

## RASDEG MEMBERS DRESSAGE COMPETITIONS CHECKLIST

This document is a guideline and project plan for event organisers to assist them in organising and running an Equestrian Queensland officiate and associate dressage.

The guidelines are part of a package of information available to assist in organising a successful event.

Other information available includes;

Standard forms:

- Nomination/entry form
- Administration + draw spreadsheet
- Score & Results sheet
- Incident form
- Judges Reimbursement form
- Event Summary Sheet
- Draw template

Instructions, plans and documents

- Ground plan
- Directions (to the grounds)
- PA instructions
- Bisecurity and contingency plan

Equipment available for use at the event (stored at grounds).

- PA (amplifier, CD player, 3 x speakers plus stands, microphone, roaming microphone)
- Walkie talkies (x 4) plus batteries
- Scoring software (electronic scoring package)

The key to a successful event is planning (remember the 5P's – Planning prevents piss poor performance!).

If you have any questions or require assistance with a problem please do not hesitate to contact the President, Vice President or Newsletter Editor.

The Newsletter Editor has copies of the templates and documents outlined above. The aim is to have this available on the RASDEG website in the near future.

### **Contacts**

#### **Executive Committee**

Position	Nomination	Email	Phone
President	Jill Strachan	reynella@clearmail.com.au	0438 128 684
Vice President	Yvette Vlies	ymv@iinet.net.au	0422 499 832
Secretary	Sonja Risa	<a href="mailto:Sonja.risa@gmail.com">Sonja.risa@gmail.com</a>	0412 021 939
Treasurer	Anne Lyon	annelyon@bigpond.com	0432 918 310
<b>Ancillary Committee</b>			
Membership Coordinator	Sonja Risa	<a href="mailto:Sonja.risa@gmail.com">Sonja.risa@gmail.com</a>	0412 021 939
Sponsorship Coordinator	Jill Strachan	reynella@clearmail.com.au	0438 128 684
Judges Coordinator	Yvette Vlies	ymv@iinet.net.au	0422 499 832
Newsletter Editor	Sonja Risa	<a href="mailto:Sonja.risa@gmail.com">Sonja.risa@gmail.com</a>	0412 021 939
Website Coordinator	Bruce Anderson	brucea@connectel.com.au	0403 837 066
Publicity Officer	Alison Scott	sondies1@bigpond.com.au	38299037
Gold Club Coordinator	Julie Batten	juliebatten@gmail.com	3245 1729
Library Coordinator	Tirron Cox	tirron.cox@suncorp.com.au	0407 112 028
Canteen Coordinator	Julie Lynham	glynham@bigpond.com	0422 378 990 3396 5480 (ah)
Ribbon Coordinator	Jill Ramsay	jillramsay@bigpond.com.au	0422 013 299

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\*\* Tick off tasks as they are completed to assist in the management of the event

### SIX TO THREE MONTHS BEFORE THE EVENT

	Contact Judge coordinator to confirm/organise judges for the event. Advise coordinator of classes to determine required judging levels.
	Draft entry form. Standard template available from Newsletter Editor or on the RASDEG laptop. Select classes, levels and tests to be held on the day. Please note -all competitions are to offer at least 2 classes at each level from prep to medium inclusive. The exception is for special events targeting specific levels. The program must include a note that one judge maybe required to judge both the medium classes. Check RASDEG website/calendar of events for the closing date for the event. Include sponsors names (if applicable) on the entry form.
	Submit entry form to Executive committee for approval, either by email or attend a general meeting (first Thursday of the month).
	Email approved entry form to Newsletter Editor to include with next newsletter and for uploading onto the RASDEG website. Newsletter Editor will email you a PDF version of the entry form. The Webmaster can also upload documents onto the RASDEG website.
	Register the event online with DPIF at <a href="http://www.dpi.qld.gov.au/cps/rde/dpi/hs.xsl/27_8780_ENA_HTML.htm">http://www.dpi.qld.gov.au/cps/rde/dpi/hs.xsl/27_8780_ENA_HTML.htm</a> ; <b>Lot on Plan for WPC is Lot 2 on RP114653 – WPC do not have a PIC.</b>
	Read the RASDEG Biosecurity and contingency plan (provided with all templates). Copies available on the club grounds.
	Catering for the event- Contact Canteen Coordinator to discuss catering requirements for the event. If club canteen is not available book Green Line Diners contact Warren on 33984978.
	Check with the Executive Committee how frequently the post box is cleared and by whom to ensure you receive all entry forms for the event.
	Ribbons/rosettes - check ribbon stocks with Ribbon Coordinator. Ensure you factor in extra ribbons for pony classes
	Draw - organise a date/time/venue to draft the draw (preferably weekend after entries close). If you are inexperienced and would like assistance, ask the executive committee for names of experienced people who can assist you. A draw template (part of the administration spreadsheet) is available to assist the drafting the draw..
	Contact Geoff on 3890 2078 (Pony Club Caretaker) and advise him of the event (as a courtesy). He will mow grass and organise grounds prior to the event
	Buy a small gift and card for each judge. Retain receipts and submit to Treasurer to claim reimbursement.
	Request from membership coordinator for a list of members who have volunteered to complete their gold club for the event date and a list of members with first aid qualifications.
	Organise non-riding volunteers to complete jobs at the event.. List of jobs includes: <ul style="list-style-type: none"> <li>o arena set-up and pack-up,</li> <li>o pencilers,</li> <li>o scorers,</li> <li>o PA</li> <li>o Gear Check</li> <li>o Judge hostess</li> </ul> <p>It's good to allocate jobs to members with some skill/experience; this will ensure the day will run smoothly.</p> <p>Develop a contingency plan in case non-riding volunteers or riding helps do not show up on the day (or the day before is selected for arena setup).</p>
	Organise two members with first aid qualifications to work at the event on first aid. If this is not possible book St John Ambulance First Aid Officers. Complete form (template available in package) and fax to Sharon on 38799444. Contact Sharon on mobile 0413 448002 to confirm attendance of First Aid officers on the event date
	Scoring software is now available. If you plan to use this software to score at the event, organise training for the scorers a month before the event (instructions available with software). Contact Newsletter Editor to provide training and to organise copy of the scoring software.
	Confirm judge appointments for the event with Judge Coordinator

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### ONE MONTH BEFORE THE EVENT

#### Considerations for drafting the draw. Please note:

- Provide judges with a 15 min break every two hours.
- Judges limited to judging a total of 40 horses per day and 35 horses per class. If more than 35 horses entered you will need to hold two classes and maybe different judges (if two large classes).
- Riders competing on two or more horses provide a minimum of 40 minutes break between each class. This is to ensure the competitor has sufficient time to prepare and warm up horses.
- Test times: 7 mins Prep and Preliminary, 8 mins novice, elementary and medium and 9 mins for advanced.
- Plan to complete the draw soon after entries close. Aim to get the draw published one week before the competition.
- Note entrant addresses. Try and place rider with shortest distance and travel time to grounds early in the draw and those travelling greater distances later in the draw

	<p>As nominations forms are received</p> <ol style="list-style-type: none"> <li>1. Check all entries are correctly and fully completed with correct amount of monies with accompanying cheque, money order or direct transfer copy of transaction receipt. Check the nomination/entry form is signed. Record all nomination and cheque details in the administration spreadsheet.</li> <li>2. Print spreadsheet of entry payment details and provide with cheques to Treasurer on a regular basis to ensure cheques are banked before the event. Please record nominee details on back of cheque/transaction receipt to assist in identification of payment if necessary. Also record cheque/money order/transaction receipt numbers on the entry form to link entry form to payment.</li> <li>3. Note ponies in the spreadsheet. Horses and ponies maybe included in one class or placed in separate classes (refer Dressage rules). Please note that ponies are considered a separate class and receive their own placings, ribbons and prize monies</li> <li>4. Enter rider and horse details in the administration spreadsheet. Note if horse or pony, if riding HC.</li> </ol>
	Provide cheques, money orders and transaction receipts plus copy of administration spreadsheet with list of entries to Treasurer on regular basis prior to the event to ensure cheques are banked and cleared before event.
	Check the RASDEG post box for any entries that arrive one-two days after the closing date.
	Finalise all entry forms; note all entries into the administration spreadsheet.
	<p>Draft draw using administration template, taking into account the considerations listed at beginning of this section. Aim to finalise the draw and distribute to competitors one week before the event.</p> <p>Take note of ponies, either add to horse classes (but list as a pony) or include a separate pony class (if five or more ponies in a class).</p>
	When draw completed, request an RASDEG member with experience in associate/official draws double check the draw. You may contact the Ribbon Coordinator, Newsletter Editor or Publicity Officer.
	<p>Identify RASDEG riders and allocate a riding job. Record job on the draw.</p> <ul style="list-style-type: none"> <li>○ Indicate times required for rider jobs i.e pencilling 8.30-10.30am</li> <li>○ If possible organise arena set up day before in conjunction with training day and allocate riders to this job.</li> </ul>
	<p>Email draw to each of the judges appointed to judge at the event and request advise if there is no conflict of interest [refer dressage rule book section 1.6]. Request a response from each judge within two days.</p> <p>Ask the judge if they require a penciller or will bring their own.</p> <p>At the same time advise the judges if they will be sitting in a judge's box or required to use their car [and required to drive into the grounds – outline what they will need to do on arrival]. Also request if they have any special dietary requirements and that full catering will be provided for them at the event.</p> <p>Advise judges that cheques for judging will be posted to them within 5 working days after the event.</p>

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	Once draw finalised, email draw to Newsletter Editor [or webmaster if Editor unavailable] to upload draw onto RASDEG website. Include ground directions and grounds plan. Advise if you require a pdf version of the draw, this can be emailed back to you.
	Email pdf version of final draw to all judges appointed to judge at the event.
	Email pdf version of final draw to all non riding volunteers working at the event.
	Email pdf version of the draw to all competitors that nominated email as the notification option.
	Print copies of the final draw and post to competitors that have provided stamped addressed envelope (ensuring adequate time for the draw to arrive by post before the event)
	Print copies of the draw for the event (required for judges, gear check, PA and scorers and organiser). Please contact Newsletter Editor if you require assistance in printing the draw.
	Ring Canteen Coordinator after draw completed and advise of total rider numbers to assist in ordering food to cater for the event, and time the event commences.
	Create master reference list for the event that includes list of competitors, emergency contacts and numbers in alphabetical order for quick reference, draw and judge contact details
	Ensure you have a copy of the EFA Dressage Competition Rules and General Regulations as a reference document on the day. Can be downloaded for free off EFAQ website <a href="http://www.qld.equestrian.org.au/">http://www.qld.equestrian.org.au/</a> . Copy also available in WPC clubhouse (green cupboard in back room)
	Check ribbon stocks or rosettes have arrived. If not investigate when these items will arrive.
	Check stocks of test sheets, judge reimbursement forms and incident forms stored at the club grounds. If required print off test sheets for each class, including a few extra sheets as spares and take to the grounds day before the event.
	Contact Geoff (Pony Club Caretaker) a week before the event to arrange to open club house day before event to enable you to complete judges folders.
	Print the required number of meal tickets to hand out to non-riding helpers refer template. This ticket provides volunteers with a free lunch from the canteen. All other helpers and riders must purchase food from the canteen
	Print the required number of meal tickets for judges refer template. This ticket provides judges with a free lunch from the canteen.
	Note scratchings in administrative spreadsheet as you may need to refund entry fees (less 50% admin fee – refer entry conditions) if medical/vet certificates provided.  Update all draws with scratching for judges, scorers, PA, gear check. ** Do not re send draw, update the draw and provide to relevant people on the day i.e judges, scorers and place on scoreboard
	If completing manual scoring, complete scoresheets for the event using scoresheet template. Copy names in order from the draw for each class. Print off two copies (one for judges to sign and one for scoreboard)
	Organise laptop and printer for event (contact Yvette Vlies – contact number on first page). Check sufficient stokes of paper for printing results on the day.
	If using scoring software, enter horse and rider details into horse and rider spreadsheet. Set up spreadsheet for each class. Enter judges, import dressage test, horse and rider information (or import) for each class. Save. Now the software is ready to commence scoring.

### **DAY BEFORE**

	Inspect grounds for injury risks including competition grounds, warm up areas and general pedestrian areas. If any problems and you are unsure how to deal with the issue contact the President.
	Set up arenas, generally two arenas in line with judges boxes and if a third arena is required this is located on other side of light pole running perpendicular to top other two arenas. Ensure room between judges' box and arena for horse/rider to safely ride past judge. For bottom arena ensure room for cars by arena and space for horses to ride in front or behind car.  Set up arenas using rope to ensure arenas are square. Rope stored with arenas. Contact Wendy Tidbold ph 3206 4383 with any queries regarding arena setup.  Also set up witches hats to indicate warm up arenas and place witches hats where-ever else they are required
	Ask Geoff for the keys to open WPC club house.
	Check PA, locate instructions so that you can quickly assemble PA in the morning
	Assemble batteries in walkie-talkies and check batteries are full. If not recharge overnight. Set walkie-talkie channel to high 30's refer instructions to ensure you use correct channels and

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	do not use emergency channels.
	Sweep out and wipe down judges boxes (if being used). Check table and two chairs are available in each judges box. Source furniture from clubhouse if required.
	Organise judge's folders. Folders stored at club grounds. Include the following documentation in the folder for each judge; 1. draw (with scratchings notified to that date) 2. test sheets (total number in class plus a few spares) for each of the classes they are judging. 3. 2 x pens 4. Judges reimbursement form 5. meal vouchers, one for judge and one for penciller 6. pencillers guidelines
	Organise folder for Gear Steward – includes gear check guidelines (sect 3 of Dressage Rules), copy of time draw, pen and non-riding helper meal voucher(s)
	Organise folder for PA - includes copy of time draw, sponsor information, pen and non-riding helper meal voucher
	Organise Scorers folder with draw and score sheets (if using manual system). Ensure score sheets have % and place for each judge (EFA requirement). Include non-riding helper meal vouchers for total number of scorers.
	Pin draw, with any scratchings, on the scoreboard plus other information regarding the event, sponsors etc
	Take out first aid kit for ease of access if required.
	Set up ribbon stands/rosettes
	Check stationary and calculators available for scorers.
	Store judge cards and gifts at club grounds.
	Check if judge's boxes contain tables and chairs. If not place furniture in judges boxes with tables and chairs stored in WPC club house.
	Rake out horse yards. Rake stored in stable area.
	Lock up club house and other storage facilities and return clubhouse keys to Geoff.

### **ON THE DAY**

#### **Competition Set up**

	Ask Geoff, grounds caretaker, to unlock WPC club house (at time previously arranged)
	Check dressage arenas and check letters in correct place.
	Set up PA at gear check, refer instructions
	Assemble walkie-talkies, set channels (the same for all units) and hand one to Gear Check, scorers, head judge and event organiser.
	Update scoreboard with any scratchings advised overnight and place outside under patio.
	Set up tables and chairs under clubhouse pergola for judges and spectators
	Place folders in clubhouse so easily accessible to hand over to penciller or judge on arrival.
	Tick off volunteers, including first aid volunteers, as they arrive. If a volunteer does not arrive make alternate arrangements. Provide them with their non-riding helper meal voucher
	Brief First Aid volunteers on where the First Aid Kit is located and procedures for recording incident if one occurs (In the event of an incident, the first aid officer or Event Organiser to complete incident form after incident for submission to committee and EFA)
	Brief gear check, scorers and PA
	Update draw with any scratchings, update scoreboard, judges folders, scorers draw, PA and Gear check draws

#### **During Competition**

	Ensure non-riders and riders are completing their allocated jobs
	Greet judges on arrival and; <ul style="list-style-type: none"> <li>o Introduce to penciller and provide with folder.</li> <li>o Offer tea/coffee and cold water from fridge.</li> <li>o Direct Judge to arena and judging position</li> <li>o Advise judges of morning and afternoon tea plus lunch breaks and where this will be served (under pergola)</li> </ul>
	Check catering provided to judges for all breaks during the day
	Monitor time to check if running on or behind time, communicate with PA on how to address any time problems
	Monitor and note scratchings on your master list, advise judges and scorers of scratchings that occur on the day (use walkie-talkies to confirm scratchings and coordinate times with gear check and judges).

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	Ensure judge located at C for each class (head judge) signs and records date and time on final results for each class judged (once completed). Note to post results 30 minutes after time judge recorded on scoresheet (this is to allow for any protests)
	Note time last scores placed on board – judges must stay 30 mins after this time in case there is a protest
	Place results on scoreboard
	Ensure scorers put test sheets on scoreboard for collection by riders
	Collect completed judges reimbursement forms.
	Thank judges, give gift and card after all tests completed and protest time has elapsed
	Ensure there are two copies of results, place one copy on score board and retain the other for your records
	Organise presentations – take out ribbon stand and organise PA to complete presentations Remember to include separate presentations for ponies as they are considered a separate class to horses.

### **Conclusion of Competition**

	Pack up arenas and witches hats
	Pack up PA and speakers, place in plastic containers and store
	Hold presentation under Club House pergola
	Put away tables, chairs, scoreboard, etc
	Place blank test sheets in black folder of blank test sheets and dispose of used documentation. Store judges folders on the shelves where they live (to ensure next organiser can find them).
	Pack ribbons and rosettes into plastic bag and return to Ribbon Coordinator. Pack away ribbon stands
	Double check everything put away and locked
	Lock canteen and other storage areas and return key to Geoff (caretaker)

### **AFTER COMPETITION**

	Provide judge reimbursement forms to Treasurer to mail payment by cheque
	Provide all receipts, payments etc to Treasurer (Anne Lyon mobile 0432 918 310)
	Check scratchings, coordinate medical/vet certificates and request Treasurer organise refunds less 30% for scratchings covered by certificates. Provide all documentation to Treasurer to enable payment of refund.
	Write competition report for newsletter and email with results to the Newsletter Editor for publishing in club newsletter
	Complete Event Report Summary and submit to RASDEG committee