

# EXCA

## Race Directors Guide

**January 2018**

**Introduction:** The EXCA Race Director is the single representative of a hosting club or association, responsible for all facets of an EXCA race. There is a tremendous amount of work that goes into a WPQ Extreme Cowboy Race. His/her job starts well before the race begins. This guide can be used as a checklist for Race Directors. Most clubs or associations schedule a number of races during a calendar year. Clubs/Associations may have one Race Director or may assign a different individual for each race.

### **Things you need to know:**

The first step to putting on an EXCA race is to become a sanctioned EXCA club; in order to do this log onto [www.extremecowboyassociation.com](http://www.extremecowboyassociation.com). Then click on the [Club Services](#) link and fill out a Club application.

When your EXCA Club is approved, you will receive a CD with everything you need to produce a sanctioned EXCA race:

- Open Me First – This explains what is included on the CD.
- Member applications
- Sample entry form
- Liability Release form
- Judge's score sheets
- The match spreadsheet
- Club Application
- Fees Page
- EXCA Rulebook

After you are approved the next step is to apply to hold an EXCA race. To apply to hold a sanctioned EXCA race go to [Club Services](#) and fill out an EXCA Event Application. Once submitted, the race will be published on the EXCA website. An EXCA Club may host one or more World Point Qualifying (WPQ) races during the competition year.

EXCA Clubs agree to follow all EXCA rules. Association policy dictates all items not specifically covered in the current EXCA Rulebook.

As a sanctioned EXCA Club, you may order products from the EXCA Merchandise website such as "A Cut Above Buckles" or "Molly's Custom Silver" & pay for them after your race. In other words, you may order buckles or other prizes and send the payment in with your race results.

EXCA Clubs are covered by EXCA's general spectator liability insurance policy at the sanctioned EXCA race. This coverage is offered through EXCA by The Equestrian Group & will be available to any sanctioned EXCA Club in the United States.

### **Scheduling:**

It is important to get your EXCA race scheduled as early as possible. This allows participants plenty of time to schedule your race on their calendar and it will help avoid conflicts with other clubs in your region.

The EXCA World Championship shall be a stand-alone event and no other races will be approved for the EXCA World Championship dates. All races must be submitted 30 days in advance of the actual competition date. State and Regionals must be approved before they are posted on the website. You may submit flyers and entry forms to be posted on the EXCA website for more convenient access.

### **Insurance:**

EXCA spectator liability insurance covers EXCA members when participating in an EXCA sanctioned event. Read the following guidelines to discern the type of event you are holding. If option two and/or three fits your event best then you need to go to the [Club Services](#) page and fill out the appropriate application for specialized insurance. Remember some arenas require they that be listed as an additional insured.

## **General Guidelines**

### **Coverage Options**

- 1. Members only events** (*coverage already provided by EXCA*)
  - a. NO spectators at all
- 2. Additional Insured** (*additional charges apply*)
  - a. Premises owners, government entities, sanctioning organizations and sponsors may be named as an additional insured by endorsement
  - b. Application must be submitted
- 3. Public Events** (*additional charges apply for events with non-members / spectators present*)

If your event meets one OR more of these criteria, it is a public event

  - a. If the public is invited through advertising
  - b. If an admission (*gate*) is charged
  - c. If there is an inordinate number of non-members
  - d. For-profit events

*Note: Incorporated Clubs are not covered by this policy*

### **Arena Checklist:**

- Covered arenas take Mother Nature out of the picture and assures your contestants that they will be riding in good conditions. If you use a covered arena be sure to advertise as such.
- Minimum size: 100 feet wide by 250 feet long.
- The optimal course should be completed by a rider in 3 – 5 minutes.
- Bonus points are calculated by the EXCA software so that the rider gets 1 bonus point for every 20 seconds his time is under 8 minutes.
- Footing should be that of team penning or barrel racing. (no rocks) Should have equipment to work the arena, such as tractor, etc.
- Staging area – how can contestants enter and exit the arena
- Announcer's stand, PA system available or do you have to supply
- Scoring area with electricity for a computer
- Stalls or pens to accommodate your contestant's animals. Contestants tend to be very concerned about the comfort of their animals when expecting them to be so highly competitive.
- If outdoors and it is dry, make arrangements for watering the arena.
- Have a concession stand available; must you use the one at the facility or can you contract with an outside source

- Make sure you have adequate bathrooms, are they convenient for contestants or do you need portable toilets in addition
- It is always nice to have showers if you are having a two or three day race.
- Camping facilities, electrical hookups, what is the cost?
- Bleachers available for spectators

Extreme Cowboy Racing has developed into a very competitive sport with contestants pushing themselves and their horses. Safety is always the first concern, so good ground is paramount to a good race. Be sure the facility you choose is adequate for your contestants.

#### **Outdoor Course Checklist:**

- Many contestants prefer outdoor courses if at all possible. Outdoor courses allow for natural obstacles to play a major part in the development of the course.
- Footing on an outdoor course is just as important as an arena course. If an outdoor course is grassy, it is very important to not have the grass cut too short. 5-7 inches is ideal; it allows for traction and does not get too slick.
- If you use natural water obstacles, it is very important to check the footing in the obstacle. Do not use a water obstacle that has a soft or silt bottom. Horses will get stuck in it. Remember: safety for horse and rider always comes first!
- There shall be a spectator barrier on an outdoor course that separates the crowd from the course. The barrier can be fencing, panels or rope that is stretched tight. Again, think safety!
- Outdoor courses need to be large enough to allow "speed with control" but not so large that the judges can't see the entire course or that the spectators will lose sight of the riders.

#### **Race Checklist:**

- Timing system: Two parts of the course require timers. One timer will be used for the total course time; this could be an electronic eye timer or a stopwatch. A second timing device, most likely a stopwatch, will be used for keeping the obstacle time that is set in advance; 20 to 30 seconds is the suggested time allowed. The person timing the obstacles should also have a whistle to signal when the rider has come to the end of the allowed time and should move on to the next obstacle. Ideally there should be a back-up timer for each.
- Judges: There should be two certified judges for each EXCA event. This may be difficult in some regions; in such a situation the EXCA office should be contacted in writing to request an exemption to this requirement. Each judge should have a scribe so the judge can always be watching the contestant on the course.
- Scoring system: You will need a computer with the EXCA spreadsheet and a person for data entry, individual scoring sheets for the judge(s) - one for each rider and an extra person in the scoring area to check accuracy between judge's sheets & computer entry. Both the EXCA spreadsheet & the judges score sheets will be found on your club CD.
- Announcer who knows our sport. Having a biography portion to your entry form will give the announcer information on the riders since they may not know every contestant.
- Gate or start line personnel to keep the flow going. No one likes dead time.
- To keep the race running smoothly you should average 60 seconds maximum between riders. Make sure your announcer and gate personnel are aware of this goal. Have someone check to keep you on schedule.

- Have a ground crew to reset obstacles should an obstacle become displaced or broken.
- Have a volunteer to recoil ropes, move logs to the original position (log drag obstacle), hand off or receive pony horses, check trailer gate for trailer loading, etc.

Many of these positions can be filled by volunteers but you may want a signup sheet to be sure you have all of your bases covered. By following the above guidelines, you should be well on your way to having a great race.

**EVERY CONTESTANT MUST PROVE THEY ARE A CURRENT MEMBER BY SHOWING THEIR EXCA CARD AT REGISTRATION**

**Event Registration:**

You must arrange to have a person in charge of registration. This will require an organized individual(s) used to handling money. Some cash should be kept on hand to make change. The person in charge of registration **MUST check each EXCA membership card to be sure that they are a current member.** It is required that the EXCA spreadsheet contain all of the following: the member's name, EXCA number, his division(s), and the name of the horse on which he will compete is entered into the computer spreadsheet. **No rider may be entered on the spreadsheet unless they are a current EXCA member.** Riders joining at the event are listed with an EXCA number of T1, T2, or T3, etc.

Bio information for the announcer is also helpful.

Each rider should also sign a liability release form which can be found on the EXCA CD. An example of a generic entry form follows the registration rules.

Your registration, timing and scoring people **MUST** read & understand the following 4 rules.

**1. REGISTRATION**

- A. Only EXCA Members shall receive World Qualifying Points (WPQ). To be included on the EXCA Score sheet, a contestant shall be one of the following:
- A current EXCA Cardholder
  - A **Greenhorn** (30 Day EXCA member), who is issued a letter designation such as **GH1, GH2, GH3**, etc. to be used in place of an EXCA number on the spreadsheet. Greenhorn points will not be posted until they upgrade to a full membership.
  - The **Green Horse** Division is for horses new to the sport. **DO NOT USE THE RACE SPREADSHEET FOR THE GREEN HORSE DIVISION. GREEN HORSE POINTS ARE NOT TRACKED.**

***Greenhorn vs Green Horse Please make sure that you understand the difference between these two Divisions:***

***A Greenhorn membership allows a rider to compete in sanctioned EXCA events for a period of 30 days. Once the 30 days has expired, the Greenhorn member must pay the additional Individual membership fee to compete in an EXCA sanctioned event. No exceptions.***

***When a rider is listed on the spreadsheet with this designation in place of an EXCA number "GH", they are a Greenhorn member and must have their \$35 membership fee included with the event fees submitted to the EXCA office.***

***Green Horse: A Division to develop aged horses new to EXCA & Futurity Horses. Green Horse event scores must be recorded on a separate spreadsheet as their results do not get sent to the EXCA office and their points are not tracked***

- B. You must use the EXCA Official Score sheet included on your Club CD for any EXCA sanctioned event. No other score sheet will be accepted. No handwritten sheets will be accepted.
- C. All cells in the Rider Name column, EXCA Number column, Horse Identification Column, and the Division column MUST be filled in with the correct information.
- D. EXCA cards shall be checked at registration to insure correct EXCA numbers and that their Card is current for this year.
- E. Results will be double checked (certified) by the EXCA office.

## 2. NEW CONTESTANTS JOINING AT AN EXCA RACE

- A. Issue a temporary **Greenhorn number (GH1, GH2, GH3)** to each new competitor.
- B. Have them fill out an EXCA membership application.
- C. Send his or her membership fees with your results.

## 3. POINTS.

- A. An EXCA member will also receive points for each "go" that they run.
- B. If a person joins at a particular race, their points will count at that race and thereafter. Points shall not be awarded retroactively.
- C. Points will not be awarded (posted) until **ALL** event fees are paid to the EXCA office.

## 4. HOW TO HANDLE FEES & RESULTS OF AN EXCA RACE

- A. A club shall remit \$10.00 to EXCA for each contestant on the score sheet or \$20.00 per rider for a Double WPQ.
- B. The \$10.00 EXCA fee shall be included in race entry fee and not added on as an additional fee.
- C. E-mail the entire score sheet to [results@extremecowboyassociation.com](mailto:results@extremecowboyassociation.com). Please include your Club name and event date.
- D. E-mail race results and send fees to the EXCA office within 5 business days of the event. **No points will be posted until all fees are received. A late fee of \$50.00 per day shall be charged to the club hosting the match for each day thereafter.**
- E. Limiting the number of riders at a race shall be advertised 30 days in advance on the EXCA web site.

### Race Day:

Although you are the Race Director, you do not need to do everything. **DELEGATE** responsibilities to other club members. Most people want to help to feel part of the club and if everyone does something no one will be overworked. It will be a very long weekend if you don't. At the end of this guide there will be a race day checklist.

**Course Walk-Through:** This is the first time a contestant may see the course prior to the race. No one is allowed on the walk-through except contestants, judges, veterinarian (if assigned to check horses at the race) and officials for this particular race. The Judges should be available at the walk through to answer questions from the riders. Each obstacle shall be explained to the riders in the proper sequence on the course. Before the race starts you must give all the riders the rules for the weekend. Also, if you are going to be dragging the ground or raking it should be announced here at what intervals that will take place as to provide consistency and fairness.

**SAFETY:** All contestants are responsible for their own personal safety and that of their horse. They should also remain alert for other unsafe conditions and/or unsafe conduct of others. **Any concern about an unsafe condition or unsafe conduct should be immediately reported to the EXCA Race Director.**

**End of the Race:** After completion of the race, announce when the results will be posted and awards presented. The scores will need to be in the prescribed format for EXCA. These scores need to be sent within 5 days of the completion of the match.

**Summary:** In order to host a successful EXCA race, you, as Race Director need to do your homework. There will always be minor problems that arise during the course of the race. If the preparation for the race is done, these problems are easy to fix. Remember to delegate responsibilities; you cannot do every aspect of the race. Your job is to make sure every aspect gets done in a professional manner. You are representing both your club and EXCA. There are checklists at the end of this guide for your use.

### **45-Day Checklist**

1. Check the Arena
  - a. Date confirmed
  - b. Good ground
  - c. Bathrooms
  - d. Camping amenities
  - e. Host hotels & motels.
2. Announcers/timekeepers/computer entry - confirm announcer and support staff; make sure computer equipment and software is available and who will set that up. Make sure there is a PA system available. Confirm support staff.
3. Equipment - make sure that the equipment will be brought to the race; panels, poles, cones, ropes, logs, stopwatches, etc.
4. Registration Form and Promotion - make sure someone is circulating the correct form with prices, dates, times etc.
5. Awards - make sure there is someone handling the awards. This includes ordering buckles, obtaining other prizes, figuring out cash payouts. etc.
6. Budget - ensure that the budget is being adhered to so that there are no surprises. **Race Day Checklist**

1. Support Staff in place
  - a. Someone to setup computer equipment
  - b. PA system and Sound Check
  - c. Timer
  - d. Someone taking registration
  - e. Grounds men/women
  - f. Post Prizes/Payback. You must award prizes/payback as advertised.
2. Course Maps - Courses for that day should be posted just before the walk-through.

3. Walk Through- assign someone to do the Walk Through. Make sure that all elements of safety are covered. Designers or ground crew need to be there to take care of any changes deemed necessary by the judges.
4. After the race is concluded the announcer should notify all contestants when and where the awards are being presented.
5. Your final responsibility as Race Director will be to insure that the results get emailed to: [results@extremecowboyassociation.com](mailto:results@extremecowboyassociation.com) with “**Race Results**” in the email subject line and that the race paper work gets mailed to the EXCA office

within 5 business days after the completion of the race.

**Budget:** Once you have all the components of the race in place it is time to develop a budget for the race. You will need this to generate a registration form. It is important to include all your costs for this race in the budget. Everyone tries to keep the costs down, however you cannot operate a club and lose money on your race. The way to develop this budget is estimate how many contestants will be participating and break down your costs per contestant. Then you will know what you need to charge as an entry fee.

### Sample Budget for an EXCA WPQ Race

Based on 30 riders

EXCA Office fee	\$ 10.00
Judges (2)	\$10.00
Announcer. Timekeepers (\$100.00)	\$ 3.34
Arena/Facility Rent (\$200.00)	\$6.67
Prizes/Payback	\$30.00
Promotion (\$30.00; stamps and flyers)	\$1.00
Total cost per rider	\$61.01

Once you have determined your costs you can price the entry fee. In this case the entry fee would be a minimum of \$75.00. This gives you a 19% overage, which can be used however you choose.

# Name of Race

HOSTED BY: *YOUR CLUB NAME HERE*

DATE

EXCA WORLD POINT QUALIFIER

EXCA # \_\_\_\_\_ Division \_\_\_\_\_ Horse \_\_\_\_\_

Division \_\_\_\_\_ Horse \_\_\_\_\_

Division \_\_\_\_\_ Horse \_\_\_\_\_

NAME \_\_\_\_\_ Affiliated Club \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

## HORSE INFORMATION

#1 Horse's Name: \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

#2 Horse's Name \_\_\_\_\_ Breed \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_

Please include an announcer's biography:

All Divisions except Young Gun Entry Fee: \$75.00 \_\_\_\_\_

Young Gun Entry Fee: \$35.00 \_\_\_\_\_

Camping available (per night) \$10.00 \_\_\_\_\_

Limited stalls available (weekend) \$20.00 \_\_\_\_\_ Portable pens welcome

TOTAL \_\_\_\_\_

Showers & Restrooms on grounds

Course Walk Through meeting 9:00 AM

Race starts at 10:00 AM

Snack bar on site Host

Facility:

Make Checks payable to: Your club name, contact information and address for pre-registration;

Sign liability release Saturday

Directions to the Host facility



### **Guidelines for Regional Races:**

As our sport has grown, we have more members traveling now than ever before. To ensure our members a quality race the following guidelines have been established. No, these guidelines are not mandatory, but should be used as a goal to insure a first- rate race as well as satisfied contestants. After all, what you are looking for is repeat contestants, and that equals growth.

### **Regional Championship Host Club:**

- Check the web site or call the EXCA office to see which club in your Region has the first option to hold the Regional Championship. If they decide not to host the Regional Championship, applications will be taken from other Clubs within the Region.
- Should be held by an established club with at least a year of experience hosting races.
- Should be willing to work with other clubs in the region to make a joint effort of the race.
- NAB Members should assist in the race.

### **Where the Race Should be Held:**

- Held centrally in the region. Tourist areas are nice. Secure a guest motel.
- Should be held when climate conditions are at their best. Not too hot, not too cold.
- **Sponsors:** Once you have a date for your race submitted to EXCA it is time to approach businesses or other organizations for award monies and prizes. You need a lot of time to develop this which is why scheduling early is so important. Get into the area where the race is being held. Surrounding tack shops, feed mills and equine supply stores are a good place to start. Do not limit yourself strictly to horse related businesses however. They are plenty of opportunities to gain sponsorship in an area. Use your imagination. This is a sport that sells itself; explain what you are doing and how many people are attending.
- **Promotion:** It is important to get all the details of the race out to the potential participants as early as possible. This is done on the EXCA website as soon as you submit the schedule. It is also helpful to send out e-mails or hard copy letters reminding riders of the up-coming race. For bigger races, radio and television media coverage may be used. Flyers posted at neighborhood feed stores and tack shops. Event flyers and Entry forms can be submitted to EXCA and published on the EXCA website with your event details. The more people exposed to Extreme Cowboy Racing the more successful your race will be.
- **Prizes/Payback** Decide what you need for prizes/payback, making sure you cover every Division that will be participating. Buckles with the EXCA logo on them must be ordered through the EXCA office. Allow 5 weeks for buckles to be produced. It is recommended that Regional Championships award buckles to all class winners. The awards should be confirmed before the race so they can be announced. This should be part of any flyer sent out to encourage participants. Participants like to know what the prize/payback structure will be. You must pay back what is advertised.
- **Arena/course locations** will play a big part in your final pick.