

## SECRETARY'S SCHOOLING SHOW CHECK LIST

### As soon as the show is tentatively scheduled:

\_\_\_\_\_ : 1. Review with show manager standing rules for the IEO schooling shows and the responsibilities of the manager and secretary. This will help to prevent duplication of the effort or oversight.

\_\_\_\_\_ : 2. Select an assistant secretary and or scorer from the list of volunteers. This is a way to make your job easier as well as to train and involve more members.

### Six to eight weeks before the show:

\_\_\_\_\_ : 1. Take the prize list for your show and distribute them by e-mail, mail, or in person to local tack shops, feed stores, barns and members.

### Three weeks before the show:

\_\_\_\_\_ : 1. Number the entries according to postmark date as they arrive.

\_\_\_\_\_ : 2. Check each entry to verify correct fees (member vs non member), and coggins test. Entries without being a member must pay the non-member fee per class. They may join the IEO at the show but will not be able to receive the member discount until the next show and their results for that show will not count toward year end awards.

\_\_\_\_\_ : 3. A list or copy of all checks should be made. DO NOT WRITE ANYTHING ON THE BACKS OF THE CHECKS.

### Ten to one day before the show.

\_\_\_\_\_ : 1. Close entries when show is filled (approx. 50 dressage riders per ring) and maintain a waiting list. If sufficient entries are received for 65 or more dressage rides, you may wish to set up an additional dressage ring and/or higher a 2<sup>nd</sup> judge. Make arrangements with contracted judge to charge hourly rate if greater than 65 rides.

\_\_\_\_\_ : 2. Closing dates are set for the Saturday 2 weeks prior to the show. These dates are listed on the show sheets published in the Ominbus and on the website. Entries received after the closing date will be considered POST ENTRIES and must include a \$5 per ride post entry fee.

\_\_\_\_\_ : 3. Schedule show, prepare typed Show program, and be prepared to give times over the phone to competitors on the Wednesday prior to the show. Post Schedule on web by sending to Laura Watts, the Web Master.

\_\_\_\_\_ : 4. List all the division and the names of each horse and rider in each division on the large score sheets that will be hung up at the show to record and display scores.

\_\_\_\_\_ : 5. Prepare the competitor's envelopes. Each competitor's envelope should contain a number, coggins test, times and show program. Each horse gets a number, i.e., if the

rider is riding 2 horses, that rider would get 2 different numbers. (it may be easier to provide one envelope for each horse, use your own judgment.

\_\_\_\_\_ : 6. Complete all information on the front of dressage tests, number, rider, judge, show name and date. This will help your show run smoother and avoid confusion for scribes/judges. Have an extra copy of each test being ridden available for the judge. Extra schedules are good to have as well.

\_\_\_\_\_ : 7. Check to be sure that all the necessary equipment (including a calculator with tape) is available and in good working order.

### **Day of Show**

\_\_\_\_\_ : 1. Arrive at the show at least 1 hour before the first ride and post the score charts.

\_\_\_\_\_ : 2. Put out the competitor envelopes (containing programs with times, numbers, etc). Have IEO membership forms available.

\_\_\_\_\_ : 3. Be sure to tell the judge at each ring of any scratches or substitutions of entries. Likewise, advise the scribe to write "no show" on the face of tests for riders who don't show up. Further, scribes should check all information on the front of the test and make sure the number matches the horse.

### **End of Show Day**

\_\_\_\_\_ : 1. Write up list of volunteers with hours performed and prepare to submit to volunteer chair.

\_\_\_\_\_ : 2. Give copy of results to Awards Chair.

(Through creating the show program, the score sheets can be made and printed and the results can be sent to the webmaster for posting. Evelyn will make the programs, etc).

### **Within the first week after the show:**

\_\_\_\_\_ : 1. Send copies of the results for places 1-6 to the Newsletter editor for inclusion in the newsletter.

\_\_\_\_\_ : 2. Collect and send all checks (**DO NOT WRITE ANYTHING ON THE BACKS OF THE CHECKS**) along with a copy of the list of checks to the IEO treasurer.

## SECRETARY'S GUIDE FOR SCHOOLING SHOWS

### 1. Number of Entries

- a. one judge may judge a max of 50 rides.
- b. Classes may be split or combined at the secretary's discretion (if 12 or more are riding one test).

### 2. Eligibility

- a. IEO membership must be proven or non-member fee must be paid. Competitors may join at the show and pay the member fee, but their results for that show will not count toward the IEO end of year awards.
- b. Horses may be ridden in only 2 tests per show unless the show does not fill.
- c. Do not accept phone entries or "hold" rides, unless the show does not fill.
- d. It is the policy of IEO to issue refunds for schoolings shows before the closing date. Due to the limited number of rides available, no refunds are given after the closing date unless the spot can be filled from the waiting list.
- e. Entry refunds given for written vet excuse or death of family member.

### 3. Scheduling

- a. Schedule entries of riders with more than one horse first and try to allow at least 45 minutes to 1 hour between horse changes.
- b. If possible, generally schedule 2 tests for the same horse/rider about 45 minutes apart. Try to avoid scheduling 2 tests for the same horse/rider combo closer than 15 minutes apart unless they tell you they desire close scheduling.
- c. Try to accommodate appropriate special requests and try to inconvenience as few people as possible.
- d. Schedule remaining classes so that no horse must wait more than 2 hours between rides, if possible.
- e. If splitting large classes (usually with 12 or more) will facilitate scheduling, by all means do so.
- f. Schedule rides with enough time so that the judges may talk briefly to the rider, which is strongly encouraged. (take estimated test time + 2 or 3 minutes).
- g. If entries warrant, schedule show normally and post and announce that judge will not be able to chat with rider after ride to keep things moving.
- h. Allow for judge's breaks and time for lunch. Note: An easy mistake to make is to forget to add the ride time to the judge's break. For example, if the last ride begins at 9:30 and requires 6 minutes, then the judge's break begins at 9:36 and the show resumes after the 15 minute break at 9:51)
- i. Be sure to make copies of the show program for judges, gate keepers, manager, scribe and scorers.
- j. Prepare a packet for the scribe to include a bell, pencils, pens, labeled or filled in score sheets and show schedule.

4. Rules
  - a. The IEO follows the USEF rules regarding tack, safety and cruelty.

### **STANDING RULES FOR IEO SCHOOLING SHOWS**

1. Organizers reserve the right to split or combine classes if necessary
2. Dress: Coats are encouraged but not required. Plain white or conservative color, long or short sleeved, or polo styles shirt may be worn on exceedingly hot days.
3. IEO schooling shows are **schooling** shows, and as such, are learning opportunities for both horse and rider. If you should get eliminated during the competition, you may be allowed to finish, at the discretion of the judge. If you do not understand why you were eliminated, and the judge does not tell you, please ask.
4. Competitors must wear protective headgear.