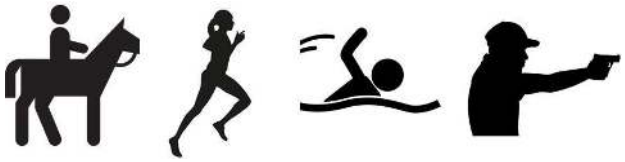
PONY CLUB
AUSTRALIA

TETRATHLON HANDBOOK 2021



To be read in conjunction with

PCA Tetrathlon Rule Book 2021

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General

Event Manager Role

- Organise the Tetrathlon discipline in accordance with the PCA Tetrathlon Rules.
- Work with any overall event management team.
- Appoint the Phase Stewards and other key officials.
- Ensure adequate communication is maintained with all officials and emergency services personnel prior to and during the event.
- Determine the number of helper duties required for each phase and provide this information to the Event Secretary.

Event Secretary Role

- Prepare marshalling sheets for each phase – i.e. running start times, seeded swimming heats, shooting details, riding draws.
- Prepare scoring sheets for each phase – i.e. running recording sheets, swimming timing tickets, shooting recording sheets, riding jump recording sheets and gate and slip rail recording sheets.
- Allocate helper duties as required for each phase.

Official Technical Delegate Role

- To be from the current Technical Delegate Accredited list
- Oversee and liaise with Phase Stewards on safety, conduct and fairness in all phases of the event.
- Inspect and approve the sites and equipment for the four phases.
- Ensure the latest information concerning competition rules and management is available at the Technical meeting.
- Ensure the correct running of each phase according to the PCA Tetrathlon Rules.
- Correctly manage the Jury of Appeal process.
- Verify the accuracy of results prior to publication.
- Ensure the safety and fitness to compete of all competitors.

Official Scorer Role

- Manage the scoring of all phases of the tetrathlon.
- Ensure familiarity with the scoring program and that it is error free.
- Load all relevant competitor details into the scoring program.
- Set up the scoring program for the riding phase once course maps and optimum times are available.
- Score each phase and provide progressive scores for each phase, identify phase winners to 4th.
- Post scores for each phase within 2 hours of the completion of the phase.
- Finalise individual and team placings.

Refreshment Team

- Provide refreshments for officials (and volunteers if a particularly long duty).

Technical Meeting

A Technical Meeting should be held prior to start of competition, attendance is compulsory for coaches and team managers. Parents and competitors are not to attend.
At the Technical Meeting the following information will be distributed:

- Competition schedule including course walk times
- Competition area map including training venues and times
- Plans for running and riding courses
- Start lists for all phases
- Medical Plan

Jury of Appeal

The Jury of Appeal consists of the:

- Official Technical Delegate, who should act as Chairperson and will have the casting vote
- Phase Steward of the phase concerned
- Member of State or National Event Committee or the Tetrathlon Committee
- Members of the Jury of Appeal should not include a relative, coach or any other connected person to a competitor in the age group or class which the appeal concerns.
- The Jury of Appeal meets to decide on appeals and protests and must meet immediately after having received the protest.
- The Jury of Appeal will give its decision after the investigation and its decision is final.
- The Jury of Appeal must remain on the ground until half an hour after the scores for each phase have been published.

Riding

THE COURSE (as per the PCA Tetrathlon Rule Book 2021)

The riding phase will consist of a jumping/derby course and will ideally include a gate and a slip rail. In a Derby, some cross country style fences of any type may be included in the form of portable or permanent obstacles, secured and built to the standard of PCA Eventing rules.

- The length of the course shall not exceed 1850 metres.
- The course shall be limited to a minimum of 12 and a maximum of 18 jumping efforts.
- The slip rail and gate are not included as jumping efforts.
- No course shall contain more than one double and one triple combination or two double combinations, if a triple is not included.
- Maximum height of fences will be Sub-Junior 75cm, Junior 85cm and Senior 95cm.
- This is the absolute maximum height of fences, there is no allowance for brush fences to be over height.
- The maximum width of obstacles at their highest point is to be no wider than the maximum allowable height.
- A mounting block will be available for use by competitors and will be no further than 15 metres from the slip rail.

APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all riding phase officials.
- Provide the Course Builder with the specifications of the course and supervise the building of the course.
- Plan the warm-up arena to ensure efficient marshalling and gear checking.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Ensure all score sheets get to the Scorer.
- In conjunction with the Official Technical Delegate decide on any suggestions or
  complaints received from team managers relating to the phase.
- Support officials in implementing the rules if required, i.e. Gear Checkers may consult if they have concerns.
- Contact and consult with the Official Technical Delegate if any issues with horse or rider safety are observed.
- Participate in the Jury of Appeal if required.

Course Builder

- Build the course for the riding phase in accordance with the PCA Tetrathlon rules.
- Complete the course inspection with Official Technical Delegate and the Phase Steward, making amendments as required.
- Provide a course map prior to the Technical Meeting.
- Remain at the venue during the competition to carry out correct re-positioning of knocked down obstacles or flags.

- Contact and consult with the Official Technical Delegate if any issues with horse or rider safety are observed.

Riding Phase Judge

- Controls the competition in the competition arena.
- Gives the signal to start by using the bell.
- Verbally reports clear or the faults incurred at each obstacle to the penciller.
- Readies the timekeepers by announcing as the competitor approaches the start flags and calls the start of the round. Announces the competitor is approaching the finish flags and calls the finish of the round.
- The judge has the authority to stop a round if they deem the rider is in danger and unable to safely complete the round.

Commentator

- Call the progress of the competition using all available information.
- Encourage crowd support at appropriate times and discourage at inappropriate times.

HELPER DUTY POSITIONS

Gear Checkers (2)

- Need to have a sound knowledge of the relevant gear checking rules.
- Control the entry of competitors into the warm-up area, competitors must be gear checked before entering the area with the warm-up jumps.

Warm-up Ring Marshals (2 or more)

- Ensure efficient and safe flow through the warm-up area and into the competition arena.
- Supervise the warm-up area.
- Contact and consult with the Official Technical Delegate if any issues with horse or rider safety are observed.

Penciller (1)

- Record clear or penalty at each obstacle as called by the judge.
- Record the rider's time as verbalised by the timekeepers.

Timekeekers (2)

- Start and stop the stopwatch on the call of the Judge.
- Report the time to the Penciller.

Gate and Slip Rail Timekeepers (4)

- Two people are required for each obstacle, one on the stopwatch and one observing the rider.
- They must be on the course near the obstacle where they can see clearly but preferably a minimum of 5m away.
- Start the stopwatch at the time specified in the rules and stop when the obstacle is completed as specified by the rules.

- Riders are allowed 30 seconds to complete the gate. Timing starts from when the rider first touches the gate.
- The gate is completed when the latch is closed so it "requires the locking mechanism to be moved or otherwise disengaged in order for the gate to be opened. Simply pushing on the gate with moderate force will not cause the gate to open."
- Riders are allowed 30 seconds to complete the slip rail. Riders must dismount.
- Timing starts from when both of the riders' feet touch the ground. The slip rail is completed when the slip rail is replaced and the rider has let go.
- If 30 seconds elapses before the obstacle is completed inform the rider their time is up and tell them to move on.
- Replace the gate/slip rail to its original position as soon as the rider has moved on.
- Assist riders to remount after the slip rail only if they ask for assistance (60 point penalty). A mounting block is provided no further than 15m from the slip rail and does not incur a penalty if used.

Jump Judges

- May be required if there are obstacles not in the direct line of sight of the Riding Phase Judge.
- Record each rider as clear or the faults incurred at the fence.
- Should have direct communication links with the Judge and have in their possession a timing device and a Red Flag, in case a rider needs to be halted, whilst on course.
- Record the time held for any rider halted on the course.
- A Jump Judge can notify the TD if they have concerns over rider safety or horse welfare based on their observation of horsemanship, effective control or athletic ability.
- May assist riders to fix any issues with unsafe gear with no penalty except for the time incurred to stop and fix the issue.

Course Build (4)

- Assist with course building under the direction of the Course Builder at the time designated in the helper duties.

Arena Party (2)

- Pick up rails during the competition, assist with height change as required.

Running

THE COURSE

- The course must be clearly marked without the need for navigation.
- The next marker must be clearly visible from the previous marker.
- The course shall be cross country in nature and may include obstacles that must be negotiated.
- To facilitate accurate timing and to assure equal amounts of uphill and downhill terrain in the course, the start and finish should be close to the same elevation and within 20 meters of each other.
- Where there are compulsory turning points or compulsory routes to be followed (eg over an obstacle), course markers must use a red flag or marker on the right and a white flag or marker on the left.
- Where appropriate, yellow or orange direction indicators can also be used.
- All markers must have the same significance as on a riding course.

APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all running phase officials.
- Supervise the marking of the course; check location of compulsory checkpoints to prevent short cuts being possible, ensure the course is clearly marked and can be easily followed and spectators can be adequately controlled while being able to view the action.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Ensure all score sheets get to the scorer.
- In conjunction with the Official Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Participate in the Jury of Appeal if required.

Course Builder

- Sets the course - suggest a 1km loop for ease of timekeeping and controlling the phase.
- Provide course map(s) to be included in event manual, map must show all compulsory checkpoints.

Starter

- Synchronise a stopwatch with the finish timers to use for the countdown.
- Call the start with a warning at '30 seconds', '15 seconds', '10 seconds', '5, 4, 3, 2, 1, GO'.
- Record any runners who leave before 'GO'.

Chief Timekeeper and Recorder

- Oversee all timekeepers and coordinate initial synchronisation of stop watches.
- Hold two spare stop watches as backup.
- Record back number and finish time as called by helper duty timekeepers.

Commentator

- Call the progress of the competition using all available information.
- Encourage crowd support at appropriate times and discourage at inappropriate times.

HELPER DUTY POSITIONS

Timekeepers (3-4)

- Synchronise stopwatch before the first runner commences as instructed by Chief Timekeeper.
- Identify runner as they approach, call number to the Recorder.
- Press lap as runner passes through finish, call time to the Recorder, release 'lap' ready for the next **runner.**
- Work in a cycle with 2-3 other timekeepers.

Lap Recorders (2)

- Record runners as they pass through the start line for the second and third lap (2 and 3 km runners).

Marshal (1)

- Assemble runners in start order, send them to start line 45 seconds prior to their start time.

Checkpoint Officials (4+ as needed)

- Record back number as runners pass through compulsory flags.
- Observe, record and report any rule violations i.e. course deviations, use of pacer, receiving directions or assistance.

Running time calculators

Tables for scoring the different age groups are on the following pages.

To use the tables, read across the top of the table for the minutes and down the first column for the seconds on the appropriate page.

Run Times Senior Boys (17-25yrs) 3000m Optimum time 11m 0s

	9	10	11	12	13	14	15
0	1460	1280	**1100**	920	740	560	380
1	1457	1277	1097	917	737	557	377
2	1454	1274	1094	914	734	554	374
3	1451	1271	1091	911	731	551	371
4	1448	1268	1088	908	728	548	368
5	1445	1265	1085	905	725	545	365
6	1442	1262	1082	902	722	542	362
7	1439	1259	1079	899	719	539	359
8	1436	1256	1076	896	716	536	356
9	1433	1253	1073	893	713	533	353
10	1430	1250	1070	890	710	530	350
11	1427	1247	1067	887	707	527	347
12	1424	1244	1064	884	704	524	344
13	1421	1241	1061	881	701	521	341
14	1418	1238	1058	878	698	518	338
15	1415	1235	1055	875	695	515	335
16	1412	1232	1052	872	692	512	332
17	1409	1229	1049	869	689	509	329
18	1406	1226	1046	866	686	506	326
19	1403	1223	1043	863	683	503	323
20	1400	1220	1040	860	680	500	320
21	1397	1217	1037	857	677	497	317
22	1394	1214	1034	854	674	494	314
23	1391	1211	1031	851	671	491	311
24	1388	1208	1028	848	668	488	308
25	1385	1205	1025	845	665	485	305
26	1382	1202	1022	842	662	482	302
27	1379	1199	1019	839	659	479	299
28	1376	1196	1016	836	656	476	296
29	1373	1193	1013	833	653	473	293
30	1370	1190	1010	830	650	470	290
31	1367	1187	1007	827	647	467	287
32	1364	1184	1004	824	644	464	284
33	1361	1181	1001	821	641	461	281
34	1358	1178	998	818	638	458	278
35	1355	1175	995	815	635	455	275
36	1352	1172	992	812	632	452	272
37	1349	1169	989	809	629	449	269

Continued next page

38	1346	1166	986	806	626	446	266
39	1343	1163	983	803	623	443	263
40	1340	1160	980	800	620	440	260
41	1337	1157	977	797	617	437	257
42	1334	1154	974	794	614	434	254
43	1331	1151	971	791	611	431	251
44	1328	1148	968	788	608	428	248
45	1325	1145	965	785	605	425	245
46	1322	1142	962	782	602	422	242
47	1319	1139	959	779	599	419	239
48	1316	1136	956	776	596	416	236
49	1313	1133	953	773	593	413	233
50	1310	1130	950	770	590	410	230
51	1307	1127	947	767	587	407	227
52	1304	1124	944	764	584	404	224
53	1301	1121	941	761	581	401	221
54	1298	1118	938	758	578	398	218
55	1295	1115	935	755	575	395	215
56	1292	1112	932	752	572	392	212
57	1289	1109	929	749	569	389	209
58	1286	1106	926	746	566	386	206
59	1283	1103	923	743	563	383	203

Run Times Senior Girls (17-25yrs) 3000m Optimum time 12m 0s

	9		10	11	12	13	14	15
0	1640		1460	1280	**1100**	920	740	560
1	1637		1457	1277	1097	917	737	557
2	1634		1454	1274	1094	914	734	554
3	1631		1451	1271	1091	911	731	551
4	1628		1448	1268	1088	908	728	548
5	1625		1445	1265	1085	905	725	545
6	1622		1442	1262	1082	902	722	542
7	1619		1439	1259	1079	899	719	539
8	1616		1436	1256	1076	896	716	536
9	1613		1433	1253	1073	893	713	533
10	1610		1430	1250	1070	890	710	530
11	1607		1427	1247	1067	887	707	527
12	1604		1424	1244	1064	884	704	524
13	1601		1421	1241	1061	881	701	521
14	1598		1418	1238	1058	878	698	518
15	1595		1415	1235	1055	875	695	515
16	1592		1412	1232	1052	872	692	512
17	1589		1409	1229	1049	869	689	509
18	1586		1406	1226	1046	866	686	506
19	1583		1403	1223	1043	863	683	503
20	1580		1400	1220	1040	860	680	500
21	1577		1397	1217	1037	857	677	497
22	1574		1394	1214	1034	854	674	494
23	1571		1391	1211	1031	851	671	491
24	1568		1388	1208	1028	848	668	488
25	1565		1385	1205	1025	845	665	485
26	1562		1382	1202	1022	842	662	482
27	1559		1379	1199	1019	839	659	479
28	1556		1376	1196	1016	836	656	476
29	1553		1373	1193	1013	833	653	473
30	1550		1370	1190	1010	830	650	470
31	1547		1367	1187	1007	827	647	467
32	1544		1364	1184	1004	824	644	464
33	1541		1361	1181	1001	821	641	461
34	1538		1358	1178	998	818	638	458
35	1535		1355	1175	995	815	635	455
36	1532		1352	1172	992	812	632	452
37	1529		1349	1169	989	809	629	449
38	1526		1346	1166	986	806	626	446

Continued next page

39	1523	1343	1163	983	803	623	443
40	1520	1340	1160	980	800	620	440
41	1517	1337	1157	977	797	617	437
42	1514	1334	1154	974	794	614	434
43	1511	1331	1151	971	791	611	431
44	1508	1328	1148	968	788	608	428
45	1505	1325	1145	965	785	605	425
46	1502	1322	1142	962	782	602	422
47	1499	1319	1139	959	779	599	419
48	1496	1316	1136	956	776	596	416
49	1493	1313	1133	953	773	593	413
50	1490	1310	1130	950	770	590	410
51	1487	1307	1127	947	767	587	407
52	1484	1304	1124	944	764	584	404
53	1481	1301	1121	941	761	581	401
54	1478	1298	1118	938	758	578	398
55	1475	1295	1115	935	755	575	395
56	1472	1292	1112	932	752	572	392
57	1469	1289	1109	929	749	569	389
58	1466	1286	1106	926	746	566	386
59	1463	1283	1103	923	743	563	383

Run times Junior Boys (13-16yrs) 2000m Optimum time 7m 20s

	6	7	8	9	10
0	1460	1190	920	650	380
1	1455.5	1185.5	915.5	645.5	375.5
2	1451	1181	911	641	371
3	1446.5	1176.5	906.5	636.5	366.5
4	1442	1172	902	632	362
5	1437.5	1167.5	897.5	627.5	357.5
6	1433	1163	893	623	353
7	1428.5	1158.5	888.5	618.5	348.5
8	1424	1154	884	614	344
9	1419.5	1149.5	879.5	609.5	339.5
10	1415	1145	875	605	335
11	1410.5	1140.5	870.5	600.5	330.5
12	1406	1136	866	596	326
13	1401.5	1131.5	861.5	591.5	321.5
14	1397	1127	857	587	317
15	1392.5	1122.5	852.5	582.5	312.5
16	1388	1118	848	578	308
17	1383.5	1113.5	843.5	573.5	303.5
18	1379	1109	839	569	299
19	1374.5	1104.5	834.5	564.5	294.5
20	1370	1100	830	560	290
21	1365.5	1095.5	825.5	555.5	285.5
22	1361	1091	821	551	281
23	1356.5	1086.5	816.5	546.5	276.5
24	1352	1082	812	542	272
25	1347.5	1077.5	807.5	537.5	267.5
26	1343	1073	803	533	263
27	1338.5	1068.5	798.5	528.5	258.5
28	1334	1064	794	524	254
29	1329.5	1059.5	789.5	519.5	249.5
30	1325	1055	785	515	245
31	1320.5	1050.5	780.5	510.5	240.5
32	1316	1046	776	506	236
33	1311.5	1041.5	771.5	501.5	231.5
34	1307	1037	767	497	227
35	1302.5	1032.5	762.5	492.5	222.5
36	1298	1028	758	488	218
37	1293.5	1023.5	753.5	483.5	213.5
38	1289	1019	749	479	209

Continued next page

39	1284.5	1014.5	744.5	474.5	204.5
40	1280	1010	740	470	200
41	1275.5	1005.5	735.5	465.5	195.5
42	1271	1001	731	461	191
43	1266.5	996.5	726.5	456.5	186.5
44	1262	992	722	452	182
45	1257.5	987.5	717.5	447.5	177.5
46	1253	983	713	443	173
47	1248.5	978.5	708.5	438.5	168.5
48	1244	974	704	434	164
49	1239.5	969.5	699.5	429.5	159.5
50	1235	965	695	425	155
51	1230.5	960.5	690.5	420.5	150.5
52	1226	956	686	416	146
53	1221.5	951.5	681.5	411.5	141.5
54	1217	947	677	407	137
55	1212.5	942.5	672.5	402.5	132.5
56	1208	938	668	398	128
57	1203.5	933.5	663.5	393.5	123.5
58	1199	929	659	389	119
59	1194.5	924.5	654.5	384.5	114.5

Run Times Junior Girls (13-16yrs) 2000m Optimum time 8m 00s

	6	7	8	9	10	11
0	1640	1370	**1100**	830	560	290
1	1635.5	1365.5	1095.5	825.5	555.5	285.5
2	1631	1361	1091	821	551	281
3	1626.5	1356.5	1086.5	816.5	546.5	276.5
4	1622	1352	1082	812	542	272
5	1617.5	1347.5	1077.5	807.5	537.5	267.5
6	1613	1343	1073	803	533	263
7	1608.5	1338.5	1068.5	798.5	528.5	258.5
8	1604	1334	1064	794	524	254
9	1599.5	1329.5	1059.5	789.5	519.5	249.5
10	1595	1325	1055	785	515	245
11	1590.5	1320.5	1050.5	780.5	510.5	240.5
12	1586	1316	1046	776	506	236
13	1581.5	1311.5	1041.5	771.5	501.5	231.5
14	1577	1307	1037	767	497	227
15	1572.5	1302.5	1032.5	762.5	492.5	222.5
16	1568	1298	1028	758	488	218
17	1563.5	1293.5	1023.5	753.5	483.5	213.5
18	1559	1289	1019	749	479	209
19	1554.5	1284.5	1014.5	744.5	474.5	204.5
20	1550	1280	1010	740	470	200
21	1545.5	1275.5	1005.5	735.5	465.5	195.5
22	1541	1271	1001	731	461	191
23	1536.5	1266.5	996.5	726.5	456.5	186.5
24	1532	1262	992	722	452	182
25	1527.5	1257.5	987.5	717.5	447.5	177.5
26	1523	1253	983	713	443	173
27	1518.5	1248.5	978.5	708.5	438.5	168.5
28	1514	1244	974	704	434	164
29	1509.5	1239.5	969.5	699.5	429.5	159.5
30	1505	1235	965	695	425	155
31	1500.5	1230.5	960.5	690.5	420.5	150.5
32	1496	1226	956	686	416	146
33	1491.5	1221.5	951.5	681.5	411.5	141.5
34	1487	1217	947	677	407	137
35	1482.5	1212.5	942.5	672.5	402.5	132.5
36	1478	1208	938	668	398	128
37	1473.5	1203.5	933.5	663.5	393.5	123.5

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38	1469	1199	929	659	389	119
39	1464.5	1194.5	924.5	654.5	384.5	114.5
40	1460	1190	920	650	380	110
41	1455.5	1185.5	915.5	645.5	375.5	105.5
42	1451	1181	911	641	371	101
43	1446.5	1176.5	906.5	636.5	366.5	96.5
44	1442	1172	902	632	362	92
45	1437.5	1167.5	897.5	627.5	357.5	87.5
46	1433	1163	893	623	353	83
47	1428.5	1158.5	888.5	618.5	348.5	78.5
48	1424	1154	884	614	344	74
49	1419.5	1149.5	879.5	609.5	339.5	69.5
50	1415	1145	875	605	335	65
51	1410.5	1140.5	870.5	600.5	330.5	60.5
52	1406	1136	866	596	326	56
53	1401.5	1131.5	861.5	591.5	321.5	51.5
54	1397	1127	857	587	317	47
55	1392.5	1122.5	852.5	582.5	312.5	42.5
56	1388	1118	848	578	308	38
57	1383.5	1113.5	843.5	573.5	303.5	33.5
58	1379	1109	839	569	299	29
59	1374.5	1104.5	834.5	564.5	294.5	24.5

Run Times Sub-Junior Boys (10-12yrs) 1000m Optimum time 3m 30s

	2	3	4	5	6
0	1640	1280	920	560	200
1	1634	1274	914	554	194
2	1628	1268	908	548	188
3	1622	1262	902	542	182
4	1616	1256	896	536	176
5	1610	1250	890	530	170
6	1604	1244	884	524	164
7	1598	1238	878	518	158
8	1592	1232	872	512	152
9	1586	1226	866	506	146
10	1580	1220	860	500	140
11	1574	1214	854	494	134
12	1568	1208	848	488	128
13	1562	1202	842	482	122
14	1556	1196	836	476	116
15	1550	1190	830	470	110
16	1544	1184	824	464	104
17	1538	1178	818	458	98
18	1532	1172	812	452	92
19	1526	1166	806	446	86
20	1520	1160	800	440	80
21	1514	1154	794	434	74
22	1508	1148	788	428	68
23	1502	1142	782	422	62
24	1496	1136	776	416	56
25	1490	1130	770	410	50
26	1484	1124	764	404	44
27	1478	1118	758	398	38
28	1472	1112	752	392	32
29	1466	1106	746	386	26
30	1460	**1100**	740	380	20
31	1454	1094	734	374	14
32	1448	1088	728	368	8
33	1442	1082	722	362	2
34	1436	1076	716	356	-4
35	1430	1070	710	350	-10
36	1424	1064	704	344	-16
37	1418	1058	698	338	-22
38	1412	1052	692	332	-28

Continued next page

39	1406	1046	686	326	-34
40	1400	1040	680	320	-40
41	1394	1034	674	314	-46
42	1388	1028	668	308	-52
43	1382	1022	662	302	-58
44	1376	1016	656	296	-64
45	1370	1010	650	290	-70
46	1364	1004	644	284	-76
47	1358	998	638	278	-82
48	1352	992	632	272	-88
49	1346	986	626	266	-94
50	1340	980	620	260	-100
51	1334	974	614	254	-106
52	1328	968	608	248	-112
53	1322	962	602	242	-118
54	1316	956	596	236	-124
55	1310	950	590	230	-130
56	1304	944	584	224	-136
57	1298	938	578	218	-142
58	1292	932	572	212	-148
59	1286	926	566	206	-154

Run Times Sub-Junior Girls (10-12yrs) 1000m Optimum time 3m 45s

	2	3	4	5	6
0	1730	1370	1010	650	290
1	1724	1364	1004	644	284
2	1718	1358	998	638	278
3	1712	1352	992	632	272
4	1706	1346	986	626	266
5	1700	1340	980	620	260
6	1694	1334	974	614	254
7	1688	1328	968	608	248
8	1682	1322	962	602	242
9	1676	1316	956	596	236
10	1670	1310	950	590	230
11	1664	1304	944	584	224
12	1658	1298	938	578	218
13	1652	1292	932	572	212
14	1646	1286	926	566	206
15	1640	1280	920	560	200
16	1634	1274	914	554	194
17	1628	1268	908	548	188
18	1622	1262	902	542	182
19	1616	1256	896	536	176
20	1610	1250	890	530	170
21	1604	1244	884	524	164
22	1598	1238	878	518	158
23	1592	1232	872	512	152
24	1586	1226	866	506	146
25	1580	1220	860	500	140
26	1574	1214	854	494	134
27	1568	1208	848	488	128
28	1562	1202	842	482	122
29	1556	1196	836	476	116
30	1550	1190	830	470	110
31	1544	1184	824	464	104
32	1538	1178	818	458	98
33	1532	1172	812	452	92
34	1526	1166	806	446	86
35	1520	1160	800	440	80
36	1514	1154	794	434	74
37	1508	1148	788	428	68

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38	1502	1142	782	422	62
39	1496	1136	776	416	56
40	1490	1130	770	410	50
41	1484	1124	764	404	44
42	1478	1118	758	398	38
43	1472	1112	752	392	32
44	1466	1106	746	386	26
45	1460	**1100**	740	380	20
46	1454	1094	734	374	14
47	1448	1088	728	368	8
48	1442	1082	722	362	2
49	1436	1076	716	356	-4
50	1430	1070	710	350	-10
51	1424	1064	704	344	-16
52	1418	1058	698	338	-22
53	1412	1052	692	332	-28
54	1406	1046	686	326	-34
55	1400	1040	680	320	-40
56	1394	1034	674	314	-46
57	1388	1028	668	308	-52
58	1382	1022	662	302	-58
59	1376	1016	656	296	-64

Swimming

THE VENUE

- The pool should be 25m or 50m and any number of lanes from 6 to 12 is acceptable.
- For National and State level competitions the pool temperature should be in the range 25-28^{o}C. The optimum temperature is 26^{o}C. For lower level competitions, pool temperature should be as close to these as practicable.
- Ideally starting blocks should be available for swimmers to use if they choose to.
- There should be suitable shade to protect swimmers and good spectator facilities.
- A PA system or microphone should be available.

APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all swimming phase officials.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Observe competition for any irregular occurrences.
- Ensure all score sheets get to the scorer.
- In conjunction with the Official Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Participate in the Jury of Appeal if required.

Starter

- Has full control of swimmers once handed over from the Marshal.
- Ensures all timekeepers are ready for the heat start.
- Signals to competitors, via a long whistle, to take their positions on the starting blocks.
- Starts the race using “Take your marks” followed by the start signal.
- There is NO command “Get Set” in the race start for swimming.
- Identify any swimmers who break the start and apply the following protocols.
- Any swimmer who breaks after the Stater has said “Take your marks” and before the start signal is awarded 30 penalty points and the heat continues with no recall.
- Any swimmer who accidentally falls in prior to the Starter saying “Take your marks” must remain in the water, hold the wall and start in the water on the start signal with no penalty.
- Any swimmer who deliberately starts prior to the Starter saying, “Take your marks” and continues to swim without returning to the wall will be eliminated and score zero for the phase.
- Can report a swimmer for any misconduct at the start.
- Controls the exit of swimmers from the water.
- All swimmers must stay in their assigned lane until they are given permission to exit.
- Swimmers must exit via the side of the pool not the end of the pool.

Chief Timekeeper

- Start two spare time stop watches every heat, and replace a timekeeper's timing in case of any equipment or operational failure.
- Record for each heat: the fastest time and finish order by lane of each heat as a backup check, in case of protests.

Commentator

- Call the progress of the competition using all available information.
- Encourage crowd support at appropriate times and discourage at inappropriate times.

HELPER DUTY POSITIONS

Marshal (1)

- Assemble swimmer prior to each heat.
- Check official numbers align with arm numbers, swimsuits meet regulations and that the swimmers are not using oil or any other fat solution.
- Ensure swimmers are ready for the Starter prior to each heat.

Timekeepers (3 per lane)

- Start stopwatch on Starters signal and stop as swimmer touches the wall after the final lap.
- Observe swimmers to ensure they contact the wall during the turn, record violations.
- Record the heat, lane, competitor name and number and all three times per lane on the recording slip.
- Clear stopwatch once times are recorded and pay attention to the Starter to acknowledge your readiness for the next heat.
- If a stopwatch fails or the start is missed, signal to the Chief Timekeeper that a backup stopwatch time will be needed.

Turn Judges (2)

- Located at the opposite end of the pool to the timekeepers.
- Observe the swimmers turn and ensure some part of the body contacts the wall, record violations.

Slip Runner (1)

- Collect timing slips from each lane at the end of each heat and take to the scorer.

Swimming Tables

Directions on Use of Swimming Tables
The tables for scoring the swimming phases are found on the following pag
top of the table for the minutes and down the first column for the seconds
Times for boys and girls are the same, as they are run as separate classes.
If Organisers want to run the genders together they can use the 2019 points sheets.

Senior Boys and Girls (17-25yrs) Swimming – 200 metres. Optimum time 2m 30s

	1	2	3	4
0	1460	1220	980	740
1	1456	1216	976	736
2	1452	1212	972	732
3	1448	1208	968	728
4	1444	1204	964	724
5	1440	1200	960	720
6	1436	1196	956	716
7	1432	1192	952	712
8	1428	1188	948	708
9	1424	1184	944	704
10	1420	1180	940	700
11	1416	1176	936	696
12	1412	1172	932	692
13	1408	1168	928	688
14	1404	1164	924	684
15	1400	1160	920	680
16	1396	1156	916	676
17	1392	1152	912	672
18	1388	1148	908	668
19	1384	1144	904	664
20	1380	1140	900	660
21	1376	1136	896	656
22	1372	1132	892	652
23	1368	1128	888	648
24	1364	1124	884	644
25	1360	1120	880	640
26	1356	1116	876	636
27	1352	1112	872	632
28	1348	1108	868	628
29	1344	1104	864	624

Continued next page

30	1340	**1100**	860	620
31	1336	1096	856	616
32	1332	1092	852	612
33	1328	1088	848	608
34	1324	1084	844	604
35	1320	1080	840	600
36	1316	1076	836	596
37	1312	1072	832	592
38	1308	1068	828	588
39	1304	1064	824	584
40	1300	1060	820	580
41	1296	1056	816	576
42	1292	1052	812	572
43	1288	1048	808	568
44	1284	1044	804	564
45	1280	1040	800	560
46	1276	1036	796	556
47	1272	1032	792	552
48	1268	1028	788	548
49	1264	1024	784	544
50	1260	1020	780	540
51	1256	1016	776	536
52	1252	1012	772	532
53	1248	1008	768	528
54	1244	1004	764	524
55	1240	1000	760	520
56	1236	996	756	516
57	1232	992	752	512
58	1228	988	748	508
59	1224	984	744	504

Junior Boys and Girls (13-16yrs) Swimming - 200 metres. Optimum time 2m 30s

	1	2	3	4
0	1460	1220	980	740
1	1456	1216	976	736
2	1452	1212	972	732
3	1448	1208	968	728
4	1444	1204	964	724
5	1440	1200	960	720
6	1436	1196	956	716
7	1432	1192	952	712
8	1428	1188	948	708
9	1424	1184	944	704
10	1420	1180	940	700
11	1416	1176	936	696
12	1412	1172	932	692
13	1408	1168	928	688
14	1404	1164	924	684
15	1400	1160	920	680
16	1396	1156	916	676
17	1392	1152	912	672
18	1388	1148	908	668
19	1384	1144	904	664
20	1380	1140	900	660
21	1376	1136	896	656
22	1372	1132	892	652
23	1368	1128	888	648
24	1364	1124	884	644
25	1360	1120	880	640
26	1356	1116	876	636
27	1352	1112	872	632
28	1348	1108	868	628
29	1344	1104	864	624

Continued next page

30	1340	**1100**	860	620
31	1336	1096	856	616
32	1332	1092	852	612
33	1328	1088	848	608
34	1324	1084	844	604
35	1320	1080	840	600
36	1316	1076	836	596
37	1312	1072	832	592
38	1308	1068	828	588
39	1304	1064	824	584
40	1300	1060	820	580
41	1296	1056	816	576
42	1292	1052	812	572
43	1288	1048	808	568
44	1284	1044	804	564
45	1280	1040	800	560
46	1276	1036	796	556
47	1272	1032	792	552
48	1268	1028	788	548
49	1264	1024	784	544
50	1260	1020	780	540
51	1256	1016	776	536
52	1252	1012	772	532
53	1248	1008	768	528
54	1244	1004	764	524
55	1240	1000	760	520
56	1236	996	756	516
57	1232	992	752	512
58	1228	988	748	508
59	1224	984	744	504

Sub-junior (10-12yrs) Boys & Girls Swim – 100 metres. Optimum time 1m 20s

	0	1	2	3
0	1580	1220	860	500
1	1574	1214	854	494
2	1568	1208	848	488
3	1562	1202	842	482
4	1556	1196	836	476
5	1550	1190	830	470
6	1544	1184	824	464
7	1538	1178	818	458
8	1532	1172	812	452
9	1526	1166	806	446
10	1520	1160	800	440
11	1514	1154	794	434
12	1508	1148	788	428
13	1502	1142	782	422
14	1496	1136	776	416
15	1490	1130	770	410
16	1484	1124	764	404
17	1478	1118	758	398
18	1472	1112	752	392
19	1466	1106	746	386
20	1460	**1100**	740	380
21	1454	1094	734	374
22	1448	1088	728	368
23	1442	1082	722	362
24	1436	1076	716	356
25	1430	1070	710	350
26	1424	1064	704	344
27	1418	1058	698	338
28	1412	1052	692	332
29	1406	1046	686	326
30	1400	1040	680	320
31	1394	1034	674	314
32	1388	1028	668	308
33	1382	1022	662	302
34	1376	1016	656	296
35	1370	1010	650	290
36	1364	1004	644	284
37	1358	998	638	278
38	1352	992	632	272
39	1346	986	626	266
40	1340	980	620	260
41	1334	974	614	254
42	1328	968	608	248

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43	1322	962	602	242
44	1316	956	596	236
45	1310	950	590	230
46	1304	944	584	224
47	1298	938	578	218
48	1292	932	572	212
49	1286	926	566	206
50	1280	920	560	200
51	1274	914	554	194
52	1268	908	548	188
53	1262	902	542	182
54	1256	896	536	176
55	1250	890	530	170
56	1244	884	524	164
57	1238	878	518	158
58	1232	872	512	152
59	1226	866	506	146

Shooting

THE VENUE

- Ideally the venue should be indoors, with good, consistent lighting and an even, low-slip footing.
- Secure, entry and exit areas that can be easily controlled will assist to limit access to the Range for anybody not involved in the immediate detail and allow for efficient marshalling.
- The venue needs to be of sufficient size to accommodate the Range itself; 10m for Jnr & Snr, 7m for Sub-Jnr.
- Shooting bays should have a minimum of 1m between targets. The centre of the target to be 1.4m above the ground (plus or minus 5cm).
- Shooting bays and targets need to have corresponding numbers 25cm high and the table should be 0.7 – 0.8m tall.
- Scorers should be in the line of sight to the computer screen to record the number of shots and score for each shot.
- Chairs and clipboards should be provided for Scorers and a flip card with a Red surface and White surface to indicate to the Range Officer if their Competitor has finished their 'Preparation Time'.

APPOINTED POSITIONS

Phase Steward

- Manage and coordinate the activities of all shooting phase officials.
- Prepare the shooting range for training and competition.
- Ensure all competitors undertake a safety briefing prior any shooting. This is a requirement prior to training sessions or the competition itself.
- Shooting sessions to be supervised by experienced officials.
- Ensure all equipment, marshalling files and scoring files are functional, correctly prepared and distributed to officials.
- Conduct a briefing for those doing helper duties.
- Observe competition for any irregular occurrences.
- Ensure all score sheets get to the scorer.
- In conjunction with the Official Technical Delegate decide on any verbal suggestions or complaints received from team managers relating to the phase.
- Control the spectators present if the venue space permits.
- Participate in the Jury of Appeal if required.

Range Officer

- Call the competition according to the following procedure:

Procedure and Commands for the Preparation Time

- "Competitors to the line for your 5 minute preparation time" – Competitors to open cases, place pistol on the table, settle and take up stance.
- "Load" – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
- "Start" – Competitors to start their 5 minutes of unlimited practice shots.
- "30 seconds" – Warning that 4 minutes and 30 seconds has elapsed.

- “Stop” – Competitors to cease fire and pace pistols on the table in a safe position.
- “Range is safe” – All laptops will be cleared ready for the competition series.

Procedure and Commands for the Competition Series

- “Competitors to the line for your first (or second) series of 5 shots in 2 minutes” – Competitors to settle and take up a stance.
- “Load” – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
- “Start” – Competitors to start their 2 minutes for their 5 competition shots.
- “30 seconds” – Warning that 1 minute and 30 seconds has elapsed.
- “Stop” – Competitors to cease fire and pace pistols on the table in a safe position.
- “Range is safe” – All laptops will be cleared once scores have been recorded ready for the next competition series.
- The above procedure is repeated for the Second Competition Series of 5 shots. This takes place at least 1 minute after the command “Stop” in the First Competition Series.

HELPER DUTY POSITIONS

Marshal (1)

- Assemble competitors prior to each heat.

Weapons Check Officer (1 with good understanding of equipment rules)

- Conduct weapons check in marshalling area prior to entry into the shooting range.

Shooting Bay Judges (1 per bay)

- In Preparation Time flip card from red to white when the shooter indicates they have completed their practice shots.
- Clear the target ready for the competition round.
- Start a stopwatch when the Range Officer calls “Start”.
- Observe all shots fired, record each shot as it is fired and the total score for the 5 shots in the series.
- Warn the competitor after 4 shots as per "Name 4 shots".
- Ensure the competitor is not in contact with the table while taking the shot, give a warning for the first offence, record subsequent offences.
- Ensure the competitor touches the table with the pistol between each shot, give a warning for the first offence, record subsequent offences.
- After each shooting series is complete and recorded; ensure the pistol is safe, not loaded, in contact with table, and facing down range.
- Stop and reset the stopwatch and abort and clear the computer target.
- If a competitor calls for malfunction, stop the stopwatch so that the time remaining in the round may be resumed once the malfunction is resolved.
- Once both Competition Series are completed, ask the shooter to sign the score sheet to verify the shots scored.

Equipment List

Phase	Equipment	Quantity
General	Clip Boards	
	Back numbers	
	Rule Book	
	Pens, pencils, sharpeners	
	Stopwatches	
	Hi Vis Vests	
	UHF radios	
	Phase award ribbons (to 4th)	
	Shade gazebos	
	Bunting for spectator control	
Running	Marshalling sheets - Run Order	
	Recording Sheets for Finish, Lap counters and Checkpoints	
	Timing System	
	Digital clock	
	Witches hats	
	Red and white compulsory flags	
	Start and Finish line markers	
	Tables and chairs	
Swimming	Marshalling Sheets - Heats	
	Electronic Timing System	
	Time Recording Slips (if electronic timing not available)	
	Starter Gun/whistle	
	Turn Judge recording sheets	

Shooting	Marshalling sheets – shoot details	
	Score recording sheets	
	Targets and computers	
	Laser pistols for pool use	
	Tables	
	Chairs	
	Mats for tables	
	Target holders	
	Tape for floor markings	
	Pistol check equipment	
Riding	Gate	
	Slip rail	
	Jumps	
	Cross country jumps	
	Warm up jumps	
	Score Sheets - Jumping round, Gate, Slip Rail	
	Marshalling Sheets – Marshals, Gear Check Judge's box	
	Gear Check Manual	
	Timing equipment /automatic	
	Bell	
	Course maps	
	Mounting block	
	Judges Box	
	Start and Finish flags	
	Jump numbers	
	Flags	
	Bunting/railing to define SJ arena	

Slip Rail and Gate requirements

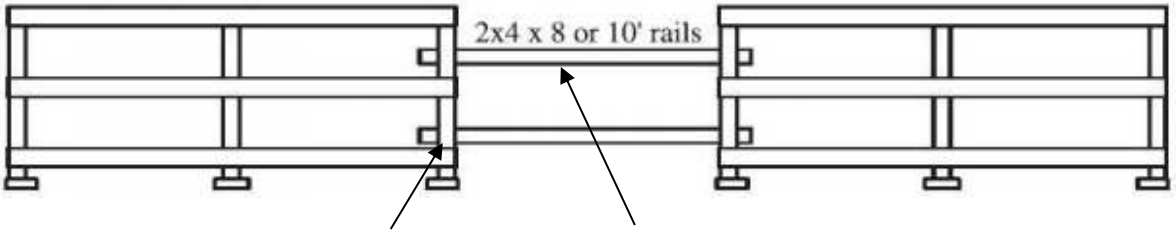
There are many possible combinations and designs of the slip rail/gate obstacle, as long as the course builder, riding director and technical delegate consider it safe. This is so the obstacle can suit the area available and situation. Below are some guidelines if needed.

SLIP RAIL

The recommended dimensions for the slip rail are shown below.

Slip Rail Opening Width (m)	Minimum length of the movable top rail (m)	Height of the Top Rail from the ground (m)	Height of the non-movable lower rail off the ground
1.8m (6 ft) minimum	2.4 (8ft)	0.9m (3ft) minimum	15cm
2.4m (8ft) maximum	3.0 (10ft)	1.2m (4ft) maximum	25cm

The slip rail should be supported by 'wings' on either side of the slip rail opening.
The 'wings' should be secured to the ground and stable. The only movable structure is the top rail which can either slide horizontally or be lowered to the ground.
The below style represents the most used slip rail design in other countries. An acceptable alternative is to have no lower rail and only a movable top rail.

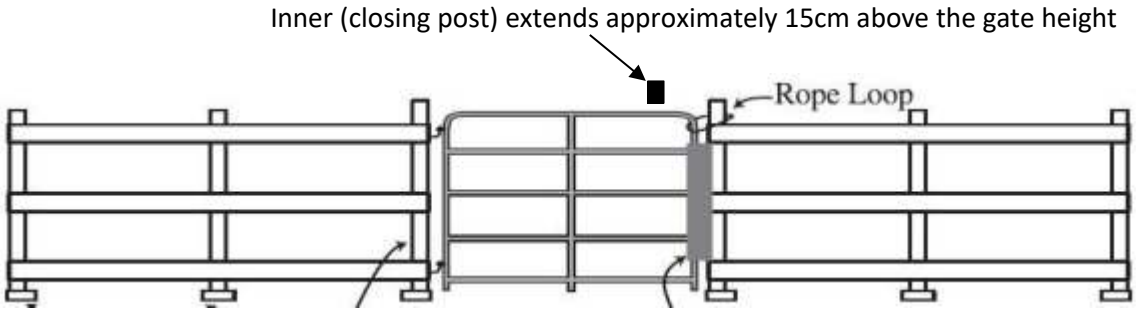


GATE

The recommended dimensions for the Gate are shown below.

Gate Width (m)	Height of the top of the gate (m)	Closure mechanism	Height of 'closing post' above the top of the gate height
1.8m (6 ft) minimum	1.2m (4ft) minimum	Rope loop placed over the 'closing post'	10cm minimum
3.6m (12ft) maximum	1.5m (5ft) maximum		20cm maximum

The gate should be supported by 'wings' that stretch either side of the gate for approximately 3m (9ft) and are secured to the ground.
The only movable portion is the gate on its hinges and the closing mechanism.
A "stop" on the near side of the post adjacent to the latching end of the gate will permit the gate to be opened in the forward direction only.
The recommended closing mechanism is a loop of rope or other flexible material, fastened to the top of the opening end of the gate, which can be placed completely over the inner post (closing post) of the wing. The closing post should be approximately 15cm higher than the gate.



Scoresheets

Tetrathlon Gate Score Sheet

Official's name: _____ **(print)**

Mobile: _____

Riders are allowed 30 seconds to complete the gate.

Timing starts from when the rider first touches the gate.

The gate is completed when the latch is closed so it "requires the locking mechanism to be moved or otherwise disengaged in order for the gate to be opened. Simply pushing on the gate with moderate force will not cause the gate to open."
When the 30 second time limit has finished the gate judge must instruct the rider in a loud, clear voice to move on. The gate judge should ensure gate is correctly closed and ready for next rider.

Rider No.	Gate completed mounted in ≤30 secs	Failed to shut gate mounted in ≤30 secs (50)	Failed to open & pass through gate mounted in ≤30 secs (200)	Jumped the gate then corrected error (60)	Failed to attempt negotiation of the gate (elim)	Fall of rider or horse (elim)	Comments

Tetrathlon Slip Rail Score Sheet

Official's name:_____(print)

Mobile: _____

Riders are allowed 30 seconds to complete the slip rail. Riders must dismount.
Timing starts from when both of the riders' feet touch the ground. The slip rail is completed when the slip rail is replaced and the rider has let go.
A mounting block is provided no further than 15m from the slip rail and does not incur a penalty if used. The slip rail judge may provide assistance to remount if requested by the rider (60 penalties).
If the horse, ridden or in hand, jumps the slip rail the competitor must return to the correct side of the obstacle, replace the slip rail if removed and negotiate the obstacle in the correct direction.
The slip rail judge should ensure the slip rail is correctly replaced and ready for next rider.

Rider No.	Slip rail complete in ≤30 secs	Failed to replace slip rail, dismounted in ≤30 secs (50)	Failed to dismount, open & pass through slip rail in ≤30 secs (200)	Jumped the slip rail either ridden or in hand & then corrected error (60)	Assisted to remount by Slip Rail Judge (60)	Failed to attempt the slip rail (elim)	Fall of rider or horse (elim)	Comments

Tetrathlon Shooting Score Sheet

Official's name:_____(print) Mobile: _____

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Competitor No.			Competitor Name				
	Shot 1	Shot 2	Shot 3	Shot 4	Shot 5	Total	Competitor signature
Round 1							
Round 2							

Tetrathlon Shooting Range Officer Commands

Procedure and Commands for the Preparation Time

- "Competitors to the line for your 5 minute preparation time" – Competitors to open cases, place pistol on the table, settle and take up stance.
- "Load" – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
- "Start" – Competitors to start their 5 minutes of unlimited practice shots.
- "30 seconds" – Warning that 4 minutes and 30 seconds has elapsed.
- "Stop" – Competitors to cease fire and pace pistols on the table in a safe position.
- "Range is safe" – All laptops will be cleared ready for the competition series.

Procedure and Commands for the Competition Series

- "Competitors to the line for your first (or second) series of 5 shots in 2 minutes" – Competitors to settle and take up a stance.
- "Load" – Competitors to pick up and load the pistol but keep the pistol barrel in contact with the table.
- "Start" – Competitors to start their 2 minutes for their 5 competition shots.
- "30 seconds" – Warning that 1 minute and 30 seconds has elapsed.
- "Stop" – Competitors to cease fire and pace pistols on the table in a safe position.
- "Range is safe" – All laptops will be cleared once scores have been recorded ready for the next competition series.

The above procedure is repeated for the Second Competition Series of 5 shots. This takes place at least 1 minute after the command "Stop" in the First Competition Series.

Tetrathlon Swimming Time Recording Sheets

Distance:_____Heat:_____Lane:_____

Swimmer No:_____Name:_____

Time 1: _____

Time 2: _____

Distance:_____Heat:_____Lane:_____

Swimmer No:_____Name:_____

Time 1: _____

Time 2: _____

Distance:_____Heat:_____Lane:_____

Swimmer No:_____Name:_____

Time 1: _____

Time 2: _____

Distance:_____Heat:_____Lane:____

Swimmer No:_____Name:_____

Time 1: _____

Time 2: _____

Distance:_____Heat:_____Lane:_____

Swimmer No:_____Name:_____

Time 1: _____

Time 2: _____

Distance:_____Heat:_____Lane:_____

Swimmer No:_____Name:_____

Time 1: _____

Time 2: _____

NOTES

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