

Manager Responsibilities For Clinic

1. Venue:
 - a. Check to make sure we have FULL use of the ring all day Saturday and Sunday
 - b. Check to make sure use of the outdoor ring all Saturday & Sunday for warm-up.
 - c. Make sure rings are dragged each morning and on breaks (if they can).
 - d. Check to make sure we have FULL use of lecture room (as needed).
 - e. Check to on food arrangements (and venue rule for such)
 - f. Arrange a time on Friday night to set up the large dressage ring.
 - g. Check on sound system and microphone for Saturday and Sunday.
2. Arrange lunch and am/pm snacks & beverages for clinician.
3. Arrange for a volunteer to collect auditor money (very important!)
 - a. Jr/YR and college students are free
 - b. CNYD&CTA members are \$10/day, \$15/both days
 - c. Non-members are \$15/day – no both day discount
4. Arrange for a volunteer to collect money at lecture and bring supplies
 - a. CNYD&CTA members are free.
 - b. Non-members are \$5
 - c. Bring plates, napkins, silverware, soda and cups.
5. Find (1) scribe per day, (1) runner per day, and (1) scorer per day.
 - a. Scored tests will be returned to clinic rider, no ribbons awarded.
6. Arrange for a set-up and take-down crew (Friday evening and Sunday afternoon) and clean up crew after lecture on Saturday night.
7. Designate overall problem manager

Secretary will:

1. Process entries
2. Create schedule
3. Obtain dressage tests and arrange in order/day.
4. Supply dressage tests and pencils for scribing lecture.
5. Find and arrange stabling, if needed.
6. Find host for clinician and make required breakfast and dinner arrangements.
7. Confirm travel arrangements & timetable
8. Arrange for payments w/ Treasurer for venue and clinician