

## APPENDIX A Dressage Checklist

This checklist may be used to plan and organize your activities before, during and after your dressage competition. It may be adapted to fit individual needs. REMEMBER: this checklist is NOT a substitute for a thorough knowledge of the United States Equestrian Federation (USEF) Rule Book and the United States Dressage Federation (USDF) Show Biz, contracts, and other USDF program rules and guidelines.

**QUESTIONS?** Your regional coordinator to the USDF Council of Competition Management is ready to assist. Contact the USDF office, Competitions Department or [www.usdf.org/councilcommittee/competitionmanagement/index.asp](http://www.usdf.org/councilcommittee/competitionmanagement/index.asp)

### ONE YEAR -- Before Competition

- Study current USEF Rule Book, available on line at [www.usef.org](http://www.usef.org), and USDF Show Biz. Read updates posted online throughout the year on [www.usdf.org](http://www.usdf.org).

USEF, 4047 Iron Works Parkway, Lexington, KY 40511 859/258-2472, [www.usef.org](http://www.usef.org)

USDF, 220 Lexington Green Circle, Ste 510, Lexington, KY 40503 859/971-2277, [www.usdf.org](http://www.usdf.org)

- Form show committee:

Manager*	Grounds	Hospitality
Secretary*	Advertising	Scoring
Treasurer	Sponsorship	Personnel
Awards	Stabling	
- Contact facility and inspect for suitability of grounds, footing and stabling (size, doors, lights). Check warm-up footing. It should be comparable to the arena footing. If suitable, draw a written contract.
- Register management with USEF
- New competitions must request dates from USEF at least 60 days prior. Prior to applying for USEF license check with USEF Web site for existing license dates and locations. [see USEF Rule Book, GR212].
- Apply for USDF recognition and send fees at least 60 days prior to the competition or a late fee will be assessed.
- Apply for local group recognition, where applicable.
- Prepare prize list. If an omnibus is available check the closing date for inclusion.
- \*\* Hire judges. Be sure they are rated for the classes you wish to offer. Ask if they are doing other shows in your area - it is a good idea to consider hiring two years in advance for the best pick of judges.
- \*\* Hire dressage technical delegate (TD). If holding pony classes or Regional Championship Finals, restrictions on eligible TDs apply. For pony classes, you must hire a TD who is certified to measure ponies and for Regional Championship Finals, you must hire an "R" TD from outside your region.
- \*\* Retain and contract veterinarian, in attendance or on-call. You must have a contract with the veterinarian and provide a copy for the TD's inspection at the show. An Official Vet Form must also be filed with USEF if the veterinarian is not an AAEP member [see USEF GR 1205]
- \*\* Retain farrier, in attendance or on-call.
- \*\* Retain emergency medical services with agreement for hours and duties. Prepare a accident preparedness plan. Give to the TD prior to the start of the competition. A copy of this must be sent in with the TD report.
- \*\* Retain announcer.
- \*\* Retain competition photographer and/or videographer.
- \*\* Order tents, portable stalls, public announcement system and portable toilets, if necessary.

- Contact food service operations/caterers. Determine hours of service and menu. Check facility and county requirements.
- Put together sponsorship packets and begin to contact potential sponsors.
- If interested, check out available computer programs for dressage competition organizers - check compatibility with USDF and USEF electronic results submission standards.

\*Manager and competition secretary must be individual USEF Senior Active Members for USEF recognized competitions. The competition manager must be a USDF Participating, Group or Intercollegiate/Interscholastic member at the time of recognition and at the time of the competition.

\*\* All officials, including judges and TD, and all employed services should receive contracts or letters of confirmation - must be done before officials' names can be published. Copies to be signed and kept on file by the Committee.

### **FIVE TO SIX MONTHS -- Before Competition**

- Order ribbons, trophies, badges, bridle numbers and prizes.
- Grounds manager prepares details for food service, portable toilets, P.A. system, judges' stands, stalls, feed, bedding, competitors' party, arenas, signage, and locations for manager, secretary, scorers, and hospitality.
- Apply to USEF for guest-judge's cards for dressage sport horse breeding, if necessary, and foreign judges, if applicable. Send fees.
- Follow up with sponsors and begin to acquire advertisers.

### **THREE TO FOUR MONTHS -- Before Competition**

- Print and plan distribution of posters/promotional materials/advertising packets
- Plan volunteer training as needed.
- Prepare as much program material as is possible.
- Examine arena equipment - check watering equipment, drags, and rollers. Make sure they meet your needs.
- Plan all printing needs: prize list, program, posters, signs, name tags, admission tickets, parking, boxes, sponsor/advertiser admissions, workers passes, other.
- Order necessary furniture and equipment-tables, chairs, arena markers (etc.) and arrange for timely delivery and pickup.
- Order Training Level through Grand Prix, FEI Young Riders, FEI Juniors, FEI Prix St. Georges Young Riders-freestyle tests, Intermediate and Grand Prix freestyle score sheets, and FEI Pony and Young Horse tests from USEF. Order First through Fourth Level freestyle score sheets, Pas de Deux, Quadrille, dressage/sport horse score sheets, Amateur Handler sheets, Materiale score sheets and USDF Introductory tests A-B from USDF. Training level through fourth level may also be ordered through USDF. Give an early delivery date so you are sure the tests will arrive in time for proper preparation. Double check all tests upon arrival!
- Plan awards ceremony, if necessary. Outline awards presentation (presenters, times, etc.)

### **ONE TO TWO MONTHS -- Before Competition**

- Send completed prize list, entry form and Official Vet form if AAEP non-member to USEF by certified mail, return receipt, fax or email (at least 40 days before show).
- At least 40 days prior, send a completed prize list and entry form to USDF.
- Mail prize lists to competitors, judges and TD and post on Web site (if applicable)
- Arrange for flowers and decorations.

- Pick up ribbons, trophies and numbers. Check for accuracy.
- Clean any perpetual trophies and secure any that are missing.
- Distribute promotional posters.
- Prepare scoring materials.
- Be sure sufficient tests and freestyle score sheets are on hand as entries come in and order more if needed.
- Secure all volunteers: scribes, arena personnel, scorers, stable help, night watchmen, parking attendants, runners, post-show clean-up crew, etc. Make a plan for volunteer hours and placement and have a few 'floaters' in case of no-shows. See that they are all instructed carefully in their duties. A written agreement with a thank-you ahead of time helps to ensure cheerful compliance.
- Acknowledge all entries upon receipt. Check forms for completeness. Inform entrants of any missing information. All USEF members must have paid Dressage, Eventing or Platinum Discipline fee. All others are subject to the USEF non-member fees. Disciplines paid for are listed on the membership card. If Eventing discipline fee paid, US Eventing Association membership card must also be submitted with entry.
- Confirm volunteers. Mail all volunteer personnel assignments and work times.
- Check with fire and police departments for coverage - prepare accident preparedness plan.
- Arrange travel, local transportation and lodging for officials. Purchase airline tickets, if necessary.
- Notify judges, TD, announcer, etc., of arrangements for travel, local transportation and lodging. Also make sure they have a current show contact phone number in case of problems during travel.
- Engage security personnel for overnight stabling.
- Prepare master chart for personnel-day, work times and assignments.
- Order USDF and USEF membership, non-member, Horse HID, Horse Lifetime registration and affidavit application forms.

#### **ONE TO FOUR WEEKS -- Before Competition**

- Send proof of insurance to USDF and USEF (14 days before competition - GR 215) Note that USDF & USEF must be listed as additional insureds.
- Schedule ride times. Don't forget time to work arena and warm-up. Allow for judges' breaks.
- Send remaining entry confirmation letters for all entries received before closing date.
- Notify entrants of any missing documents.
- Reconfirm services and equipment-food service, portable toilets, P.A. system, judges' stands, stalls, feed, bedding, arenas, competitors' party and locations for secretary and scorer.
- Reconfirm all personnel and officials. Prepare personnel name tags, if used.
- Prepare competitor's envelopes to contain: number, program, stable assignment, name tag, tickets, parking pass, Competition Evaluation form and any other pertinent information.
- Prepare judge and TD envelopes to contain: program, welcome letter, name tag, official's badge, time schedule, expense record form, 1099-MISC, etc.
- Prepare tests and scoreboards.
- Prepare class envelopes or clipboards with class time schedule, arena, judge, blank tests and all competitors' tests.

- Prepare supplies for:
  - judges
  - secretary's office
  - scorers
  - workers
- If not using a software program prepare Master Score Report forms for scorers. Fill in completely, except for scores and placings, which head scorer will do during the competition. If using a software program, make sure data is saved regularly as scores are inputted.
- Check P.A. system on grounds for sound quality-you will need a P.A. system for announcements, award ceremonies, if scheduled, and freestyle music. Make sure the system can accept CDs and cassette tapes if freestyles are being preformed.
- Type tentative class schedule for program - make sure to note they must check the score board or show office at the beginning of each show day for minor schedule changes.
- Prepare exhibitor and horse lists for program-alphabetically and/or by number.
- Mail or post on internet the ride times of all competitors .
- Prepare last minute advertising and promotion for local media.
- Check program for completeness and readability.
- Reconfirm hospitality preparation, including transportation of officials.

#### **ONE TO TWO DAYS -- Before Competition**

- Complete set-up of arenas, office and judges' boxes.
- Complete hospitality preparations, including transportation of officials.
- Confirm all personnel for first morning rides.
- Post schedule of rides by noon of the day preceding the first ride.
- Deliver judge and TD envelopes and baskets to hotel. Be sure they have a current schedule and show program, along with facility maps and any other important information.
- Prepare and post stabling charts and stall cards with names and a place for an emergency number where the rider can be reached if needed during the show or overnight for every stabled horse, before horses are due to arrive.
- Post name and telephone for manager, veterinarian, farrier, fire/emergency. Also post facility address and directions at emergency phone.
- Show TD facility after arena is set up.
- Secretary available to hand out packets.
- Follow up with media.
- Post all required documents in show office.

#### **DAYS OF COMPETITION**

- 1 1/2 hours before first ride
  - Secretary arrives. Open show office.
  - Manager checks facility.

1 hour before:

- All personnel for morning arrive.
- TD arrives.
- EMS arrives (it is suggested the EMS arrives when warm-up opens but is only required to arrive at the start of the competition).

1/2 hour before:

- Judge(s) arrive.

After start of competition:

- All departments should be checked regularly:

	AM	mid-AM	PM	mid-PM
Judges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Announcer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Runners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scorers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hospitality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stabling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility and Footing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Prepare entry forms and documents for TD to check.
- Prepare prize money as stipulated in the prize list. On prizes of \$600 or more, you will need to file an IRS 1099-Misc., so obtain the winner's Social Security Number.
- Prepare to pay officials and staff as they finish. On fees of \$600 or more, you will need to file an IRS 1099-Misc., so obtain the person's Social Security Number and Employer ID Number.
- Get judge and TD off to airport, if necessary. Previously, you should have noted their flight times to determine when they need to leave the showground.
- Prepare to clean up areas as finished, but do not disturb riders in remaining arenas!
- Adjust awards ceremony, if necessary.

#### **AFTER COMPETITION**

- Return all rental equipment.
- Repair and store all owned equipment.
- Clean facility.
- Send to USEF (within 10 days or penalty of fine)-certified mail, receipt requested or electronically:
  - All results on proper forms with all membership & registration numbers
  - Drug fees and USEF non-member fees
  - Show Program
  - All fees collected from membership applications, Horse HID applications, etc.
  - All completed membership, HID, etc. application forms
- Send to USDF (within 10 days\* or penalty of fine) - electronic submission or certified mail, receipt requested:
  - Completed results formatted correctly, include for every test ridden:
    - Name of judge for every class
    - Raw score and percentage to three decimal places
    - Name of horse, rider and owner

- ALL USDF membership, non-member numbers and horse registration/HID numbers
- Show Program
- Results of qualifying rides & qualifying ride fees and report of fees
- All fees collected from membership applications, Horse HID applications etc.
- All completed membership, non-member, HID etc application forms

*\*Competitions held the last two weeks of September (including the last two weekends) must have results, fees and all paperwork into the USDF office within 5 days after the last day of the competition.*

- Send qualifying ride results by overnight mail or via the USDF Electronic Standard on the first business day following the show if the show is held during the calendar week of the Regional Championship closing date and has completed a declaration of intent contract.
- Send results to all sponsoring organizations and publications desired.
- Mail unclaimed ribbons and tests to competitors.
- Remove promotional posters.
- Write thank-you notes.