

Southern Maine Dressage Association

Show Secretary Guidelines - 2010

1. PROCESSING ENTRIES

Date entry forms as received.

Verify that the entries are complete, including copy of current negative Coggins (one year from date of show, 6 months for out-of-state); rabies vaccine (one year from date of show), and check for the entry fees.

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

It is suggested that you process entries every 2-3 days as they arrive and verify that they are complete. This will allow the opportunity to contact the 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 that you have established contact with the rider and that they acknowledge that they need to amend their entry. Incomplete entries should be set aside until all information has been received (i.e., do not hold a place for them – this is per SMDA policy).

Check to make sure that they have submitted the correct amount for entry fees - \$20 per test, \$10 for Equitation and Costume classes, \$1 number deposit, and \$3 fee for non-SMDA members. If there is a question, cross-check the SMDA membership list to verify if they are a member.

Enter the rider name, horse name, class numbers, rabies and coggins information, and entry fees on the “Ledger” page of the SMDA Schedule spreadsheet (Microsoft Excel file). You may find it helpful to assign a bridle number at this time. It will be easier if you enter this information every 2-3 days as the entries come in, rather than waiting until the end.

Note whether they are a Junior rider (age 21 and under on January 1) or a Senior rider (everyone else).

Each horse/rider combo gets a unique entry (bridle) number and entry packet.

Save the entry forms and give them to the Show Manager on 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 to the SMDA Treasurer on the day before the show.

2. CHECKING SUPPLIES

It is suggested that you do this 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 Riders’ packets (at least 40)
- Bridle numbers (at least 40)
- Labels (use sheets of laserjet labels to print out the information for the tests and the rider envelopes – you’ll need several sheets of labels)
- Clipboards – 2 of them
- Blue paper for the programs

If you need to buy any supplies, keep your receipts and submit to the SMDA Treasurer for reimbursement.

3. THE 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 the riders that they have been placed on Wait List status, and that you will inform them if they get into the show. This way you can play with the ride times and see how many rides you can accommodate.

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Also, 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 can be included. After you have finalized the ride times, you can still sometimes take riders from the Wait List if there are scratches – however, they need to be from the same level (e.g., 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 they are in the show or not.

4. REFUNDS

Effective 2009 season, SMDA will begin 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.

5. RIDE TIMES

On Monday before the show, contact the SMDA Webmaster to coordinate when you will send her the ride times and make sure she is aware they are coming. Ride times should be posted by Thursday before the show.

On Tuesday before the show, run the ride times. Copy the entry number, rider, horse, and class numbers from the Ledger worksheet of the Excel file to the Ride Scheduler worksheet. Do a final cross-check against the rider entry forms to make sure you have put the riders in the right classes. Then, sort the list by class number, so that all the entries from Class 1 will be first, then Class 2, etc.

Enter the allowed ride time in the appropriate column. The recommended ride times may be found in the front of the tests. Don't cut things too close – our practice is to add a minute to the recommended ride times just to be sure. Intro and Training Level classes are run in the small arena, First Level and up are run in the large arena. 6 min for Intro and Training Level, 7-8 min for First and above.

Allow 20 minutes for Dressage Equitation and Costume classes.

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).

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). Put the breaks and lunch period right into the ride scheduler; they need to be included in the program.

After the information is entered, run the ride times (drag and drop). If you make any changes, make sure to run the ride times again, the formula will not automatically re-calculate.

After you've run the ride times, perform a cross check to make sure that there is a reasonable amount of time allowed between rides for those who are doing 2 tests. This may require some adjustments for the upper level rides where there are only a handful of people. Also, there may be people riding multiple horses, and/or horses that have multiple riders – so make sure to allow enough time for these types of changes. You can cut and paste rows to move riders around, but again make sure to re-do the ride times it is not automatic.

Complete the ride scheduler by adding rides from the Wait List, if possible. The day should begin at 8AM and we try to end by 4:30. In no case should you schedule rides after 5PM (end time).

Copy the ride times from the Ride Scheduler into either a Word table or a separate Excel file in a format that can be uploaded to the website. On Wednesday before the show, email to the SMDA Webmaster, and also to the MDS website Webmaster, and confirm that the SMDA Webmaster has received and will post. Ride times must be posted by Thursday 6 PM at the latest. We try to get them posted on Wednesday. Some riders may still call and ask for their ride times, so please plan on checking messages on Thursday evening, and promptly return calls.

6. PROGRAMS

Get the electronic template for the programs from the previous Secretary. Edit the cover (which has the SMDA logo on it) with the current show information (date and judge). The cover and the back of the program are one Word file.

Cut and paste the rides into the inside of the program. Use an old program as an example. Make sure to include the name of the class name, entry number, rider name, Junior or Senior, horse name and ride time. This is set up as a second Word file.

If there are a lot of entries, you may have to continue on to the back page of the program. However, if you can get them all into the inside of the program, it's nice to have the back cover used for the entry number, name of horse, breed and age.

The bottom of the back page can be used for any special announcements, and usually includes a thank you to our volunteers and the SMDA website.

Print the programs on blue paper. Print the cover and back page (one file), then turn the paper over and print the inside (the second file) on the back of the paper. Fold to make the program.

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

7. SHOW PACKETS

Prepare a packet for each horse/rider combo. Gather the envelopes and make the labels. Use Mail Merge to make labels from the electronic file with the ride times. Include the date of the show, entry number, rider name, horse name.

Include a copy of the program and the rider's bridle number and put it into 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.

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

8. SPLITTING CLASSES

Our 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 is run normally (with Juniors and Seniors all riding together); however, the two groups are placed and pinned separately.

9. PREPARE THE TESTS AND CLIPBOARDS

Make a test for each ride. Use Mail Merge to make labels from the electronic file with the ride times. 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 they will be 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 (e.g., one copy of Intro A, one copy of Intro B) in the order they will be ridden.

10. SCORE SHEETS

Make the scoresheets – these are used to post the scores outside the Show Manager's booth after each class. Using the electronic template, make a score sheet for each class that includes entry number, rider, horse, total score, percent, and placing.

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

11. 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

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- Rider entry forms (alphabetical by rider's last name)

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

Organize and tidy up the Secretary boxes 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-off List

- _____ Check supplies
- _____ Process entries (log into the ledger), verify they are complete, contact riders for missing info, and make the Wait List
- _____ Run ride times and make show schedule – get them posted on websites
- _____ Make programs
- _____ Make rider packets – with programs and numbers
- _____ Prep Score Sheets
- _____ Make up the tests – put on labels with rider name, horse, judge.
- _____ Prep Scribe's Clipboard (with all the tests with their labels, in order of how they will ride)
- _____ Prep Judge's Clipboard (with one blank test for reference for each test that will be ridden, in order)
- _____ Transfer show material to Show Manager
- _____ Checks and expenses to Treasurer
- _____ Secretary boxes to next Secretary

ELECTRONIC TEMPLATES AVAILABLE FOR YOUR USE:

- SMDA Schooling Show Ledger and Ride Scheduler (Microsoft Excel)
- Show Program Cover (Microsoft Word)
- Show Program Inside – example (Microsoft Word)
- Score Sheet example (Microsoft Word)

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