

MANAGER'S SCHOOLING SHOW CHECK LIST

For show consistency, please follow these procedures:

Four weeks before the show:

1. Equipment trailer is located at Diamond 7. Contact the prior show manager to confirm the amount of drinks and snacks leftover from previous show.
2. Contact the judge by phone and introduce yourself and confirm the date and location of the show. A letter was sent when the judge was booked for the show. A copy of this letter, which also states the fee negotiated, is available from the IEO schooling Show Coordinator. You will be responsible for paying the judge with an IEO check, at the show. Ask the judge the maximum number of rides they will judge.
3. Select an assistant manager. This is not absolutely necessary, but it is a way to make your job easier as well as to train and involve more members.
4. Confirm details with show secretary and become familiar with the Standing Rules for IEO schooling shows. Review the Prize list and Awards sections.
5. If you have any questions or problems which you cannot resolve, contact a past show manager or board member.
6. Ask the Membership Chair for an updated membership roster. Email all members and ask for their support to volunteer for your show. With the help of your assistant manager, select reliable individuals to assist you in running the show. You will need a Ring Crew of around 6 people for set up the day before the show.

In addition, the day of the show you will need:

- 1) 1 or 2 gate keepers/ring stewards. Their job is to keep the competitors checked in and to keep the show running on schedule.
- 2) Scribe to write for the judge. They should be experienced or have observed scribing at another show
- 3) A scorer plus a second scorer to double check the numbers. These two positions score the tests, write the scores on the board for competitors, and give the final scores to the show secretary who then posts them on the website. They also hand out ribbons with the tests.
- 4) Announcer: they really are in control of the show! Announce who is in the ring and the next 2 riders that are to be ready. Let riders know if we are on schedule.
- 5) Runners: they pick up tests from the judge and give them to the scorers.
- 6) Clean up: Clean up and tear down of the ring is the responsibility of all volunteers who are present at the end of the show day.
- 7) Do not assign yourself any duties. Be free to handle the unexpected!

If a person needs volunteer hours, try to find them a job. We do not want to say no to them **IF** they need their volunteer hours for year end awards. You can also add a person to give breaks or to sub in when someone is riding their test.

Two weeks before the show:

1. MAKE A SPREADSHEET OF VOLUNTEERS AND THEIR DUTIES & BRING TO THE SHOW. The volunteers will sign this sheet for their hours. Send out reminder notes or e-mails. Review their responsibilities with them. If they work ½ day, you will need 2 people for the 1 position. Ask if they plan to ride in the show and work with the show secretary to get in their volunteer time.

Ten to one day before the show:

1. Notify each volunteer of his/her starting time. It will be different depending on the job: Scribe, gate keeper/ring steward, 1 scorer, announcer – ½ hour prior to start of show; 2nd scorer, runner – at start of show; Secretary, Assistant Manager and Show Manager at least 1 hour prior to start of show.
2. Contact facility to determine when the venue will be available for set up, generally Saturday afternoon.
3. Contact Ring Crew to confirm time of ring set. Have them watch the ring setup video at PremierEquestrian.com website. Do not set up chairs, table or tent for judge/scribe until morning of the show.
4. Call judge and inform them of the starting time. Check to see if they have any special dietary requirements.
5. Get checks from the IEO treasurer for judge and facility. Submit reimbursement forms or receipts for expenses that are not known before the show, to the treasurer after the show, for reimbursement, such as food items.
6. After setting up the ring on i.e., Saturday, check the sound system; determine how to do freestyle music; charge walkie talkies.

Day of Show: SMILE! YOU ARE THE FACE OF THE CLUB!

1. Arrive at the show at least 1 hour before the first class.
2. Start the show on time and keep it on time. Inform riders as they check in or in the warm up area if the show starts to run late or ahead of schedule. They have the option to keep their assigned ride time, or take their ride ahead.
3. The Manager is to provide snacks/drinks for the judge and volunteers. Ice will also be needed. At Diamond 7, vouchers are given to the volunteers for lunch at their food stand.

4. Walkie Talkies: one for secretary stand, one for scribe, 2 for ring stewards.
5. Memberships: Anyone who is not a member, ask them if they would like to become a member during the show. If they do, they receive \$20 credit towards their membership dues.
6. Track volunteer hours and reward each hour with \$1.00 IEO Buck. Report volunteer hours to Awards Coordinator.

TAKE TWO FIRST AID KITS THAT ARE IN THE TRAILER, ONE EQUINE & ONE HUMAN, TO THE SECRETARY STAND.

IN THE EVENT OF A MEDICAL EMERGENCY **DIAL 911**. TELL THE DISPATCHER: "NEED AN AMBULANCE" Give address of show.

TELL THE DISPATCHER TO "**ADVISE AMBULANCE DRIVER TO CUT LIGHTS & SIRENS BEFORE ARRIVING AT THE FARM ENTRANCE**"

End of Show Day

1. Thank the judge and give him/her IEO check.
2. Supervise ring tear down and organization of all equipment into the trailer.
3. Assure the grounds are clean and all borrowed equipment, chairs, tables, etc. are returned. Leave the facilities neater than you found it. Thank the facility host and give them their IEO check.

Within the first week after the show: Send volunteer list to the awards coordinator.