

## Personnel Checklist for the Classic

### High Level

1. Secretary
2. Show Manager (pre and post)
3. Day of Show Manager
4. Show Program
5. USA Eq and USDF Contact
6. Breed Organizations Contact
7. Awards
8. Omnibus Prize List
9. Judges
10. Rules Compliance
11. Volunteer Coordinator

### Secondary

1. Scorers
2. Award / Tests Handout
3. Runners
4. Ring Stewards
5. Scribes
6. Parking
7. Set-up (inc. p/u of rings)
8. Take-down (inc. return of rings)

### Other

1. Food
2. Prize List Mailing
3. Vet
4. Farrier
5. EMT
6. Housing for judges, TD, secretary & Manager
7. Photographer
8. Sponsors – we should really work on this one!!!
9. Score posting in Lengthening Strides

## CHECKLIST FOR CLASSIC

- ◇ CNYDCTA BOD approval of show plan, set date, confirm facility
- ◇ USA Equestrian application for recognition (send by May 15<sup>th</sup> of previous year to guarantee comparable date and to be included in the printed show scheduled mailed to all USAEq members)
- ◇ USA Equestrian registration of competition management (send with application)
- ◇ USA Equestrian membership: \_\_\_show contact, \_\_\_show manager, \_\_\_show secretary
  - note: need full membership for manager and secretary
  - note: be sure to ask for rule book with your membership
- ◇ USDF application for recognition
- ◇ prize list for Omnibus, including entry form
  - note: essential to review current rule book first
- ◇ hire judges & arrange transportation & lodging
- ◇ hire TD & arrange transportation & lodging
- ◇ obtain insurance (\$1,000,000) naming USDF and USA Equestrian as additional insured
- ◇ sponsor letters ..... (optional)
- ◇ hire food vendor
- ◇ apply for USDF/Dover adult amateur award
- ◇ apply for ATA high score ribbon
- ◇ contact AWS representative for AWS ribbons
- ◇ contact AHS for AHS high score ribbon
- ◇ contact HHAA for HHAA hi-point ribbon
- ◇ other breed association awards . . . (SWANA)
- ◇ order ribbons
- ◇ order bridle numbers & back numbers for Dressage Equitation group classes
- ◇ order officials badges
- ◇ hire vet (on-call) – must be listed in prize list and sent to USA Equestrian
- ◇ hire emt (on-site, NYS certified)
- ◇ hire farrier (on-call)
- ◇ hire photographer (optional)
- ◇ reserve porta potty (one per competition ring) (Sue using Syracuse safety lights \$90/day)
- ◇ arrange for sound system (?) - Kevin Coursen, pony club - \$25.00
- ◇ arrange for (artificial?) plants to decorate competition arenas (optional)
- ◇ purchase awards as stated in the prize list
- ◇ Jennifer Wesson memorial trophy replica (purchase prior to or following show)
- ◇ USA Equestrian order: competition packet order form, test set for duplicating
- ◇ USA Equestrian FEI test order (14 days prior to competition, after entries received )
- ◇ USDF order: tests, additional forms, guidelines, misc. free literature
- ◇ send USA Eq prize list/ entry form (show date - 21 days) + insurance certificate (show date - 14 days)
- ◇ send USDF prize list/ entry form (show date - 21 days)+ insurance certificate (show date - 14 days)
- ◇ send USDF regional competitions coordinator prize list/ entry form (show date - 21 days)
- ◇ recruit volunteers
- ◇ publish show program (need volunteer list and competitor list to complete)
- ◇ update & copy job descriptions for volunteers - send in advance, esp. to new volunteers
- ◇ CLASSIC TEAM Meeting(s): at least one approximately 4-6 weeks prior to show!

### AS NEEDED / on-going throughout the year:

- ◇ review and act on USA Equestrian and USDF materials
- ◇ copy and distribute pertinent USA Equestrian and USDF materials

### **MUST HAVE DONE PRIOR TO HORSE/RIDER CHECKING IN TO STABLING AREA:**

- ◇ poster(s) for barn with competition information: sharps location, emergency #s (farrier/vet/EMT), directions, schedule, USAEq Statement of Principle, USDF statement on Animal Welfare, Map of show grounds, changes to prize list, show committee
- ◇ ring identification signs (weatherproof): ring 1, ring 2 – RING CLOSED
- ◇ sharps container – one in each barn
- ◇ phone available in stabling area (cell or land)

### **MUST HAVE WITH YOU ON THE DAY - OF - SHOW:**

- ◇ PA System
- ◇ Jennifer Wesson Memorial award for display
- ◇ Awards and breed ribbons
- ◇ Judges & TD gifts (?)
- ◇ T-shirts (?), volunteer gifts (?), pinneys (?), extra watches for volunteers who forgot theirs
- ◇ Poster for secretary desk (same as above)
- ◇ ring identification signs (weatherproof): ring 1, ring2
- ◇ print out current USA Equestrian rules for ring stewards / equipment check volunteers
- ◇ review & copy scoring instructions for volunteers
- ◇ review & copy scribe booklet (or order from USDF) for volunteers
- ◇ set up clip board for each volunteer job with materials & supplies required to do job
- ◇ rubber gloves for bit check
- ◇ whip measuring sticks for competition ring stewards
- ◇ walkie talkies: put in new batteries & test, have spare batteries
- ◇ water for volunteers (1/2 liters) and competitors (1/2 pints) leaving arena
- ◇ large heavy duty garbage bags
- ◇ garbage can by secretary desk
- ◇ very large ziplocks
- ◇ handi wipes for porta potties and secretary desk
- ◇ bug spray & sun screen for secretary desk & judges stand(s)
- ◇ spray cleaner and paper towels
- ◇ tissues for secretary desk
- ◇ peppermint candies and 5lb tin of cookies for secretary desk
- ◇ judges coolers with snacks & beverages (ask judges preferences in advance)
- ◇ paper towels
- ◇ coolers for water at competition rings
- ◇ USA Equestrian rule book available for reference day of show
- ◇ sheet protectors for posting results if raining
- ◇ copies of all contracts - especially on-call vet and on-call farrier for TD to see day of show
- ◇ manager and secretary USA Equestrian cards for TD to see day of show
- ◇ USA Equestrian & USDF show recognition certificates for TD to see day of show
- ◇ have Classic prize list (Omnibus+addendums) available for reference day of show
- ◇ cell phone at secretary desk
- ◇ helium balloons for road sign
- ◇ styrofoam coolers at secretary desk for volunteers
- ◇ ice for competition coolers and judges coolers
- ◇ boom box for musical rides
- ◇ cash for secretary and logo merchandise
- ◇ Logo merchandise and extra Omnibuses
- ◇ Display of USA Equestrian and USDF publications

**POST SHOW:**

- ◇ mail championship and reserve ribbons and breed awards and special awards
- ◇ get Jennifer Wesson trophy replica engraved
- ◇ write thank you notes to : EMS, photographer, farrier, vet, food concession, facility
- ◇ submit receipts for reimbursement
- ◇ secretary; send copies of USDF & USA Eq financial reports to CNYDCTA treasurer
- ◇ secretary; send USA Equestrian membership forms and money within 2 days
- ◇ secretary: send competition results to:
  - USDF and USA Equestrian within 10 days
  - Breed associations who supplied show ribbons:
    - AKA, AHS, HHAA, SWANA, AWS
  - USDF / Dover AA
  - Chronicle of the Horse, notify photographer to coordinate photos
  - Horse Bits, notify photographer to coordinate photos
  - Photographer – notify of which publications received results
  - CNYDCTA Lengthening Strides editor
  - Show manager
  - Show organizer
  - CNYDCTA president