



## State of Maine Dressage Association

### Show Manager Guidelines

#### PRE SHOW PREPARATION

- Review the list of people who have volunteered to help at shows. Call people to secure the volunteers you need to run the show including ring set-up crew, ring take-down crew, scribes (usually ½ day each), scorer, announcer, runner, and ring steward (must be an adult).
  - Confirm names, telephone numbers, position, and time they must be at the show **THE DAY BEFORE THE SHOW – EARLY** (in case you need to find a back-up).
- Confirm the scorer. The scorer should be somewhat tech savvy to use Fox Village Dressage. The scorer should be comfortable using an adding machine as a back up (adding machine is in the SMDA trailer at Hollis Equestrian Park).
- Confirm with the Judge Coordinator the name and phone number of the judge. Call the judge to advise the start time of the show, confirm lodging (as necessary), and directions.
- Obtain the SMDA check for the judge from the Treasurer.
- Obtain the combination to the gate at the Hollis Equestrian Park (HEP). The keys to the Manager's booth are hidden in the green mailbox that is outside the booth. The keys to the bathrooms are inside the Manager's booth hanging on the wall. The combination to the trailer (in which we store the ring set-up material) is hanging on a key ring on the wall in the Manager's booth.
- Arrange with the Show Secretary a pick-up time for the show materials (tests, rider packets, and so on). Coordinate with the secretary at least a week before the show to discuss number of rides, start time, and so forth.
  - The Show Secretary should review with you any discrepancies or issues with the rider entries. These should be written on the outside of the rider's packet. For example, if the rider is owed a \$1 refund, you must give her this when she picks-up her packet.
  - If there are any freestyle rides, the competitors are required to bring their own tape or CD player cued to the correct place. Please confirm with the Show Secretary and/or the competitor that they have the music all set.

- The SMDA Treasurer keeps a box with \$1s and checks. Get the box and verify the initial amount and keep track of how much is paid out in number returns. Do not use this money for anything other than number deposits. Some people might donate their number deposit money to the club.
  - Get two checks from the SMDA Treasurer: One for the food (Judge and volunteer's food) and one for the Judge. Make sure to write down the amounts for each check and report back to the Treasurer.
- If you have any expenses, save your receipts and submit the Reimbursement Form (available on the SMDA website for download) to the SMDA Treasurer.
- Make arrangements to get lunch for the judge and full-day volunteers.

**RING SET UP (prepare the grounds the day before the show)**

**Note: Requires a truck with a hitch. There is a ball in the trailer.**

- Confirm what time the HEP will be free so that the ring can be set-up (there may be another show the day before ours).
- The ring is stored in the trailer that is parked at the HEP. If the trailer is locked, the key is kept in the Manager's booth (hanging on the wall) and the combination must be obtained from someone.
  - Drag the ring and the warm-up (if necessary).
- Set-up the ring. Use the ring set-up instructions in the Show Manager's Box or follow a diagram in the Omnibus. (Works best with three to six people).
  1. Set-up the ring for the small arena, and use the red plastic markers to mark the spots for the letters for the large arena.
  2. Set out the letters. To protect from the weather, it is suggested to leave the flowers inside overnight, and put them in the letters in the morning.
- Sweep out the judge's booth and remove any trash. Make sure there are two chairs for the judge and scribe. Spray wasp spray if needed.
- Check bathrooms for cleanliness and use the SMDA bathroom cleaning kit if necessary. Install new roll of toilet paper to both sides if needed.
- Turn on the PA system and make sure it works. Turn it off before leaving the HEP.
- Call the Hollis Rescue to notify them that we are having a show the next day (just to alert them).
- Make sure someone has a working cell phone on hand at the Manager's booth during the show.
- Make sure to lock up the Manager's booth and the gate when you leave the park.

## **EMERGENCIES:**

- If someone is in need of an ambulance, designate a volunteer to meet the ambulance at the HEP entrance. Instruct the ambulance to turn off lights and sirens before they enter and not to turn them on until they are out of the park.
- Rides can still go on as long as there is calm in the park.

## **SHOW DAY – PRE SHOW**

- Plan to arrive an hour-and-a-half prior to show time to unlock the main gate and allow time for last minute set-up before riders arrive. Note: the first riders will arrive at least one hour before their ride to start their warm-up.
- Unlock the main gate and the Manager's booth.
- Turn on and check the PA system in announcer's booth.
- Set-up the flowers in the letters around the ring.
- Set-up two chairs in the Judge's Booth.
- Set-up the administrative material in the Manager's booth. This includes the rider packets (envelopes), extra programs, entry forms, etc.
- Brief volunteers on their jobs as they arrive. Before they leave, make sure to write down the names of each volunteer, the job they did, and how long they helped (half day or full day).
- Be sure the Scorer arrives early to setup the laptop and printer.
- Give the Judge and Scribe the clipboards with the tests (prepared by the Secretary). Give the judge the basket with the bell, pens, etc. Check with the Judge to make sure she/he has everything she needs.
- DO NOT let anyone park next to the ring. They can park along the edge of the grassy areas around the ring.
- NO DOGS ALLOWED- if person complains about having been able to in the past, then apologize and say it has always been a rule and that we are trying hard to keep it enforced.

**Important addition to the Ring Steward Volunteer duties:** Ring steward is responsible for keeping the "peace" within the warm-up ring.

New guidelines are:

- No trainers allowed in the warm-up ring to coach. Coaching must be done from the sidelines.
- All riders must be respectful and share the ring and give right-of-way when appropriate.
- No lunging of horses in warm-up ring when there are more than five riders/horses.
- Keep an eye out for banned items such as illegal bits, spur length, and too long whip length.

- Be ready and able to calmly and discreetly address infractions in a politically correct manner. If steward is NOT comfortable with such a task they must tell the show manager in a timely manner so that the issue can be dealt with.
- NO HORSE (or child) ABUSE.

**New Rule:** Pencil-sketch-artist-man is no longer allowed at HEP during our shows. If he is seen, please ask him to leave. Explain there were complaints last season.

### **SHOW DAY – DURING**

- Hand out riders' packets as riders arrive. Check packet for notations from the Show Secretary. Collect any money or information required before they ride.
  - Be sure the riders' age has been recorded and is correct i.e. Senior or Junior.
- Change the ring from small arena to large arena after the Training Level tests. The Secretary should have a Ring Change break scheduled in the program.
- Make any updates or changes to the show program as necessary to reflect scratches and additional rides. Be sure you notify the announcer, the ring steward, the judge, and scribe. There are no refunds for scratches, even if you are able to fill the spot with another rider. Scratches can be filled with rides from the same level but they do not have to be the same test (for example, a scratched Training Level Test 1 can be filled with a Training Level Test 3 ride, but not First Level or above).
- If the show gets ahead of schedule (for example, if there are scratches), ask the Ring Steward to inform the riders in the warm-up area and ask if they are willing to ride early. To help keep the show running quickly, riders are encouraged to go early, but it is not required. Riders can stick to their originally scheduled time if they are not comfortable going early.
- Ensure scorer records total points and percentage to three decimal places for each ride. If there is a problem using Fox Village Dressage on the laptop, the scorer must use the adding machine. Manager is responsible for returning the laptop and printer to Elena Raymond.
- Depending on the number of riders, the Secretary might split the classes. Classes are split based on the following policy: "If there are more than 8-10 riders in a class, we will split it into two classes – Juniors and Seniors – provided there are a minimum of three riders in each JR/SR category."
  - The whole class is run all at once according to the schedule (which includes Junior and Senior riders interspersed). However, if the Secretary tells you to split a class, the placing's (First, Second, Third, etc.) are made separately between Juniors and Seniors. The Scorer can place/pin these separately in Fox Village Dressage.
- Make arrangements to get food for the judge and volunteers. Have one of the volunteers get the Judge's lunch ready for him or her to eat during the lunch break. Please use the following policy: Only volunteers who have volunteered for the whole day will get their meals paid for by the club. Half-day volunteers can have a free drink.

- Post the scores outside the booth on the score sheets printed by Fox Village Dressage. Instruct the announcer to announce class results over the PA system. Pass out ribbons.
- Give out high point Junior and Senior ribbons for the day. If the rider has already left the show grounds, find out if someone can deliver their ribbon, otherwise you must mail it.
- Keep track of any SMDA merchandise (such as hats, shirts) sold – how many of each and how much money is taken in (including cash and checks). Keep track of this on the Expense sheet.
- In general, make sure the show runs smoothly and on-time and take care of problems that might arise.

### **SHOW DAY – END**

- Pay the judge per agreed compensation. Use a check provided by the Treasurer.
- Take down the ring and the letters and put them back in the trailer. Enlist help of a few people to do this. If the ring is really muddy, the Manager can decide to wait and take it down and put it away after the show. This should be done within a few days and definitely before there are any other events at the HEP.
- Retrieve judge's basket and all judge and scribe materials.
- Pack up Show Secretary and Show Manager material, ribbons, and so on. Leave the Show Manager material in the trailer. Give the Show Secretary material to the Secretary for the next show (if she is not there, make arrangements to get the stuff to her before the opening date for the next show).
- Clean, close, and lock the bathrooms. Put the key back in the Manager's booth.
- Close and lock the Manager's booth. Put the key back in the mailbox.
- Pick-up and remove all trash (take with you for disposal). Do a quick inspection of the bathrooms, booths, and general show grounds to make sure we leave it in good condition.
- Close and lock the gates on the way out.
- Make sure you leave the booths and the ring in as good condition if not better than when you got there.
- Complete the volunteer log form and the income and expense sheet (lunches, scratches, test add-ons) and return to the head Show Manager.
- Give the list of volunteers to Robyn Cuffey.

## Show Manager Check List – SMDA Schooling Show

- \_\_\_\_\_ Volunteer List
- \_\_\_\_\_ Expense Sheet
- \_\_\_\_\_ Combination to HEP and keys to Manager's Booth and Trailer
- \_\_\_\_\_ Ring set-up crew
- \_\_\_\_\_ Packets and entries from Secretary
- \_\_\_\_\_ Dollar bills
- \_\_\_\_\_ Ribbons
- \_\_\_\_\_ Ring-set up
- \_\_\_\_\_ Check bathrooms and TP
- \_\_\_\_\_ Call Hollis Rescue
- \_\_\_\_\_ Check out PA system
- \_\_\_\_\_ Blank SMDA Checks
- \_\_\_\_\_ First Aid Kit (in booth)
- \_\_\_\_\_ Judge's basket (bell, pens, and so on)
- \_\_\_\_\_ Judge's and scribe's clipboards
- \_\_\_\_\_ Show Secretary Materials (which should include the following)
  - \_\_\_\_\_ Judge & Scribe clipboards (w/blank copies of tests to be ridden)
  - \_\_\_\_\_ Show Packets
  - \_\_\_\_\_ Extra day sheets
  - \_\_\_\_\_ Rider entry forms
  - \_\_\_\_\_ Score sheets
  - \_\_\_\_\_ Extra tests
  - \_\_\_\_\_ Laptop and printer

**EXPENSE SHEET for:**

**SMDA Show Date** \_\_\_\_\_

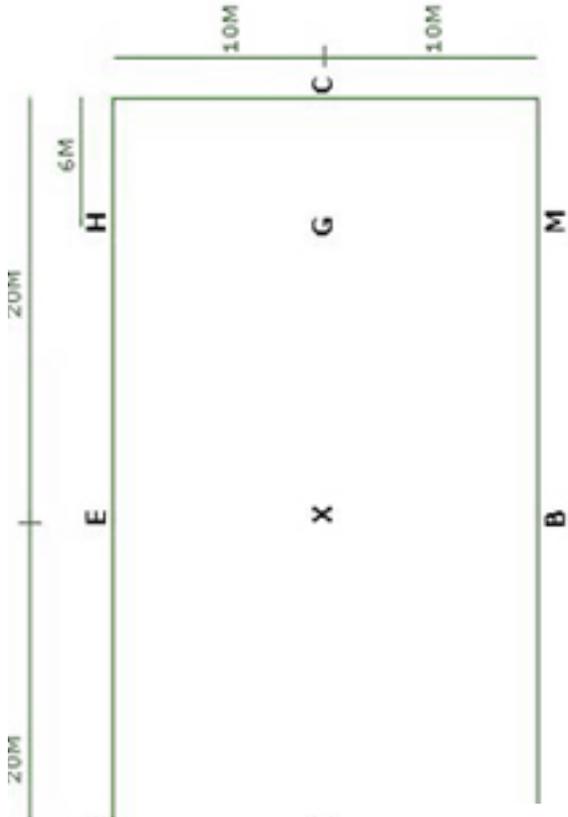
Cost of Lunches and who had lunch:

Which volunteers had a thank-you gift handed to them and what gift:

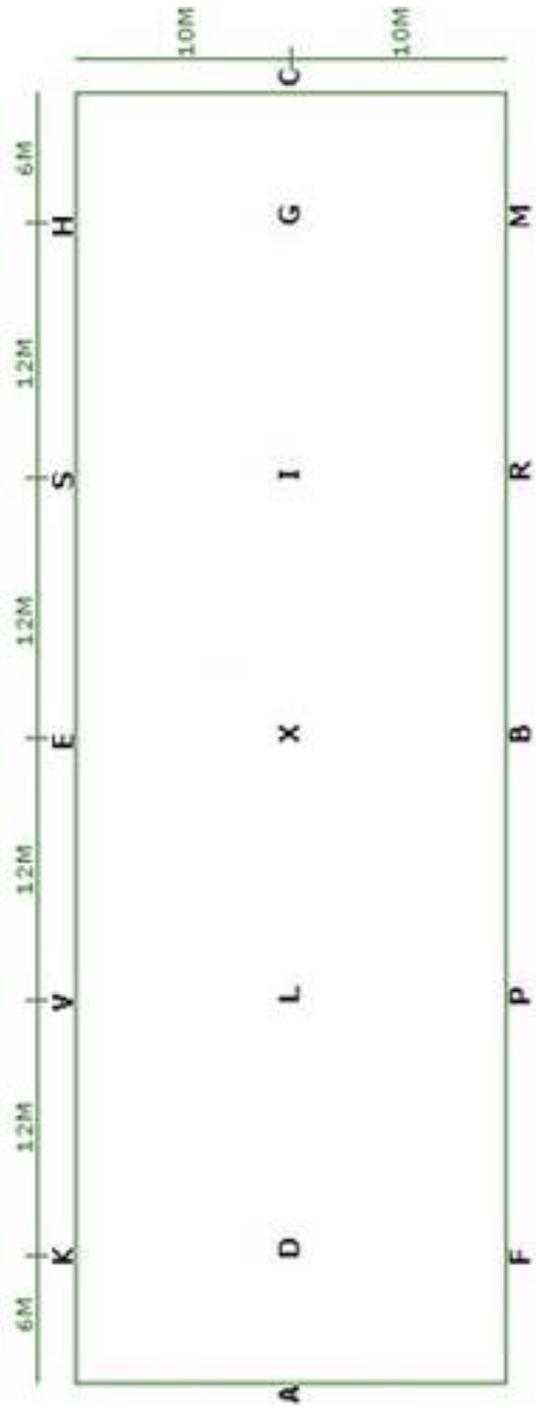
Last minute scratches:

Last minute test add-ons:

List SMDA items (shirts, caps, drinks) sold:



Small Arena



Large Arena