-------------------

**CLASS 2 – NOVICE PONY 121CM n.e. 149CM**

No	Driver	Club	Dressage	Cones	Marathon
1	Bill Gray	S H	9.30am	10.00am	9.00am
2.	Terry Kelly	Bungendore	9.42am	10.12am	9.05am
3.	Yvonne Wood	S H	9.54am	10.24am	9.10am
7.	Lynette Anstee	S H	10.06am	10.36am	9.30am
4.	Kirstie Little	S H	10.18am	10.48am	9.15am
5.	Merv Wood	S H	10.30am	11.00am	9.20am
6.	Joyce Beardsell	Hills	10.42am	11.12am	9.25am

**CLASS 3 – NOVICE HORSE - OVER 149CM**

No	Driver	Club	Dressage	Cones	Marathon
13	Martyn Minns	Camden	10.54am	11.24am	10.25am
14	Tony James	S H	11.06am	11.36am	10.30am
<b>Morning Tea break</b>			11.18am	11.48am	-

**CLASS 13 – BEGINNERS**

No	Driver	Club	Dressage	Cones	Marathon
8	Gill Tucker	S H	11.35am	12.05pm	9.35am
9	Gail Lodge	Bungendore	11.45am	12.15pm	9.45am

**CLASS 5 – OPEN PONY 121CM – n.e. 149cm**

No	Driver	Club	Dressage	Cones	Marathon
10	Keri Izzard	S H	11.55am	12.20pm	10.00am

**CLASS 6 – OPEN HORSE – over 149cm**

No	Driver	Club	Dressage	Cones	Marathon
15	Judy Harris	Canberra	12.10pm	12.40pm	10.40am

**CLASS 7 – PONY PAIRS – 91cm n.e. 149cm**

No	Driver	Club	Dressage	Cones	Marathon
12	Dot Willcoxson	Bungendore	12.25pm	12.55pm	10.15am
11	Garry Harris	Canberra	12.40pm	1.10pm	10.10am
16	Mima Ware (HC)	S H	12.55pm	1.25pm	10.45am

Welcome to our Anzac CDE. If you have any queries, please ask at the 'Office'.

We are most grateful to our sponsor, The Barn Saddlery at Albion Park (details in your Competitor's Kit) and to Bundanoon Pony Club and Ron & Ilma Cunnew for their hospitality. Toilets are just across the road from the pony club entrance.

**SOUTHERN HIGHLANDS CARRIAGE CLUB INC**  
**LEVEL 3, ANZAC CDE – 29<sup>TH</sup> & 30<sup>TH</sup> APRIL 2006**

FIRST DAY	SECOND DAY	THIRD DAY
-----------	------------	-----------

**CLASS 2 – NOVICE PONY 121CM n.e. 149CM**

No	Driver	Club	Dressage	Marathon	Cones (Approx.)
1	Bill Gray	S H	9.30am	8.30am	
2.	Terry Kelly	Bungendore	9.42am	8.35am	
3.	Yvonne Wood	S H	9.54am	8.40am	
7.	Lynette Anstee	S H	10.06am	8.45am	
4.	Kirstie Little	S H	10.18am	8.50am	
5.	Merv Wood	S H	10.30am	8.55am	
6.	Joyce Beardsell	Hills	10.42am	9.00am	

**CLASS 3 – NOVICE HORSE - OVER 149CM**

No	Driver	Club	Dressage	Marathon	Cones
13	Martyn Minns	Camden	10.54am	9.15am	
14	Tony James	S H	11.06am	9.20am	
<b>Morning Tea break</b>			11.18am		

**CLASS 13 – BEGINNERS (Level 4 Class)**

No	Driver	Club	Dressage	Marathon	Cones
8	Gill Tucker	S H	11.35am	9.50am	
9	Gail Lodge	Bungendore	11.45am	9.55am	

**CLASS 5 – OPEN PONY 121CM – n.e. 149cm**

No	Driver	Club	Dressage	Marathon	Cones
10	Keri Izzard	S H	11.55am	9.25am	

**CLASS 6 – OPEN HORSE – over 149cm**

No	Driver	Club	Dressage	Marathon	Cones
15	Judy Harris	Canberra	12.10pm	9.30am	

**CLASS 7 – PONY PAIRS – 91cm n.e. 149cm**

No	Driver	Club	Dressage	Marathon	Cones
12	Dot Willcoxson	Bungendore	12.25pm	9.40am	
11	Garry Harris	Canberra	12.40pm	9.35am	
16	Mima Ware (HC)	S H	12.55pm	9.45am	

Welcome to our Anzac CDE. If you have any queries, please ask at the 'Office'.  
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 Toilets are just across the road from the pony club entrance.

**ACDS NOVICE TEST AA**

**Competitor No.** \_\_\_\_\_

(a short test for Novice classes)

No.		Movements	Points	Comments		
1.	A X	Enter at working trot. Halt - salute.				
2.	XCHE	Working trot, track to left.				
3.	E	Working trot, continue on circle left 40m.				
4.	EKAFX	Continue at working trot.				
5.	XHC	Walk.				
6.	CMB	Working trot.				
7.	B	Working trot. continue on circle right 40m				
8.	BFADX	Continue at working trot.				
9.	X	Halt 5 secs, rein-back 3 steps.				
10.	XG G	Walk. Halt - salute.				
Leave arena at working trot						
11.		<b>Paces</b> - Regularity & freedom (if equipe, maintenance of pace by all horses)				
12.		<b>Impulsion</b> - Moving forward with elasticity of steps, relaxation of back & engagement (if equipe, all horses working)				
13.		<b>Obedience &amp; Lightness</b> - Response to aids, willing & without resistance, correctness of bend, suppleness				
14.		<b>Driver</b> - Use of aids, handling of reins & whip, position on box, accuracy of figures				
15.		<b>Presentation</b> - Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle				
POSITIVE MOVEMENT POINTS			/150	(for organisers only - time: 6-7mins)	Hat	Yes / No
NEGATIVE MOVEMENT POINTS					Gloves	Yes / No
Errors of Course (explain)					Apron	Yes / No
Other Penalties (explain)					Whip	Yes / No
TOTAL POSITIVE POINTS					Reflector	Yes / No

Position judged from (letter): \_\_\_\_\_

Date: \_\_\_\_\_

Judges Signature: \_\_\_\_\_ 14 printed surname: \_\_\_\_\_



No.		Movements	Points	Comments		
1.	A X XCH	Enter at working trot. Halt - salute. Working trot.				
2.	HXF	Lengthened trot.				
3.	FAK	Working trot,				
4.	K KE	Circle right 20m diameter. Working trot.				
5.	EX XB	Half circle right 20m diameter. Half circle left 20m diameter.				
6.	BM M	Working trot. Circle left 20m diameter.				
7.	MCH	Working trot.				
8.	HSPF*	Walk.				
9.	FADX	Working trot.				
10.	X	Halt - immobility 10 secs. Rein-back 4 steps.				
11.	XG G	Walk. Halt - salute.				
Leave arena at working trot						
12.		Paces - Regularity & freedom (if equipe, maintenance of pace by all horses)				
13.		Impulsion - Moving forward with elasticity of steps, relaxation of back & engagement (if equipe, all horses working)				
14.		Obedience & Lightness - Response to aids, willing & without resistance, correctness of bend, suppleness				
15.		Driver - Use of aids, handling of reins & whip, position on box, accuracy of figures				
16.		Presentation - Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle				
POSITIVE MOVEMENT POINTS			/150 or 160	(arena size - 40m x 100m)	Hat	Yes / No
NEGATIVE MOVEMENT POINTS					Gloves	Yes / No
Errors of Course (explain)					Apron	Yes / No
Other Penalties (explain)					Whip	Yes / No
TOTAL POSITIVE POINTS					Reflector	Yes / No

\* if arena is 40m x 80m, movement 8 is HXF

Position judged from (letter): \_\_\_\_\_

Date: \_\_\_\_\_

Judges Signature: \_\_\_\_\_ printed surname: \_\_\_\_\_

No.		Movements	Points	Comments		
1.	A X	Enter at working trot. Halt - salute.				
2.	XCMB	Working trot.				
3.	B BF	Circle right 20m. Continue at working trot.				
4.	FAK KXM	Working trot. Lengthened trot.				
5.	MCHE	Working trot.				
6.	E EK	Circle left 20m. Continue at working trot.				
7.	KAF FXH	Working trot. Lengthened trot.				
8.	HCM MXKAD	Working trot. Walk.				
9.	DX X	Working trot. Halt - 5 secs rein-back 3 steps.				
10.	XC CHBKAD  (CHREPKA)	Working trot. Serpentine of 3 loops - 26m each, first loop 3m beyond H and third loop 3m before K (5 loops of 20m in 100 x 40 arena)				
11.	DXG G	Working trot. Halt - salute.				
Leave arena at working trot						
12.		Paces - Regularity & freedom (if equipe, maintenance of pace by all horses)				
13.		Impulsion - Moving forward with elasticity of steps, relaxation of back & engagement (if equipe, all horses working)				
14.		Obedience & Lightness - Response to aids, willing & without resistance, correctness of bend, suppleness				
15.		Driver - Use of aids, handling of reins & whip, position on box, accuracy of figures				
16.		Presentation - Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle				
POSITIVE MOVEMENT POINTS			/150 or 160	(for organisers only - time: 7-8 mins)	Hat	Yes / No
NEGATIVE MOVEMENT POINTS					Gloves	Yes / No
Errors of Course (explain)					Apron	Yes / No
Other Penalties (explain)					Whip	Yes / No
TOTAL POSITIVE POINTS					Reflector	Yes / No

Position judged from (letter): \_\_\_\_\_

Date: \_\_\_\_\_

Judges Signature: \_\_\_\_\_ printed surname: \_\_\_\_\_

**ACDS - NOVICE TEST No.1 (2002)**

**Competitor No.** \_\_\_\_\_

Arena: 80m x 40m

Average driving time: 8 mins

		<b>Test</b>	<b>Directive Ideas</b>	<b>Max pts</b>	<b>Points</b>	<b>Remarks</b>												
1	A X	Enter working trot Halt - salute	Straightness on centre line, quality of halt and transition	10														
2	X C	Proceed working trot Track right	Transitions Quality of trot and turns	10														
3	B	Circle right 30m	Quality of trot and circle. Balance, rhythm and Suppleness	10														
4	B	½ circle right 20m return to track at M	Quality of trot and figure. Balance, rhythm and suppleness	10														
5	M E	Working trot	Quality of trot. Balance and rhythm.	10														
6	E	Circle left 30m	Quality of trot and circle	10														
7	E	½ circle 20m return to track at H	Quality of trot. Accuracy of figure. Balance rhythm and suppleness	10														
8	C M E E	Walk Free walk, long rein Walk	Balance in transitions. Lengthening of frame and stride	10 x 2														
9	Between E & K K A	Develop working trot Working trot	Rhythm, balance and transitions	10														
10	A C	Serpentine 3 loops	Quality of trot and figure. Consistent rhythm and suppleness	10														
11	H X F F	Show lengthened strides at trot Working trot	Quality of trot, rhythm and straightness. Lengthening of frame and stride	10 x 2														
12	A X	Down centreline Halt 3-5 secs	Obedience, balance, straightness, transitions	10														
13	X	Rein-back 3-5 steps	Willingness and acceptance of aids. Straightness	10														
14	X G G	Walk Halt - salute	Quality of walk and straightness. Quality of halt	10														
Leave Arena at Working Trot at A				<u>Instructions</u> Horses to show increased suppleness, responsiveness, activity of hindquarters and accuracy														
Gaits	Freedom and regularity. If team or pair, maintenance of even pace and equality of work			10														
Impulsion	Desire to move forward. Elasticity of steps. Relaxation through back and engagement of hindquarters			10														
Submission	Acceptance of bit. Correctness of lateral bend, attention and confidence. Calmness, lightness and ease of movements			10														
Driver	Use of aids, handling of reins, whip and voice. Drivers position			10														
Presentation	Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle.			10														
Errors of course Groom dismount First incident Second incident Third incident Fourth incident	Max Points			210														
	Errors																	
	TOTAL POINTS																	
	Judge's Signature																	
	5 points 10 points 15 points Elimination		.....															
						<table border="1"> <tr> <td>Hat</td> <td>Yes/No</td> </tr> <tr> <td>Jacket</td> <td>Yes/No</td> </tr> <tr> <td>Gloves</td> <td>Yes/No</td> </tr> <tr> <td>Apron</td> <td>Yes/No</td> </tr> <tr> <td>Whip</td> <td>Yes/No</td> </tr> <tr> <td>Reflectors</td> <td>Yes/No</td> </tr> </table>	Hat	Yes/No	Jacket	Yes/No	Gloves	Yes/No	Apron	Yes/No	Whip	Yes/No	Reflectors	Yes/No
Hat	Yes/No																	
Jacket	Yes/No																	
Gloves	Yes/No																	
Apron	Yes/No																	
Whip	Yes/No																	
Reflectors	Yes/No																	

**ACDS NOVICE TEST No. 2 (2005)**

**Competitor No .....**

Arena: 80m x 40m

Instructions:  
Horses to show increased suppleness, responsiveness  
Activity of hindquarters and accuracy

		TEST	DIRECTIVE IDEAS	Max Pts	Points	REMARKS
1	A X	Enter working Trot Halt – Salute	Straightness on Centre Line Quality of Transition & Halt	10		
2	XCMB	Proceed Working Trot	Transition Quality of Trot & Turns	10		
3	BX XE EKA	½ Circle Right ½ Circle Left Working Trot	Balance; Suppleness & Rhythm	10		
4	A	Circle Left 30m Working Trot	Quality of Trot & Figure Correctness of Bend	10		
5	AF FXH HC	Working Trot Trot showing Lengthened Stride Working Trot	Quality of Trot & Rhythm Lengthening of Stride & Frame. Straightness	10		
6	C	Circle Right 30m	Accuracy of Circle & Bend Rhythm & Balance of Trot	10		
7	CM MXK KA	Working Trot Trot showing Lengthened Stride Working Trot	Quality of Transition & Trot Lengthening of Stride & Frame Straightness Balance through Corners	10		
8	AF FE EH HC	Walk Free Walk long rein Walk Working Trot	Balance in Transitions Lengthening of Stride & Frame Quality of Walk	10		
9	CA	Serpentine Working Trot 3 equal Loops	Balance in Turns Quality of Trot Accuracy of Figure	10		
10	ADX	Working Trot Halt 5 Sec. Rein Back 3-4 steps	Balance in Turn Straightness Transitions Obedience & Acceptance of Aids	10		
11	XG G	Working Trot Halt & Salute	Quality of Trot, Straightness, Transition Immobility	10		

Leave Arena at Working Trot at A

12 PACES	Freedom, Regularity. If Team or Pair, Maintenance of Even Pace & Equality of Work	10														
13 IMPULSION	Desire to move forward Elasticity of Steps Relaxation through Back & Engagement of Hindquarters	10														
14 SUBMISSION	Acceptance of Bit Correctness of Lateral Bend, Attention & Confidence. Calmness, Lightness & ease of Movements	10														
15 DRIVER	Use of Aids, Handling of Reins, Whip & Voice. Drivers Position	10														
16 PRESENT'N	<p align="center">MAX. POINTS</p> <p align="center">ERRORS</p> <p>5 Points 10 Points Elimination</p> <p align="center">TOTAL POINTS</p>	10  160		<table border="1"> <tr><td>Hat</td><td>Yes/No</td></tr> <tr><td>Jacket</td><td>Yes/No</td></tr> <tr><td>Gloves</td><td>Yes/No</td></tr> <tr><td>Apron</td><td>Yes/No</td></tr> <tr><td>Whip</td><td>Yes/No</td></tr> <tr><td>Reflectors</td><td>Yes/No</td></tr> </table> <p align="center">JUDGES SIGNATURE</p> <p align="center">.....</p>	Hat	Yes/No	Jacket	Yes/No	Gloves	Yes/No	Apron	Yes/No	Whip	Yes/No	Reflectors	Yes/No
Hat	Yes/No															
Jacket	Yes/No															
Gloves	Yes/No															
Apron	Yes/No															
Whip	Yes/No															
Reflectors	Yes/No															

# ACDS - INTERMEDIATE TEST No.1

Competitor No. \_\_\_\_\_

Arena: 100x40m

		Movement	Judging Directives	Points	Remarks
1	A X	Enter working trot Halt - salute	Straightness on centreline, quality of halt		
2	X C B	Working trot Track right Turn right	Transitions Quality of trot and turns		
3	X	Circle left 20m	Quality of trot and circle. Balance and rhythm		
4	X	Circle right 20m	Quality of trot and circle, balance and rhythm		
5	E EKAF	Turn left Working trot	Quality of trot and turns. Balance and rhythm		
6	F X H H C	Show lengthened strides at trot Working trot	Lengthening of stride and frame, rhythm, balance in transitions		
7	Between C & M M to X XB BMC	Develop collected trot  Collected trot ½ circle left 20m Working trot	Transitions. Quality of trot. Accuracy of figures. Balance rhythm and suppleness		
8	Between C & H H to X X E E H C	Develop collected trot  Collected trot ½ circle right 20m Working trot	Transitions. Quality of trot. Accuracy of figures. Balance rhythm and suppleness		
9	CM MXK KA	Working trot Show lengthened strides at trot Working trot	Lengthening of stride and frame. Rhythm, balance and transitions		
10	A F FXM  MC	Walk Free walk on long rein Walk on bit each side of X Walk	Quality of walks. Lengthening of frame and stride. Transitions		
11	C on ¼ line AFX X	Working trot Turn left Working trot Halt 5 secs	Quality of trot. Straightness on ¼ line. Quality of transitions and halt		
12	X XHC	Rein-back 5-6 steps Working trot	Obedience, balance, straightness, transitions		
13	CMSBVFA	Serpentine 5 loops	Quality of trot and loops. Balance, rhythm and suppleness		
14	A D G G	Turn onto centreline Lengthened trot Halt - salute	Straightness, lengthening of stride, rhythm and balance. Quality of halt		
Leave arena at A at working trot					
15	Paces	Freedom and regularity. If multiple, maintenance of even pace and equality of work			
16	Impulsion	Desire to move forward. Elasticity of steps. Relaxation through back and engagement of hindquarters			
17	Obedience & Lightness	Acceptance of bit. Correctness of lateral bend, attention and confidence. Calmness, lightness and ease of movements			
18	Driver	Use of aids, handling of reins, whip and voice. Drivers position			
19	Presentation (hat, gloves, whip, apron, reflectors)	Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle			

MAXIMUM POINTS 190	SUBTOTAL			<b>Presentation</b> Apron, Gloves, Hat, Whip. Reflectors  Penalties.....
	Less Penalties			
	TOTAL			

**Errors of course and dismounting of grooms**  
 First incident      5 penalties  
 Second incident    10 penalties  
 Third incident      Elimination

Signature of Judge..... Position..... Date.....

## ACDS - INTERMEDIATE TEST No.2

Competitor No: \_\_\_\_\_

Arena: 100x40m

		Movement	Judging Directives	Points	Remarks
1	A X	Enter working trot Halt - salute	Straightness on centre line, quality of halt and transition		
2	X C	Working trot Track left	Transitions Quality of trot and turns		
3	S V VKAF	Deviation 10m Working trot	Quality of trot, suppleness and rhythm		
4	F X H H	Lengthen strides Working trot	Lengthening of frame and strides, rhythm		
5	Between H & C C CMR	Develop collected trot Circle 20m right Working trot	Quality of trot and figure. Balance and rhythm.		
6	R P PFAK	Deviation 10m Working trot	Quality of trot, rhythm, balance and suppleness		
7	K X M M	Lengthen strides Working trot	Transitions. Quality of trot. Lengthening of stride and frame. Balance and rhythm		
8	Between M & C C C H	Develop collected trot Circle 20m left Collected trot	Transitions. Quality of trot. Accuracy of figures. Balance rhythm and suppleness		
9	H SXP PFA	Walk Free walk long rein Walk	Lengthening of stride and frame. Rhythm, balance and transitions		
10	A KPERH	Working trot Serpentine 5 loops	Quality of trot and figure. Consistent rhythm and suppleness		
11	CMB B X X E	Working trot ½ circle right 20m ½ circle left 20m	Quality of trot and figures. Consistent rhythm and suppleness		
12	EKA A X X	Working trot Down centre line Halt 5 seconds	Obedience, balance, straightness, transitions		
13	X	Rein back 5-6 steps	Obedience, balance and straightness		
14	X G G	Working trot Halt - salute	Straightness and transitions. Quality of halt		

Leave arena at working trot at A

15 Paces	Freedom and regularity. If team or pair, maintenance of even pace and equality of work		
16 Impulsion	Desire to move forward. Elasticity of steps. Relaxation through back and engagement of hindquarters		
17 Obedience & Lightness	Acceptance of bit. Correctness of lateral bend, attention and confidence. Calmness, lightness and ease of movements		
18 Driver	Use of aids, handling of reins, whip and voice. Driver's position		
19 Presentation Hat, gloves, whip, apron, reflectors	Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle		

MAXIMUM POINTS 190

SUBTOTAL

Less Penalties

TOTAL

**Presentation**

Apron,  
Gloves,  
Hat,  
Whip.  
Reflectors

Penalties.....

**Errors of course and dismounting of grooms**

First incident    5 penalties  
Second incident   10 penalties  
Third incident    Elimination

Signature of Judge.....

Position.....

Date.....

# ACDS INTERMEDIATE TEST No. 3 (2005)

Gaits & Movements

Some Collected Trot, 10m Deviation  
 5 Loop Serpentine, 20m Circle  
 Rein Back 5-6 Steps, Halt 5 seconds

**Competitor No .....**

Instructions

Horses must show increased Suppleness,  
 Responsiveness, Activity of Hindquarters and Accuracy.  
 Arena 100m X 40m

		TEST	DIRECTIVE IDEAS	Max Pt's	Pt's	REMARKS
1	A X C	Enter working Trot Halt – Salute Proceed Working Trot Track Left	Straightness, Impulsion & regularity of trot. Transitions Quality of Halt	10		
2	CH HE	Working Trot Deviation 10m	Regularity & Rhythm Balance through Bends Accuracy	10		
3	EV VL LH	Working Trot ½ Circle Left develop collection Continue collection	Balance through ½ circle Impulsion & Engagement Balance and Rhythm	10		
4	HCM MB	Working Trot Deviation 10m	Regularity Flexion & Bend on Turns	10		
5	BP PL LM	Working Trot ½ circle Right develop collection Continue collection	Balance & Bend on ½ circle Regularity & Rhythm Engagement	10		
6	MC CA	Working Trot Serpentine 5 loops	Quality of Trot, Regularity Balance & Bend. Accuracy of figure	10		
7	AFP PBX	Working Trot Walk on bit	Balance through Transitions & Turns. Activity	10		
8	X X	Halt 6-7 sec's Rein back 5- 6 steps	Transitions Immobility Straightness Regularity in Rein Back	10		
9	XES SHCM	Proceed at Walk on bit Working Trot	Transitions Bend & Flexion on Turns	10		
10	M	Circle Right 20m Show some collection	Transition, Balance, Engagement Bend & Flexion	10		
11	MRXVK	Trot showing lengthened strides	Regularity & Impulsion. Quality of Lengthening Balance through Turns	10		
12	KA Bet. A&F CH	Working Trot Turn up ¼ line Working Trot	Regularity & Rhythm Straightness Balance through Turns	10		
13	H	Circle left 20m Show some collection	Transition, Balance, Bend, Engagement & Impulsion	10		
14	HSPF	Trot showing lengthened Strides	Balance on Turns, Transitions, Quality of Lengthening & Straightness on diagonal Balance through Turn, Straightness Regularity & Rhythm	10		
15	ADXG G	Working Trot  Halt & Salute	  Accuracy & Immobility			

LEAVE ARENA AT WORKING TROT AT A

PACES	Freedom, Regularity. If Team or Pair, Maintenance of Even Pace & Equality of Work	10		
IMPULSION	Desire to move forward Elasticity of Steps Relaxation through Back & Engagement of Hindquarters	10		
SUBMISSION	Acceptance of Bit Correctness of Lateral Bend, Attention & Confidence. Calmness, Lightness & ease of Movements	10		
DRIVER	Use of Aids, Handling of Reins, Whip & Voice. Drivers Position	10		
Errors of Course/ Groom Dismounting First Incident Second Incident Third Incident	MAX. POINTS	190		JUDGES SIGNATURE  _____ .....
	LESS ERRORS			
	TOTAL POINTS			

Presentation  
 Apron,  
 Gloves,  
 Hat,  
 Whip.  
 Reflectors  
 Penalties.....

# ACDS OPEN TEST No 1 (2009)

(Arena 100m x 40m)

Competitor No.....

	MOVEMENT	TO BE JUDGED	MARK	COMMENT
1	A X XC	Enter at Working Trot Halt, Salute Collected Trot		
2	CMBX	Working Trot		
3	X X I X X L X	Collected Trot Circle right 20 m Circle left 20 m		
4	XECAF	Working Trot		
5	FB BM	Collected Trot, deviation 10 m Collected Trot, deviation 10 m		
6	MCH	Working Trot		
7	HSXPF FAK	Extended Trot Working Trot		
8	KE EH	Collected Trot, deviation 10 m Collected Trot, deviation 10 m		
9	HCM MRXVK KA	Working Trot Extended Trot Working Trot		
10	AFPX	Walk		
11	X	Halt 10 seconds driver on centre line (X)		
12	X	Rein Back 3 metres		
13	XSH  HCMRB	Walk  Working Trot		
14	BXM M	Half circle right, reins in one hand Return to track at M, reins at will		
15	MCHSE	Working Trot		
16	EX XH	Half circle left, reins in one hand. Return to track at H. Reins at will.		
17	HC CMSBVFA	Working Trot 5 loop serpentine, 20m loops		
18	ADL L	Working Trot Collected Trot, circle right 15m		
19	LI I	Extended Trot Collected Trot, circle left 15m		
20	IG G	Collected Trot Halt, salute		

**Leave arena at working trot**

21	<b>Paces</b>	Regularity, freedom (if team maintenance of pace by all horses)		
22	<b>Impulsion</b>	Moving forward, engagement of hindquarters (if team all horses working)		
23	<b>Obedience, Lightness</b>	Response to the aids, willing and without resistance. Correctness of bend.		
24	<b>Driver</b>	Use of aids, handling of reins and whip, position on the box, Accuracy of figures		
25	<b>Presentation</b> Apron, Gloves, Hat, Whip, Reflectors	Appearance of driver and groom, suitability and general appearance of turnout, cleanliness, fitness and matching & condition of horse, harness and vehicle.		

MAXIMUM POINTS 250 (coefficient = 0.64)

SUBTOTAL

**Errors of course and dismounting of grooms**

Less Penalties

First incident 5 penalties  
Second incident 10 penalties  
Third incident Elimination

TOTAL

Signature of Judge.....

Position.....

Date.....



No.	Movements	Judging Directives	Points	Comments
1. A X	Enter at collected trot. Halt - salute.	Driving in on straight line, standing on the bit, transition to halt to working trot		
2. XGMB BX XM	Working trot. Half circle right 20m. Return to track at M.	Impulsion, regularity & accuracy of figures		
3. MCHE EX XH HCM	Working trot. Half circle left 20m. Return to track at H. Working trot.	Impulsion, regularity & accuracy of figures, transition to collected trot.		
4. MXK K	Lengthened trot Working trot	Regularity, of lengthening, transition to working trot		
5. KAF	Circle at A, 30m diameter to left, reins in one hand at WT. On completion of circle, reins at discretion.	Accuracy of figure, Regularity of working trot, transition to lengthened trot.		
6. FXH H	Lengthened trot Working trot	Regularity of lengthening, Transition to WT		
7. HCM  M	Circle at C, 30m diameter, to the right, reins in one hand WT On completion of circle, reins at discretion.	Accuracy of figure, Regularity of working trot		
8. MSBV- FDX X	Serpentine of 5 loops, 20m diameter each turn Walk	Accuracy of figure, regularity, transition to walk		
9. XG G	Walk Halt - 10secs immobility, rein-back 3m. Walk	Straightness, impulsion, regularity, transition to halt, immobility, straightness, transition to rein-back and walk		
10. GMXK K	Walk Working trot.	Impulsion, regularity, transition to WT		
11. KDKD DFD  DG G	Circle to left at D followed immediately by circle to right, 20m diameter. Lengthened trot. Halt - salute.	Accuracy of figure, regularity & transition to lengthening. Straightness, transition to halt, standing on the bit		
Leave arena at working trot				
12.	Paces	Regularity & freedom (if equipe, maintenance of pace by all horses)		
13.	Impulsion	Moving forward with elasticity of steps, relaxation of back & engagement (if equipe, all horses working)		
14.	Obedience & Lightness	Response to aids, willing & without resistance, correctness of bend, suppleness		
15.	Driver	Use of aids, handling of reins & whip, position on box, accuracy of figures		
16.	Presentation Hat, Gloves, Apron, Whip, Reflectors	Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle		
POSITIVE MOVEMENT POINTS			/150 or 160  <b>Course Errors or Disobedience</b> 1 <sup>st</sup> Incident 5 Penalties 2 <sup>nd</sup> Incident 10 penalties 3 <sup>rd</sup> Incident Elimination	
Errors of Course (explain)				
Other Penalties (explain)				
TOTAL POSITIVE POINTS				

Hat	Yes/No
Jacket	Yes/No
Gloves	Yes/No
Apron	Yes/No
Whip	Yes/No
Reflectors	Yes/No

Judge's Signature..... Position..... Date.....

FORM 3 J

(for organisers only - time: 8mins)

No.	Movements	Judging Directives	Points	Comments
1. A X  XCM	Enter at collected trot Halt - salute. Proceed at working trot. Track to the right.	Driving on a straight line, standing on the bit, transitions to working trot		
2. M MB PL	Collected trot. 10m deviation from side Half circle to the right 20m diameter	Impulsion, regularity, and accuracy of figures		
3. LI I	Extended trot. Collected trot.	Transition to extended trot transition to collected trot		
4. IS  EK A	Half circle to the left 20m diameter 10m deviation from side. Turn on centre line.	Impulsion, regularity, accuracy of figures,		
5. DX X	Walk. Halt. Immobile 10secs,	Transition to walk, straightness, impulsion, regularity, transition to halt, immobility		
6. X	Rein back 3 metres	Transition to rein back		
7. XG	Proceed at walk.	Transition to walk.		
8. GCM MRXVK KAF	Collected trot. Extended trot. Working trot	Transition to collected trot, transition to extended trot, accuracy, regularity and transition to working trot		
9. FX X  MCH	Collected trot. Reins in one hand and circle right 20m diameter. Working trot & reins at will.	Transition to collected trot, accuracy of figures, regularity		
10. HSXPF FAK	Extended trot. Working trot.	Transition to extended trot, regularity, accuracy and transition to working trot		
11. KX X  HC	Collected trot. Reins in one hand and circle left 20m diameter. Working trot & reins at will.	Accuracy of figures and regularity		
12. CMSB- VFA A	Serpentine of 5 loops, 20m each turn. Turn on centre line.	Accuracy of figures and regularity		
13. DL L	Collected trot. Circle right 15m diameter.	Accuracy of figures, regularity,		
14. LI	Extended trot.	Transition to extended trot, straightness,		
15. I  G	Collected trot and circle left 15m diameter. Halt - salute	Transition to collected trot, transition to halt and standing straight on bit		
Leave arena at working trot				
16.	Paces	Regularity & freedom (if equipe, maintenance of pace by all horses)		
17.	Impulsion	Moving forward with elasticity of steps, relaxation of back & engagement (if equipe, all horses working)		
18.	Obedience & Lightness	Response to aids, willing & without resistance, correctness of bend, suppleness		
19.	Driver	Use of aids, handling of reins & whip, position on box, accuracy of figures		
20.	Presentation Hat, Gloves, Whip, Apron, Reflectors	Appearance of driver & grooms, cleanliness, fitness, matching & condition of horses, harness & vehicle		
POSITIVE MOVEMENT POINTS				/200 (co-eff 0.8)
Errors of Course (explain)				
Other Penalties (explain)				
TOTAL POSITIVE POINTS				

# FEI TEST NO 6A

Competitor's No.....

		MOVEMENT	TO BE JUDGED	MARK	COMMENT
1	A X	Enter at working trot Halt. Salute	Straight on centre line Transition to halt, immobility		
2	XCH	Working trot	Transition to WT, regularity, bending		
3	HX X	Collected trot Reins in one hand, circle right 20 m diameter	Transition to collected trot, Accuracy, bending, impulsion		
4	XK KAF	Collected trot Reins at will, working trot	Accuracy, impulsion Transition to working trot, bending		
5	FPXSH HCM	Extended trot Working trot	Transition to ET, impulsion Regularity, transition to WT, bending		
6	MX X	Collected trot Reins in one hand, circle left 20 m	Transition to CT Accuracy, bending, impulsion		
7	XF FAK	Collected trot Reins at will, working trot	Accuracy, bending, impulsion Transition to working trot		
8	KVXRM MCHS	Extended trot Working trot	Transition to ET, accuracy, bending, impulsion. Trans to WT		
9	SEXBP	Walk	Transition to walk Regularity, bending		
10	PFAD DX	Collected trot Extended trot	Transition to CT, impulsion, bending. Trans to ET, regularity		
11	X	Collected trot Circle right 15 m diameter	Transition to CT, regularity, bending, impulsion		
12	X	Circle left 15 m diameter	Accuracy, bending, impulsion		
13	XG GCH	Extended trot Working trot	Transition to ET, straightness on centre line. Impulsion, transition to WT, bending		
14	HE EV	10 m deviation from the side Working trot	Bending, accuracy, impulsion, regularity		
15	VL LX	Collected trot, half circle left 20 m diameter Collected trot	Transition to CT, impulsion, bending, straightness		
16	X	Halt 10 seconds	Transition to halt Immobility		
17	X	Rein back 3 metres	Trans to RB, straightness, quality of steps, obedience. Trans to CT		
18	XI IR	Collected trot Half circle right 20 m diameter	Impulsion, regularity, bending Straightness, accuracy		
19	RB BF FAD	Working trot 10 m deviation from the side Working trot	Bending, accuracy, impulsion, regularity		
20	DXG G	Extended trot Halt, salute	Transition to ET, straightness Regularity, transition to halt Immobility		

<b>Leave arena at working trot</b>					
21	<b>Paces</b>	Regularity, freedom (if team maintenance of pace by all horses)			
22	<b>Impulsion</b>	Moving forward, engagement of hindquarters (if team all horses working)			
23	<b>Obedience, Lightness</b>	Response to the aids, willing and without resistance. Correctness of bend.			
24	<b>Driver</b>	Use of aids, handling of reins and whip, position on the box, Accuracy of figures			
25	<b>Presentation</b> Apron, Gloves, Hat, Whip, Reflectors	Appearance of driver and groom, suitability and general appearance of turnout, cleanliness, fitness and matching & condition of horse, harness and vehicle.			

MAXIMUM POINTS 250 (coefficient =0.64)

SUBTOTAL

Less Penalties

**TOTAL**

**Errors of Course or Disobedience**

First incident     5 penalties  
 Second incident   10 penalties  
 Third incident     Elimination

Hat	Yes/No
Jacket	Yes/No
Gloves	Yes/No
Apron	Yes/No
Whip	Yes/No
Reflectors	Yes/No

Signature of Judge.....

Position..... Date.....

**FORM 3 L**

# FEI TEST NO. 7A

Competitor No.....

	MOVEMENT	TO BE JUDGED	MARK	COMMENT
1	A – X X	Enter at working trot Halt and salute		
2	XCM	Working trot		
3	MRXVK KAF	Extended trot Working trot		
4	F FBM M	Collected trot, reins in one hand 10 m double deviation from side Reins at will		
5	MC C CH	Collected Trot Halt, immobility 10 secs, Collected trot		
6	HSXPF FAK	Extended trot Working trot		
7	K KEH H	Collected trot, reins in one hand 10 m double deviation from sides Reins at will		
8	HCMB	Working trot		
9	BX X XE	Collected trot 15 m circle right followed by circle left Collected trot		
10	EKAP	Working trot		
11	PBX	Walk		
12	X	Halt, Rein back 3 m		
13	XES	Walk		
14	SHC CMSBVFA	Working trot serpentine 5 loops, 20 m diameter at each turn (small arena three loops of 26 m)		
15	A DXG G	Turn on centre line Extended trot Halt Salute		
16	<b>Paces</b>	Regularity, freedom. If multiple all horses working together.		
17	<b>Impulsion</b>	Moving forward, engagement of hindquarters		
18	<b>Obedience, Lightness</b>	Response to the aids, willing and without resistance. Correctness of bend.		
19	<b>Driver</b>	Use of aids, handling of reins and whip, position on the box. Accuracy of figures.		
20	<b>Presentation</b> Apron, Gloves, Hat, Whip, Reflectors	Appearance of driver and groom, suitability and general appearance of turnout, cleanliness, fitness and condition of horse, harness and vehicle.		

MAXIMUM POINTS 200 (coefficient .8 )

SUBTOTAL


Less penalties

**Errors of Course or Disobedience**

- 1<sup>st</sup> incident 5 penalties
- 2<sup>nd</sup> incident 10 penalties
- 3<sup>rd</sup> incident Elimination

TOTAL

--	--

Hat	Yes/No
Jacket	Yes/No
Gloves	Yes/No
Apron	Yes/No
Whip	Yes/No
Reflectors	Yes/No

Signature of Judge.....

Position.....

Date.....

**FORM 3 M**

The scale of Marks is as follows:  
 10 Excellent      4 Insufficient  
 9 Very good      3 Fairly bad  
 8 Good            2 Bad  
 7 Fairly good    1 Very bad  
 6 Satisfactory   0 Not performed  
 5 Sufficient

## FEI DRIVEN DRESSAGE TEST

# No. 8a

(Four in Hand)

Competitor Number \_\_\_\_\_

Errors of course and dismounting of grooms are penalised as follows  
 1st incident - 5 penalty points  
 2nd incident - 10 penalty points  
 3rd incident - Elimination

MOVEMENT			TO BE JUDGED	MARK	REMARKS
1.	AX	Enter at Working Trot. Halt, Salute.	Drive on a straight line, accuracy. Transition to Halt, Salute. Immobile at Halt.		
2.	XCH	Collected Trot.	Transition to Collected Trot, bending.		
3.	HX	Extended Trot.	Quality of extension, bending, impulsion, transition to Collected Trot.		
4.	X	Reins in one hand, Collected Trot. Circle right 20m.	Accuracy, bending. Transition to Extended Trot.		
5.	XK KAF	Extended Trot. Reins at will, Collected Trot.	Quality of extension, bending, regularity. Transition and quality of Collected Trot.		
6.	FB	Collected Trot, leaders Shoulder In.	Quality of collection, balance, tracking, suppleness. Transition to Extended Trot.		
7.	BH HCM	Extended Trot. Working Trot.	Quality of Extended and Working Trots. Bending, regularity. Transition to Extended Trot.		
8.	MX	Extended Trot.	Quality of extension, bending, impulsion, Transition to Collected Trot.		
9.	X	Reins in one hand, Collected Trot, Circle left 20m.	Accuracy, bending. Transition to Extended Trot.		
10.	XF FAK	Extended Trot. Reins at will, Collected Trot.	Quality of Extension, bending, regularity, Transition & quality of Collected Trot.		
11.	KE	Collected Trot, leaders Shoulder In.	Quality of collection, balance, tracking suppleness. Transition to Extended Trot.		
12.	EM MC	Extended Trot. Working Trot.	Quality of Extended and Working Trots. Bending, regularity. Transition to Working Trot.		
13.	C	Working Trot, 33m loop to the left. Halt, perpendicular to the centre line with the driver on the centre line. Immobile for 8 seconds.	Accuracy of figure, bending, quality of transitions. Immobility, quality of Working Trot, regularity.		
14.		Working Trot, 33m loop to the right Halt, perpendicular to the centre line with the driver on the centre line.	Accuracy of figure, bending, quality of transitions. Quality of Working Trot, regularity.		
15.		Rein Back 3 metres.	Transition to Rein Back. Quality of Rein Back, straightness. Transition to Working Trot.		
16.	AF F	Working Trot 33m loop to the left. Working Trot. Walk.	Quality of trot, bending. Regularity. Transition to Walk.		
17.	FPXS	Walk.	Quality of Walk, transition to Collected Trot.		
18.	SHC C CMR	Collected Trot. Reins in one hand, circle right 15 m. Collected Trot, reins at will.	Quality of collection, accuracy of figure, bending, accuracy. Transition to Extended Trot.		
19.	RXVK KAD	Extended Trot. Collected Trot.	Quality of Extension and Collection. Transitions.		
20.	DXG G	Extended Trot. Halt, Salute. Leave the arena at Working Trot.	Quality of extension. Straightness on the centre line, regularity. Transition to Halt. Immobility at Halt and Salute.		

No.		Movement	To be judged	Mark	Remarks
			<b>total carried forward</b>		
21.		PACES.	Regularity and freedom ; (maintenance of pace by both, or all horses ).		
22.		IMPULSION.	Moving forward ( both, or all horses working).		
23.		OBEDIENCE AND LIGHTNESS.	Response to aids, willing and without resistance. Correctness of bend, Suppleness.		
24.		DRIVER.	Use of aids, handling of reins and whip, position on box, accuracy of figures.		
25.		PRESENTATION.	Appearance of driver and grooms, cleanliness, fitness, matching and condition of horses, harness and vehicle.		
		<b>MAXIMUM POINTS 250</b>	<b>SUBTOTAL</b>		

All the Judges marks will be added together, multiplied by 0.64, divided by the number of Judges and deducted from 160 which will give a penalty score to which is added any incident penalties awarded by the President of the Jury.

**Errors of Course and dismounting of grooms**

TO BE MARKED ON THE PRESIDENT OF THE JURY'S SHEET ONLY

First incident            5 penalties

Second incident        10 penalties

Third incident          Elimination

Signature of Judge.....

Signature of President of Jury.....

The scale of Marks is as follows:  
 10 Excellent      4 Insufficient  
 9 Very good      3 Fairly bad  
 8 Good            2 Bad  
 7 Fairly good    1 Very bad  
 6 Satisfactory   0 Not performed  
 5 Sufficient

## FEI DRIVEN DRESSAGE TEST

### No. 8B

(Horse Pairs)

Competitor Number \_\_\_\_\_

Errors of course and dismounting of  
 grooms are penalised as follows  
 1st incident - 5 penalty points  
 2nd incident - 10 penalty points  
 3rd incident - Elimination

MOVEMENT		TO BE JUDGED	MARK	REMARKS
1.	AX	Enter at Working Trot. Halt, Salute.	Drive on a straight line, accuracy. Transition to Halt, Salute. Immobile at Halt.	
2.	XCH	Collected Trot.	Transition to Collected Trot, bending.	
3.	HX	Extended Trot.	Quality of extension, bending, impulsion, transition to Collected Trot.	
4.	X	Reins in one hand, Collected Trot. Circle right 20m.	Accuracy, bending. Transition to Extended Trot.	
5.	XK KAF	Extended Trot. Reins at will, Collected Trot.	Quality of extension, bending, regularity. Transition and quality of Collected Trot.	
6.	FB B	Collected Trot, 15 m deviation Reins in one hand Reins at will	Accuracy of deviation. Quality of Collected Trot	
7.	BH HCM	Extended Trot. Working Trot.	Transitions. Quality of Extended and Working Trots. Bending, regularity..	
8.	MX	Extended Trot.	Quality of extension, bending, impulsion, Transition to Collected Trot.	
9.	X	Reins in one hand, Collected Trot, Circle left 20m.	Accuracy, bending. Transition to Extended Trot.	
10.	XF FAK	Extended Trot. Reins at will, Collected Trot.	Quality of Extension, bending, regularity, Transition & quality of Collected Trot.	
11.	KE E	Collected Trot, 15m deviation Reins in one hand Reins at will	Accuracy of deviation Quality of Collected Trot	
12.	EM MC	Extended Trot. Working Trot.	Transitions. Quality of Extended and Working Trots. Bending, regularity.	
13.	C	Working Trot, 33m loop to the left. Halt, perpendicular to the centre line with the driver on the centre line. Immobile for 8 seconds.	Accuracy of figure, bending, quality of transitions. Immobility, quality of Working Trot, regularity.	
14.		Working Trot, 33m loop to the right Halt, perpendicular to the centre line with the driver on the centre line.	Accuracy of figure, bending, quality of transitions. Quality of Working Trot, regularity.	
15.		Rein Back 3 metres.	Transition to Rein Back. Quality of Rein Back, straightness. Transition to Working Trot.	
16.	AF F	Working Trot 33m loop to the left. Working Trot. Walk.	Quality of trot, bending. Regularity. Transition to Walk.	
17.	FPXS	Walk.	Quality of Walk, transition to Collected Trot.	
18.	SHC C CMR	Collected Trot. Reins in one hand, circle right 15 m. Collected Trot, reins at will.	Quality of collection, accuracy of figure, bending, accuracy. Transition to Extended Trot.	
19.	RXVK KAD	Extended Trot. Collected Trot.	Quality of Extension and Collection. Transitions.	
20.	DXG G	Extended Trot. Halt, Salute. Leave the arena at Working Trot.	Quality of extension. Straightness on the centre line, regularity. Transition to Halt. Immobility at Halt and Salute.	

No.	Movement	To be judged	Mark	Remarks
		<b>total carried forward</b>		
21.	PACES.	Regularity and freedom ; (maintenance of pace by both, or all horses ).		
22.	IMPULSION.	Moving forward ( both, or all horses working).		
23.	OBEDIENCE AND LIGHTNESS.	Response to aids, willing and without resistance. Correctness of bend, Suppleness.		
24.	DRIVER.	Use of aids, handling of reins and whip, position on box, accuracy of figures.		
25.	PRESENTATION.	Appearance of driver and grooms, cleanliness, fitness, matching and condition of horses, harness and vehicle.		
<b>MAXIMUM POINTS 250</b>		<b>SUBTOTAL</b>		

All the Judges marks will be added together, multiplied by 0.64, divided by the number of Judges and deducted from 160 which will give a penalty score to which is added any incident penalties awarded by the President of the Jury.

**Errors of Course and dismounting of grooms**  
TO BE MARKED ON THE PRESIDENT OF THE JURY'S SHEET ONLY

- First incident        5 penalties
- Second incident    10 penalties
- Third incident      Elimination

Signature of Judge.....

Signature of President of Jury.....



The scale of Marks is as follows:			
10	Excellent	4	Insufficient
9	Very good	3	Fairly bad
8	Good	2	Bad
7	Fairly good	1	Very bad
6	Satisfactory	0	Not performed
5	Sufficient		

# FEI DRIVEN DRESSAGE TEST No. 9 2008

Errors of Course, Disobedience and Dismounting of Grooms are penalised as follows:	
1st incident -	5 penalty points
2nd incident -	10 penalty points
3rd incident -	Elimination

Competitor No. ....

MOVEMENT		TO BE JUDGED	MARK	REMARKS
1.	A - X X	Enter at Working Trot. Halt. Salute.		
2.	XGCM	Collected Trot.		
3.	MXF FAD	Extended Trot, 4m curve over X Working Trot.		
4.	D - L L	Collected Trot. Reins in one hand. Circle right 20 m. Circle left 15 m.		
5.	L - I	Reins at will, Extended Trot		
6.	I IGCH	Collected Trot. Reins in one hand. Circle left 20 m. Circle right 15 m. Working Trot. Reins at will.		
7.	HXK K - A	Extended Trot, 4m curve over X. Working Trot.		
8.	A	33m Loop to the left. Halt perpendicular to the centre line. Driver on the centre line.		
9.	Centre Line	Halt for 10 seconds.		
10.		33m Loop to the right - Walk. Halt. driver on the centre line.		
11.	Centre Line	Rein Back 5 steps.		
12.	Centre Line-M	33m loop to the left - Collected Trot.		
13.	Between M and C X	Canter 50m loop, left lead, left rein to X. Collected Trot.		
14.	X	Collected Trot 30m circle to right to the centre line.		
15.	Between Centre Line and V	Canter right, right lead, 40m. Circle to P crossing centre line at a point midway between X - I		
16.	PFAP PB	Working Trot. Half Circle, returning to track at P.		
17.	B - M M - H	15m deviation, Working Trot. Reins in one hand. Reins at will.		
18.	H H - B	Collected Trot, Circle left 10 m. Extended Trot.		
19.	B B - K	Collected Trot, Circle right 10 m. Extended Trot.		
20.	K - D DG G	Collected Trot. Extended Trot. Halt. Salute. Leave arena at Working Trot.		
21.	PACES	Regularity and freedom.		
22.	IMPULSION	Moving forward, elasticity of steps, relaxation of the back. Engagement of hind quarters.		
23.	OBEDIENCE AND LIGHTNESS.	Acceptance of the Bit. Response to aids, willing and without resistance. Correctness of bend, suppleness.		
24.	DRIVER	Use of aids, handling of reins and whip, position on box, accuracy of figures and transitions.		
25.	PRESENTATION	Appearance of Driver and Groom, cleanliness, fitness, matching and condition of Horse, Harness and Vehicle.		
<b>MAXIMUM POINTS - 250</b>		<b>CO-EFFICIENT = 0.64</b>	<b>TOTAL</b>	Hat Whip Gloves Apron Reflectors

Signature of Judge..... Position ..... Date ..... **FORM 3S**

## PENCILLER ABBREVIATIONS

## CDE MANUAL FORM 3P

The following list of abbreviations is designed to enable pencilers to keep up when writing the comments required by the judge, within the limited space on the dressage test score sheet. (judges must be sure their pencilers are familiar with this list)

AoF	accuracy of figure
CL	centre line
O	circle
CT	collected trot
diag or \	diagonal
↓ trans	downward transition
ext	extended, extension
ET	extended trot
gd	good
Ht	halt
hur	hurried
imp	impulsion
inattn	inattentive, inattention
insuff	insufficient
irreg	irregular
L	left
N/N	near side horse
obent	overbent
O/H	off side horse
OH	one-handed
RB	rein-back
reg	regular, regularity
R	right
sal	salute
serp or S	serpentine
□	square
st	straight
trans	transition
2trac	two-tracking
↑ trans	upward transition
unb	unbalanced
WT	working trot
	weaving
NW or LW	near wheeler or left wheeler
OW or RW	off wheeler or right wheeler
NL or LL	near leader or left leader
OL or RL	off leader or right leader

Judges may have many more, or alternative, abbreviations, but their penciller may not know them. There is an advantage in having experienced pencilers who are familiar with the abbreviations, and who write legibly and quickly.

## MAKING A LARGE DRESSAGE ARENA SET-UP ROPE

Purchase from a sailing/hardware shop:

- 250m X 10mm diameter Silver rope
- 3m x 5mm blue or yellow laid (three strand) rope
- 1m x 5mm white three strand rope
- A large garden hose-winder on which to store your Set-up Rope
- A black permanent marker

Initially, you need to use an accurately laid out 100m X 40m arena, with a diagonal of 107.7m.

Method:

1. Tie or splice a 10cm loop on one end of the silver rope, and place this loop over the peg at the bottom, left corner of the arena, facing C.
2. Drag the rope along the long side, and around the top, left corner peg. Continue along the top of the arena to, and around, the peg at the top right corner. You may need helpers to feed the rope around the corners.
3. Drag the rope across the arena, and back to the bottom, left corner. Ask your helpers to tighten the rope and flick it up and down to get it straight.
4. Loosen the rope and make another loop at the end of the diagonal rope. Place this second loop over the starting point at the bottom left corner of the arena. Cut off the excess rope. You should now have a tight rope triangle.
5. With a black permanent marker, mark the rope accurately at each letter. Add an extra mark 2m either side of C. Additional marks to indicate the corner pegs are necessary.
6. Untwist the coloured rope into its three strands, and cut off 13 pieces of single strands, each 20cm long. Heat the ends to stop fraying.
7. Untwist some of the white rope and cut off two single strands, each 30cm long.
8. Ease the tension of your arena rope, allowing you to loosen the braiding at each marked point sufficiently to feed a piece of coloured rope through. Tie knots in it to secure it at the marked point. Repeat this at each marked point on the long and short sides, including the markers either side of C. These will be for the entrance at A, at the bottom of the arena. Do not put any coloured rope markers on the diagonal.
9. Secure a length of white rope in the same way at the black marks that indicate the corner pegs of the arena.
10. Re-tension your arena rope. Put the loops over the corner pegs again and check the accuracy of all your marks. Make any alterations necessary.
11. When satisfied, wind the rope onto the garden hose winder to store. Start winding it on from the loop end. That way the loops come off last, ready for the next use.
12. To make a Set-up Rope for a **small arena** (80m X 40m), start with 210 metres of Silver rope and work as above. The diagonal should be 89.44metres.

## **USING A LARGE DRESSAGE ARENA SET-ROPE**

You will need at least three people to assist the operation of the Set-up Rope efficiently.

1. Start from the corner closest to the edge of your ground, or other limiting factor. Have two people pull the rope off the winder, whilst walking in the direction of the opposite end of the arena, and spreading the rope apart as they go. One person will have the coloured ties on the rope for the long side, and the other will have no coloured ties on the diagonal.
2. When the two loops come off the winder, place them over the peg at your corner.
3. The two walkers should locate, and remain at, the white corner marker ties. Tension the rope fully, and mark these two positions with corner pegs.
4. Lay the appropriate letters out along the long side of the arena where the coloured cords are tied.
5. If the short side is where the judge at C will be, put the C letter at the middle of the three ties. If it is to be the arena entrance, mark the first and third points on the ground with paint so cones can be placed there later to indicate the entrance at A.
6. The two people at the corner pegs should now pick up the rope at the white tied markers, and walk directly to the diagonally opposite corner of the arena, stepping over any rope in their way. The rope will automatically position them in the correct place when taut again. The two loops should be placed over the peg in the diagonally opposite corner from where they were.
7. Place one more peg at the white marker in the fourth, as yet unmarked corner at the bottom of the arena.
8. Place the remaining letters along the other long side of the arena in their appropriate positions.
9. When satisfied with the arena, wind the rope onto the garden hose winder to store. Start winding it on from the loop ends. That way the loops come off last, ready for the next use.

# PRESENTATION AT THE HALT – JUDGE’S SHEET

Competitor:.....

Class:.....

POSITIVE POINTS TO BE JUDGED		POSITIVE POINTS 0 - 10	COMMENTS
<b>1. Driver &amp; Groom</b>	<b>Position</b> <b>Dress</b> – Jacket, Hat, Gloves, Apron <b>Whip in hand</b> <b>Handling of Horse</b>		
<b>2. Horse/Pony or Horses/Ponies</b>	<b>Condition</b> <b>Fitness</b> <b>Cleanliness</b> <b>Calmness</b> <b>Shoeing</b>		
<b>3. Harness</b>	<b>Condition &amp; Strength</b> <b>Fit</b> <b>Cleanliness</b> <b>Matching Set/Vehicle</b>		
<b>4. Vehicle</b>	<b>Condition</b> Eg. Wheels, trace connections, swingle bar, shafts, pole, paint, woodwork or equivalent <b>Cleanliness</b> <b>Suitable size for Horse/Pony</b> <b>Lamps</b> if brackets fitted <b>Reflectors</b> / rear lamps		
<b>5. General Impression</b>	<b>Whole Turnout</b>		
<b>Positive Points Total</b>		/ 50	
<b>Penalty Points (50-Score)</b>			
<b>Total Penalties (Penalties , 5)</b>			

Judge's Signature.....

Date.....

**COMPETITORS TIME CARD**

**ACDS CDE MANUAL FORM 5A/08**

COMPETITOR NO:
----------------

SECTION	TIME	INITIAL	COMMENTS
START - A	: :		
FINISH - A	: :		
START - B	: :		
FINISH - B	: :		
START - C	: :		
FINISH - C	: :		
START - D	: :		
FINISH - D	: :		
START - E	: :		
FINISH - E	: :		
30 MIN. VET CHECK	: :		

COMPETITOR NO:
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SECTION	TIME	INITIAL	COMMENTS
START - A	: :		
FINISH - A	: :		
START - B	: :		
FINISH - B	: :		
START - C	: :		
FINISH - C	: :		
START - D	: :		
FINISH - D	: :		
START - E	: :		
FINISH - E	: :		
30 MIN. VET CHECK	: :		



START B - C - D - E  
 FINISH - A - B - C - D - E

COMPETITOR No.	TIME	COMMENTS
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<b>Steward Signature</b>		



START - A

COMPETITOR NO.	Scheduled Start Time	Ready to Start Time	Actual Start Time	COMMENTS
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Steward Signature				

START B - C - D - E  
FINISH - A - B - C - D - E

COMPETITOR No.	FINISH TIME	START TIME	COMMENTS
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**Steward Signature**

SECTION .....	MARKER No. ....
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COMPETITOR No.	Time held up (if applicable)	Tick when correctly negotiated	Comments, possible reasons for allocation of penalty points

**Steward  
Signature**

**VET - TPR SHEET**

**ACDS CDE MANUAL FORM 5F/10**

RESTING					
No.	Horse Name	Age of Horse	Heart Rate	Rectal Temp.	Comment - Injury?

VET CHECK - END OF SECTION D				
After 10 Min.	+ 5 Min.	+ 10 Min.	+ 15 Min.	Comment - Injury?

END E within 30 Mins of FINISH			Third Day
Time Presented	Heart Rate	Trot Up When Comp B is last.	Trot Up when Comp C is last

Steward Signature

# MARATHON OBSTACLE OBSERVER'S DRAWING

You will need one of these Master sheets per MO.

# ACDS CDE MANUAL FORM 5G/10

NB. Obtain two copies the MO 1 drawing and paste one on each side of this sheet, in the blank space provided. Then repeat for each MO to obtain a set of Master Sheets. Then copy off enough of each Master Sheet for the number of competitors.

OBSTACLE NO.	
COMPETITOR NO.	
TIME HELD	
TIME TAKEN	
<b>PENALTIES</b>	
Whip down	
1ST Groom down (both feet)	
2ND Groom down (both feet)	
Driver dismounted	
Vehicle turnover	
Dislodgeable element	
Preventing dislodgeable element from falling	
Corrected course	
Wrong course - uncorrected	
Disconnecting and leading horse's	
Over 5 minutes in MO	
Outside assistance	

Comments
----------

Steward Signature
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OBSTACLE NO.	
COMPETITOR NO.	
TIME HELD	
TIME TAKEN	
<b>PENALTIES</b>	
Whip down	
1ST Groom down (both feet)	
2ND Groom down (both feet)	
Driver dismounted	
Vehicle turnover	
Dislodgeable element	
Preventing dislodgeable element from falling	
Corrected course	
Wrong course - uncorrected	
Disconnecting and leading horse's	
Over 5 minutes in MO	
Outside assistance	

Comments
----------

Steward Signature
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**MARATHON SECTION TIMES FOR ALL CLASSES**

CLASS No.	MARATHON	TIMES FOR 3 SECTIONS			5 SECTIONS	
		A	D	E	B	C
	<b>HORSE/PONY HEIGHTS</b>					
	Novice Pony 91cm & u 121cm					
	Novice Pony 121cm & ne 149cm					
	Novice Horse over 149cm					
	Open Pony 91cm & u 121cm					
	Open Pony 121cm & ne 149cm					
	Open Horse over 149cm					
	Pony Pairs - 91cm & u 121cm					
	- 121cm & ne 149cm					
	Horse Pairs -over 149cm					
	Pony Tandem - 91cm & u 121cm					
	- 121cm & ne 149cm					
	Horse Tandem over 149cm					
	Pony Teams - 91cm & u 121cm					
	- 121cm & ne 149cm					
	Horse Teams over 149cm					







# CDSS - Carriage Driving Scoring System

[History](#)
[Release Notes](#)
[Over-View](#)
[FAQs](#)
[Techy Stuff](#)

This software is designed for the scoring of CDEs (Carriage Driving Events)/HDTs (Horse Driving Trials), and complies with FEI rules. You can download the latest stable version from here. The file has been compressed using WinZip. You can use winzip or other similar products to unzip the file.



## 14 March 2010

### Version 2.03a released

Latest Release.

This latest version (v2.03a) is the result of further testing & now is quite stable and available for general use. There will be a further release soon to fix the new Scheduled Start / Actual Start rule. As been pointed out to me, the system needs to include a 'Ready to Start' time to correctly follow rule 944.4.2. The next version is aimed to be released by 15 March 2010.

Version 2.03 is in response to FEI rule changes as at 1 January 2010. Please read the [release notes](#) to understand the changes that have been made. This version is yet to be fully tested at an event, so please stand by for any further updates.

**Important advice if you are upgrading:**

1. Back-up your database (c:\cdss\cdss2\cde2.mdb). Copy it to somewhere else.
2. Download and unzip the upgrade file to a temporary directory
3. Run the file 'cdss\_v203a\_upgrade.bat'. You can do this at the command prompt, or from the Start/Run option (make sure you prefix it with the path of your temporary directory).
4. Now start the CDSS program - it should notify you that you have an old version and an upgrade will take place.

The software and reports are installed in the directory c:\cdss\cdss2, and the executable is c:\cdss\cdss2\cdss2.exe

This software has been successfully tested to run under XP, and limited testing on Vista shows no problems yet.

Please read the [Release Notes](#) carefully before downloading and using. The manual is now in pdf format only.

If you use this application, you are invited to register so you can receive emails if there are any bugs found, or upgrades released. Just email David Armstrong at [bodcom@netspace.net.au](mailto:bodcom@netspace.net.au) to be included in future emails.

#### Downloads

<b>CDSS v2.03a</b> Full Installation (W95/98/2000/XP)	Issued 14 March 2010	<a href="#">cdss_v203a_full.zip</a> (6mb)
<b>CDSS v2.03a</b> Upgrade from 2.01e or later (W95/98/2000/XP)	Issued 14 March 2010	<a href="#">upgrade_v203a.zip</a> (339kb)
<b>CDSS v2.03a</b> Documentation	Issued 14 March 2010	<a href="#">cdss_v203a_manual.pdf</a> (588kb)

**De-installing CDSS software?** From v1.4, the installation is logged by Windows 95/98. If you wish to de-install CDSS, then do so from the 'Add/Remove programs' utility in 'Settings'. If you want to do a CDSS re-install because something has become unstable, make sure you save your database 'cde2.mdb' (cde.mdb for version 1.x), before de-installing, then re-installing.

Any comments, requirements and feedback please contact David Armstrong at [bodcom@netspace.net.au](mailto:bodcom@netspace.net.au).











# AUSTRALIAN CARRIAGE DRIVING SOCIETY

## Event Evaluation Form (8A)

**EVENT**.....

**DATE**.....

The organisers of this event would be most grateful to receive your comments, to assist them with their objective of improving their organisation as well as the enjoyment and safety of the competitors and their animals, our officials and spectators. Please take a few moments to complete this brief survey and hand/post it to the Event Secretary at the completion of the event.

1. I attended this event as a:- Competitor Groom Judge Official Worker Spectator  
(Please circle or underline appropriate response)
2. I/we found my/our experience to be:- Most Enjoyable Enjoyable Satisfactory Unpleasant
3. The general organisation was:- Excellent Very Good Good Fair Poor
4. The venue/facilities were:- Excellent Very Good Good Fair Poor
5. The judging was:- Excellent Very Good Good Fair Poor
6. The dressage arena was:- Excellent Very Good Good Fair Poor
7. The marathon course was:- Excellent Very Good Good Fair Poor
8. The course marking was:- Excellent Very Good Good Fair Poor
9. The section times/speeds were:- Satisfactory Too Slow Too fast
10. The marathon obstacles were:- Excellent Very Good Adequate Sub-standard Dangerous
11. Options in the MO's were:- Satisfactory Too Many Too Few
12. The cones course was:- Excellent Very Good Adequate Sub-standard Dangerous
13. The cones speeds were:- Satisfactory Too Slow Too Fast
14. The scoring was:- Excellent Very Good Good Fair Poor
15. The appeal process was:- Excellent Very Good Good Fair Poor
16. The Ground Jury's performance was:- Excellent Very Good Good Fair Poor
17. The catering was:- Excellent Very Good Good Poor Non-Existent
18. The PA System was:- Excellent Good Fair Inaudible Non-Existent
19. The Vet/TPR performance was:- Excellent Very Good Good Fair Poor
20. The friendliness of host club's members was:- Wonderful Very Nice Okay Not Good

Further Comments:-.....  
.....

Thank you for taking the time to assist us with our aim of increasing your enjoyment at our events

**DOWNGRADING OF HORSE/PONY**

In accordance with Article 904.3, Level of Events Chart, "A *beginner* driver with an open horse/pony may apply in writing to their State CDE Convenor for reclassification of that horse/driver combination as a novice. The Federal CD Convenor and two members of the Federal CDE Committee may authorize this and the combination then starts with 5 grading points. The Grading Officer is to be advised.

If the downgraded horse/pony is driven in an open class during it's downgraded time as a novice, it will immediately return to the open classification. (A standard rule for any novice horse/pony.)

Applicant to fill in this form by typing or by hand and forward it to their State CDE Convenor.

Registered Name of Horse/Pony: \_

Reg No. \_

Name of Applicant Beginner Driver: \_

Address: \_

Post Code \_

Phone: \_

Fax: \_

Email: \_

ACDS Club: \_

Member No. \_

Complete details of applicant's driving experience: \_

Signature: \_

Date: \_

(Complete if applicant not owner)

Name of Horse/Pony Owner: \_

Address \_

Post Code \_

Phone \_

Fax \_

E \_mail \_

ACDS Club \_

Member No \_

Signature: \_

Date \_

State CDE Convenor Name: \_

Contact number: \_

Approved: Yes  No  If No state reason: \_

Signature: \_

Date: \_

Support of Interstate CDE Convenor

State CDE Convener (Name): \_

Contact number: \_

Approved Yes  No  If No state reason: \_

Date \_

Federal CDE Convenor (Name): \_

Contact number: \_

Approved: Yes  No  If No state reason: \_

Signed \_

Date \_





## TECHNICAL DELEGATE REPORT FORM

ACDS©2010

**Date:**

**Event:**

**Club:**

**Technical Delegate:**

**Draft Schedule Sited:**

**Event Schedule:**

**Risk Management:**

**Venue Layout, Competitor Facilities:**

**Venue Layout Horse Facilities:**

**Officials Accommodation:**

**Organising Committee Operation:**

**Event Paperwork:**

**Competitors' Kits:**

**Dressage Arena(s):**

**Marathon Course:**

**Marathon Course Marking:**

**Marathon Course Timing:**

**Marathon Obstacles:**

**Marathon Obstacles Options:**

**Veterinary/TPR Steward Operation:**

**Cones Course:**

**Crowd Control:**

**Incidents/Accidents:**

**Scoring:**

**Award Ceremony:**

**Catering for Officials:**

**Catering for Competitors:**

**General Comments:**

**Venue:**

**No. of Entries:**

**Signature:**

**ACDS Club** ..... **Event** ..... **Date** .....

<b>ITEM</b>	<b>OK</b>	<b>Not OK</b>	<b>Reason</b>	<b>OK</b>
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**Venue**

Horse security				
Emergency vehicle access				
First Aid and Emergency services				
Spectator areas clear of horse areas				
Safe ablution facilities				
Hygienic catering arrangements				
Venue special requirements				
Marshalling and rest areas adequate				
Unobstructed or alternative paths from camping areas to competition arenas				
Controlled motor vehicle movement				
Separate horse-free motor vehicle parking				
Power Supply / Electrical hazards				
Fire / Flood Risk & Evacuation				

**Course**

Permits obtained				
ACDS control of activity				
External controls identified				
Course and obstacle sites checked for safety				
Alternative routes checked				
Assembly and dispersal areas adequate				
Safe spacing of participants on marathon				
Spectators barriers adequate				

**Competitors**

Entries sufficiently competent				
Advised of any hazards (water/bridges, etc)				
Briefing scheduled				
Harness/Vehicle/Equipment Marathon Checking				
Treating Veterinarian available				

**Officials**

Sufficient numbers				
Briefings scheduled				
Communications from course to office				

**Miscellaneous**

Dogs – No/Yes/Controlled				
Incident Reports available				
Debriefing Scheduled				

**Other Concerns**


**Technical Delegate**..... **Signature**.....  
**(or Risk Management Officer)** **Date**.....

*Checklist to be retained by the organizing club but copy to be supplied to Federal Secretary with any forwarded Incident Report Form.*

**INCIDENT / NEAR MISS / ACCIDENT REPORT**

**ACDS CLUB** ..... **STATE** .....

VENUE.....

CLUB ACTIVITY AT TIME OF INCIDENT .....

Date of Incident ..... Approximate Time .....

Factual description of incident (no opinions please, diagrams helpful), including any known resulting injuries:-

Reported By: .....(Name)

Signature ..... Date.....

Witness.....(Name) Phone No. ....

Witness.....(Name) Phone No.....

Received by Event / Club Official .....(Name)

Signature..... Date.....

- IMPORTANT: DO NOT ADMIT LIABILITY!**  
**The ACDS Federal Secretary must be advised of an:-**
- **Accident within 24 hours**
  - **Incident or Near Miss within 48 hours**

**This Form to be completed then forwarded only to the Federal Secretary immediately thereafter. (Address in ACDS JOURNAL) A copy to be held by the event organising Club Secretary.**

## STATEMENT FOR THE MEDIA

We can confirm that a serious accident/fatality (delete one) has occurred today at the carriage driving event at \_\_\_\_\_.

The police have been informed and investigations into the serious accident/fatality (delete one) are underway.

Until the results of the investigation are received, we will not be making any further statements.