

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 15th 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

