



CANADIAN COWBOY CHALLENGE HOST INFORMATION



The Canadian Cowboy Challenge Host Information.

The Canadian Cowboy Challenge would like to thank you for your interest in becoming a Challenge Host.

The information that follows will set you on your way to running a Challenge that will flow smoothly, and be fun for all involved. Should you wish to Host a Clinic or Play day feel free to use any of these materials as well.

ALL HOSTS MUST PROVIDE THEIR OWN INSURANCE.

Proper communication and organization will ensure that riders enjoy your event and look forward to future events. We are just a click away to provide help.

Any challenge must comply with both the **Member Rules**, and the **Host Rules** to be sanctioned by the CCC. Please read these before booking your challenge.

Sanctioned events allow participants to accumulate points toward year end awards.

There are many ways that you can make your Challenge unique, and encourage participation. You are limited, only by your energy, and imagination for many aspects of these fun events. We have provided a **CHALLENGE CHECKLIST** to help you with the various steps in putting together a successful Challenge.

Both indoor and outdoor Challenges are encouraged. All venues must have adequate parking for trucks and trailers, a large enough area for a course to be safely laid out, a warm up area, an area for safe viewing, an area for riders and horses to wait their turn, a washroom or portable facility, and an area for office duties. To encourage participants it is highly recommended that you provide a concession and power for a PA system, but not mandatory.

As with any event, good planning with lots of lead time and well organized support will go a long way to ensuring a trouble free and fun Challenge. From picking a date to paying your participants we are here to help. If you get stuck at any point or would like to talk to others who have put on successful Challenges for ideas **CONTACT US.**

Confirmed and tentative dates for Challenges, Clinics and Play Days can be viewed on our Website under Challenges, Play Day & Clinic pages. Once you have determined potential dates you will need to contact us at canadiancowboychallenge@gmail.com to ensure those dates are suitable for a sanctioned event. When choosing your Challenge date, you may want to consider alternates. If there is another Challenge being held on the same day close by, you will need to use your alternate dates. Two sanctioned Challenges may be held on the same day at the discretion of the CCC Board.



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Once a date is agreed upon you will need to contact us and request to become a Host. When requesting to be a Host please give us a short paragraph about, yourself, club, organization, and what you hope to gain from Hosting a Canadian Cowboy Challenge Event.

With access as a Host you add your Challenge online, providing the information necessary to confirm, and advertise your challenge on the CCC site. Registration has to be received no later than four weeks prior to the event, and no later than Aug 1st of that challenge year. This is to ensure time for member notification, participant registration, and Challenge advertising.

You will also need to confirm your JUDGE or JUDGES to register your Challenge. As the Host it is your responsibility to ensure the **Judges have adequate refreshments, and a lunch during the day of the Challenge**. Judges are paid a maximum of \$250/ Challenge, and 30 cents/km for mileage both ways. (Judges Conference Alberta 2016) A Host may negotiate with the Judges for a different rate. It is the responsibility of the Host to pay your Judges the day of the Challenge unless otherwise agreed upon by the Host and Judge.

With your application approved, and your date, venue and Judge confirmed you are ready to start planning your Challenge. You may want to look at whether or not you will combine your Challenge with a Play day or a Clinic to encourage, and educate participants. Clinics and Play Days are often held the day before a Challenge. This provides participants an opportunity to expose their partnership to different obstacles in different settings, and understand the rules, and marking system better.

Timing for your event is going to be very important. You should allow at least 8 minutes per run, and approx 10 minutes for each walk through for each division. In addition you will need to provide a half hour lunch break for your Judge/Judges. Although the online scoring system will significantly speed up the administrative piece of your Challenge you will need to allow 30 minutes after the last rider to finalize winners which can be posted as unofficial until the event is published on the website. It is strongly suggested that you set an early start time to allow for the potential for a significant number of rides.

Promotion of your Challenge is critical to the success. We will advertise your upcoming Challenge on our Website. We would encourage you to **Contact Us** with ideas that might help others as well. Sponsorship is another way to attract riders and spectators, also a great way to get your local businesses involved. With added money and prizes you can invite your local business whom, have sponsored to come, and present the prizes to the riders on the day of the challenge.

Rider registrations and payments are now done online through the CCC. This makes your job much easier and ensures riders can check the status of events daily. But be prepared to take monies the day of the Challenge as some riders prefer to pay cash the day of the event. We all do our best to have everyone pay and register on-line, but preparation is a key.



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Volunteers insure a successful event. Where practical it will make your job much easier if you confirm, and inform your volunteers well ahead of the event. As a host you are responsible for ensuring you have capable people to handle some key positions. Some key positions are Scribes for Judge/ Judges, Office personal (2), Announcer/ Caller, Timer, 1 or 2 people for re-setting obstacles on course, Gate person to call riders to the gate, and a Rider Rep that may be determined the morning of the event. These are a few key positions that are needed to run a smooth event and help you as a Host to be available where ever you are needed.

As a reminder – Western Tack and Attire is a requirement for officials and riders on Challenge day. We suggest that western attire for volunteers supports the intent of the event.

Course Design is critical to the success and enjoyment of a Challenge. In addition to resources outlined in this section you may Contact Us if you require additional support or clarification. Please make sure to look over **obstacle list** at the end of the Member and Host Rules, as there are some restrictions in certain divisions, for a safe environment for all involved. Your courses should be planned so that there is minimal impact on time and resources to set up for the next class.

The CCC provides an Online Scoring system. You will find instructions on how to sign up and operate the system on the website. Please ensure you are familiar with operating the system well in advance of your event this is a **big key** in the success of your Challenge. If you have any questions feel free to contact CCC or any past Hosts for help.

Administration for the event will need to be held in a clearly defined area where competitors, Judges, and spectators have access to information. When posting on the website as well as at your event give class order for the day (what Divisions are first to last). Also riders at check in will ask for courses that should be provided the morning of the event to riders, and Judges. Marking sheets for judges should have the obstacle course written in each sheet. Rider's order of go should be posted morning of the Challenge. **Also please post for all the riders a list of the following people; Judges, Rider Rep, and First Aid Person of the day. Any questions from riders are to be presented to the Rider Rep whom then asks the Judges or Host for clarification.**

If well planned a Challenge, Clinic or Play day can be a cash positive event for the Host. To support you in planning your event we have included a sample budget for 'real' events that have happened in the past. We believe that as the Host you should not have to incur costs beyond your portion of the registration if the event is well planned, and there are no hidden costs.

As a Host you are responsible for paying the Judges, and prize money payouts. The CCC will send you (Host) a cheque for the monies paid on line after the \$5.00 CCC administration fee have been deducted. This will happen once you have entered all your scores, and you are sure that all input into the scoring



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system has been checked (twice), and you have submitted the results. At that time the CCC can see the results of your Challenge and issue the Host a cheque.

Again, we thank you for your interest in becoming a Challenge Host. After reviewing the relevant sections Host Rules/ Member Rules, Host Checklists, Registration and Scoring system. Please feel free to contact us with any questions you might have. We look forward to working with you.

Thank you from the CCC.