



Southern Maine Dressage Association Show Secretary Guidelines

Entry Forms

Date entry forms as you receive them. Entry forms received before the opening date should be returned. Process complete entry forms in the order in which you receive them.

Complete entry forms include:

- A copy of current negative Coggins (one year from the show date for in-state horses; six months from the show date for out-of-state horses).
- Proof of rabies vaccine (one year from the show date).
- A check payable to SMDA for the entry fees.

Entry forms must be signed by the rider, the owner, and by a parent or guardian if the rider is under 18.

You should process entries every 2-3 days as they arrive and verify that they are complete. Contact riders who have not submitted complete entries as soon as possible. If the entry is not complete, call and/or email the rider to tell them that their entry will not be processed until it is complete. Please make sure you establish contact with riders and that they acknowledge that they need to amend their entry. You must set incomplete entries aside until all information is received (do not hold a place for the rider in the show – this is per SMDA policy).

Make sure the check is the correct amount for entry fees:

- Regular dressage tests are \$25 per test.
- Dressage equitation is \$15 per class.
- There is a \$1 number deposit per rider; the deposit is refunded when riders turn in their numbers at the end of the show.
- Non-SMDA members must pay a \$3 non-member fee. If there is a question, you can cross-check the SMDA membership list to verify that the rider is a member.

Enter rider information in the SMDA Show Schedule spreadsheet. For complete instructions, see the Directions tab on the spreadsheet.

Note on Class Levels:

- All levels – The same horse and rider combination can only ride tests in consecutive levels at a show. In other words, riders cannot skip a level at the same show.
- Intro A and B – the same horse and rider combination cannot show in Training Level or above.
- Intro C – the same horse and rider combination cannot show above Training Level Test 1.

Save the entry forms and give them to the Show Manager the day before the show. Put them in alphabetical order by the riders' last name to make it easier for the Manager to look up an entry form.

Collect the checks and give them to the SMDA Treasure the day before the show.

Supplies

Check supplies as soon as you get the secretary's box of material from the previous show secretary. Make sure there are enough of the following:

- Tests (at least 20 copies for Intro and Training Level tests, at least 10 copies for First through Third Level. We rarely get riders at Fourth and above, but do check to make sure there are at least a few copies including the FEI tests). These are in the box with the hanging files. We try to order enough tests to make it through a full year; however, there have been times when we've come close to running out. If supplies are low, take to Kinko's and make copies. Please do not use the LAST copy of a test.
- Envelopes for the rider packets (at least 40).
- Bridle numbers (at least 40).
- Labels (use sheets of laserjet labels to print out information for the tests and the rider envelopes – you'll need several sheets of labels).
- Clipboards – 2 of them.
- Blue paper for the programs.

Note: If you need to buy supplies, keep the receipts and submit them to the SMDA Treasurer for reimbursement.

Wait List

We can usually fit approximately 70 rides into a show. It is suggested, however, that you start a Wait List after the first 60 entries. Notify riders that they have been placed on the Wait List, and that you will inform them if they get into the show. This allows you to play with the ride times and see how many rides you can accommodate.

Incomplete entries or entries received after the closing date are put on the Wait List. When you run the ride times, you can see how many of the Wait List entries you can include. After you finalize the ride times, you can sometimes take riders from the Wait List if there are scratches – however, they need to be from the same level (you cannot put a First Level ride in an opening from a Training Level scratch).

Prior to the show, notify the Wait List entries as to whether or not they are in the show.

Refunds

Effective 2009 season, SMDA began enforcing its policy of no refunds after the Closing Date, except for Wait List entries. This includes scratches for any reason, including rider and/or horse illness.

For Wait List entries that do not make it into the show, call them and tell them you will tear up their entry and check.

Ride Times

On the Monday before the show, contact the SMDA Webmaster (judy@tebodesignstudio.com) to coordinate when you will send her the ride times and make sure she is aware they are coming. Ride times must be posted the Thursday before the show.

On the Tuesday before the show, run the Schedule in the SMDA Show Schedule spreadsheet.

Allow 20 minutes for Dressage Equitation. **Note:** Cancel Dressage Equitation if there are less than three riders.

Include a 15 minute break in the morning and afternoon, and ensure there is a ring change break (10 min) between the last Training Level ride and First Level (depending on how things work out, the ring change can sometimes be done during the afternoon break).

Prix Caprilli classes are run in the large ring. If possible, adjust the breaks so that there is a break before the first Prix Caprilli class. If this is not possible, you can insert a dummy ride so that the program adds a first level test in the schedule. The show manager can use this time to set up the jumps for the Prix Caprilli class. The program automatically adds a five minute break after the last Prix Caprilli class to breakdown the jumps.

Include a 45 minute lunch break.

If possible, adjust the breaks and lunch so that the show starts up again at specific time that is easy to remember. For example, if the last ride ends at 11:56, schedule a 49 minute lunch break so that the show starts up again at 12:45 (not 12:41).

The day should begin at 8:00am and we try to end by 4:30pm. In no case should you schedule rides after 5:00pm (end time).

On the Wednesday before the show, email to the SMDA Webmaster and confirm that she has received the schedule. Ride times must be posted by Thursday at 6:00pm. We try to get them posted on Wednesday. Some riders might call and ask for their ride times, so please check messages on Thursday evening and promptly return calls.

Programs

Use the Schedule tab on the SMDA Show Schedule spreadsheet to make the programs. Edit the cover (which has the SMDA logo on it) with the current show information (show date, manager's name, secretary's name, and judge's name.). Print the programs on blue paper. Fold to make the program.

Make enough programs so there is one for each rider, one for the judge and the scribe, and at least 10-15 extras for the show manager.

Show Packets

Prepare a packet for each horse/rider combo. Gather the envelopes and make the labels. There is a Labels tab on the SMDA Show Schedule spreadsheet. Labels include the show date, entry number, rider name, and horse name.

Include a copy of the program and the rider's bridle number in the envelope.

Nice touches:

- Include a piece of candy or treat for the horse in the envelope.
- Insert the horse's Coggins and rabies record in the envelope – this way they can use it again for another show entry.

Note: If there are any questions or errors on a rider's entry form, write a note on the front of the envelope so the Show Manager sees it when the packet is handed out (for example: missing the \$1 number deposit, or rider did not sign the entry form).

Split Classes

SMDA's policy on splitting classes is that it is done at the discretion of show management. Typically, if there are more than 8 -10 riders in a class, we consider splitting it into two classes – Juniors and Seniors. The class runs normally (Juniors and Seniors ride together); however, the two groups are placed and pinned separately.

Tests and Clipboards

Make a test for each ride. Each test should be labeled with the name and date of the show, entry number, rider, horse, ride time, and the judge. This can all be put on one label – stick it on the test over the spaces for this information. Make sure the space for the judge's signature is still open.

Put the tests in the order in which they are ridden on the Scribe's clipboard.

Make a separate clipboard for the Judge. The Judge should have a blank copy of each test for reference (one copy of Intro A, one copy of Intro B, and so on) in the order in which they are ridden.

Score Sheets

Make the score sheets – these are used to post the scores outside the Show Manager's booth after each class. Use the Score Sheet tab on the SMDA Show Schedule spreadsheet.

If the class is split, make a separate score sheet for each (such as Training 1-Jr and Training 1-Sr).

Note: Print two copies of all score sheets.

Transfer to Show Manager and Next Secretary

On the day before the show, give to the Show Manager:

- Rider packets – assemble envelopes in a box (standing upright), alphabetical by rider's last name
- Extra programs
- Judge's and Scribe's clipboards
- Score Sheets
- Rider entry forms (alphabetical by rider's last name)

Give the checks and a copy of your expenses (such as labels or envelopes) including receipts to the SMDA Treasurer.

Organize and tidy up the Secretary box and other materials and make arrangements to transfer to the Secretary for the next show. Please let her know if we are getting low on any supplies.

Show Secretary Quick Check List

- _____ Check supplies
- _____ Process entries, verify they are complete, contact riders for missing info, and make the Wait List
- _____ Run ride times and make show schedule – post the to the SMDA web site
- _____ Make programs
- _____ Make rider packets – with programs and numbers
- _____ Prepare score sheets
- _____ Make the tests – put on labels with rider name, horse, judge.
- _____ Prepare scribe's clipboard (with all the tests with labels, in order of how they ride)
- _____ Prepare judge's clipboard (with one blank test for reference for each test that is ridden, in order)
- _____ Transfer show material to show manager
- _____ Transfer check to treasurer
- _____ Tear-up checks and notify wait list riders that this has been done
- _____ Transfer secretary box to next Secretary