



SMDA Show Secretary Guidelines

Entry Forms

Date entry forms as you receive them. Entry forms received before the opening date should be returned. Process complete entry forms in the order in which you receive them.

Complete entry forms include:

- A copy of current negative Coggins. SMDA, in compliance with Maine State Law, requires a negative Coggins within 36 months for in-state horses; within 12 months for out-of-state horses.
- A check payable to SMDA for the entry fees.

Signatures:

Entry forms must be signed by the rider, the owner, and by a parent/guardian if the rider is under 18. Rider signature is required even if under age 18.

Process entries as they arrive and verify they are complete. Contact 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 her the entry will not be processed until it is complete; until then, she is on the wait list. Please make sure you establish contact with riders and that they acknowledge they need to amend their entry. You must set incomplete entries aside until all information is received (do not hold a place for the rider in the show – this is per SMDA policy).

Make sure the check is the correct amount for entry fees:

- Regular dressage tests are \$25 per test.
- Schooling on grounds is \$15.
- There is a \$5 office fee per rider.
- \$35 fee for a non-negotiable check.
- Non-SMDA members must pay a \$10 non-member fee. If there is a question, you can crosscheck the SMDA membership list to verify that the rider is a member. Contact Cindi Spear at blkthunderfriesians@yahoo.com for the membership list.

SMDA uses Fox Village Dressage to enter rider information and schedule the show. You will use an SMDA provided laptop and printer to do this. Separate instructions for the software come with the laptop.

Note on Class Levels:

- All levels – the same horse and rider combination can only ride tests in consecutive levels at a show. In other words, riders cannot skip a level at the same show.
- Intro A and B – the same horse and rider combination cannot show in Training Level or above.
- Intro C – the same horse and rider combination cannot show above Training Level Test 1.
- Test of Choice, Western Dressage, and Musical Freestyle – does not count for show high point awards. Does count for year-end awards.
- Schooling on Grounds – not allowed to compete in any tests. Not allowed to ride in the show ring.

Save all entry forms and give them to the Show Manager the day before the show. Put them in alphabetical order by riders' last name to make it easier for the Show Manager to look-up an entry form.

Checks

Contact the Treasurer to ask if she wants to pick-up checks at the show or if she wants you to deposit checks directly to Key Bank on the closing date.

If you deposit checks:

Deposit checks for all confirmed entries (not wait list entries) at any Key Bank on the show closing date. You do not need to sign/endorse checks. If any of the checks bounce, the bank will notify SMDA's Treasurer, and she will contact the rider.

Supplies

Check supplies as soon as you get the secretary's box of material. Make sure there are enough of the following:

- Tests (at least 20 copies for Intro and Training Levels, at least 10 copies for First through Third Levels. We rarely get riders at Fourth and above, but do check to make sure there are few copies including the FEI tests). Tests are in the box with the hanging files. We try to stock 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 Staples and make copies. Please do not use the LAST copy of a test.
- Small orange envelopes for the rider packets – at least 40
- Bridle numbers – at least 40
- Labels (to print rider information for tests and rider envelopes)
- Clipboards – 2 of them
- Paper
- Ink for the printer

Note: If you need to buy supplies, keep the receipts and submit the Reimbursement Form (available for download on the SMDA website) to the SMDA Treasurer.

Wait List

We can fit approximately 60 rides into a show. However, we suggest you start a wait list after the first 50 rides. Notify riders they have been placed on the wait list, and that you will inform them if they get into the show. This allows you to play with the ride times and see how many rides you can accommodate.

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 you can include. After you finalize the ride times and they are posted on the website, you can sometimes take riders from the wait list if there are scratches – however, they need to be from the exact same level (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 or not they are in the show.

Refunds

SMDA enforces 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, and other 'Acts of God.' For Wait List entries that do not make it into the show, tell them you will tear-up their entry and check.

Ride Times

On the Monday before the show, contact the SMDA Webmasters (Elena Raymond at elena_raymond@yahoo.com and Tania Jones at tjones86@me.com) to coordinate when you will email the ride times. Ride times must be posted the Thursday before the show.

Run the Schedule in Fox Village Dressage.

Include a 15-minute break in the morning and afternoon, and ensure there is a ring change break (5 min) between the last Training Level 2 ride and first ride in a large ring. This might be a ride in the Test of Choice class, or it might be a Training Level 3 Level ride. Depending on how things work out, the ring change can sometimes happen during the morning or afternoon break.

Include a 30-45 minute lunch break.

If possible, adjust the breaks and lunch so that the show starts again at a time that is easy to remember. For example, if the last ride ends at 11:56am, schedule a 34-minute lunch break so the show starts again at 12:30pm (not 12:26pm).

The day should begin at 8:00am and we try to end by 4:30pm. In no case should you schedule rides after 5:00pm (end time).

Day Sheets

Using Fox Village, print the day sheets. Print enough so there is one for each rider, one for the judge, one for the scribe, and at least 10-15 extras for the show manager.

You can print day sheets using the SMDA printer. Be sure there is always a backup ink supply. The Scorer will need the printer the day of the show to print scores and class results.

Show Packets

Assemble a packet for each horse/rider combo using the envelopes and labels. There is an option to print labels in Fox Village Dressage. Include a copy of the day sheet and the rider's bridle number in the envelope.

Nice touches:

- Include a piece of candy or treat for the horse in the envelope.
- Insert the horse's Coggins in the envelope – this way the rider can use it again for another show.

Note: If there are any questions or errors on a rider's entry form, write a note on the front of the envelope so the Show Manager sees it when the packet is handed out (for example: rider owes SMDA \$5 office fee).

Awards

Each class is awarded ribbons for First Place through Sixth Place for each of the three divisions: Open, AA, and Junior. Four High Point Ribbons are awarded: High Point Intro Rider (all ages and divisions), High Point Open Rider, High Point Adult Amateur Rider, and High Point Junior Rider.

The class runs normally (Juniors, Seniors, and Open riders ride together); however, the groups are placed and pinned separately.

SMDA's definition of a Junior Rider is: A rider is a Junior Rider until the end of the calendar year in which she turns 21.

The Scorer will place/pin the classes separately when running the scores.

Tests and Clipboards

Prepare a test for each ride. Each test should have a label, printed via Fox Village Dressage. Place the label on the test in the space for rider information. Make sure the space for the judge's signature is open.

Put the tests in the order in which they are 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 (one copy of Intro A, one copy of Intro B, and so on) in the order in which they are ridden.

Score Sheets

Score sheets are printed directly from Fox Village Dressage. All scores are permanently saved in the program.

Transfer to Show Manager and Next Secretary

Schedule a time to meet with the Show manager the day before the show.

Give the Show Manager the following:

- Rider packets – assemble envelopes in a box (standing upright), alphabetical by rider's last name
- Extra day sheets
- Judge's and Scribe's clipboards
- Rider entry forms (alphabetical by rider's last name)
- Laptop and printer for the Scorer to use the day of the show

Give any last minute checks and a copy of your expenses (such as printing or envelopes) including receipts to the SMDA Treasurer.

Organize and tidy up the Secretary box and other materials and make arrangements to transfer to the Head Show Secretary for the next show. Please let her know if we are getting low on any supplies.

Show Secretary Quick Check List

- _____ Check supplies
- _____ Process entries, verify they are complete, contact riders for missing info, and make the wait list
- _____ Enter rider information, run schedule – post the to the SMDA website
- _____ Print day sheets
- _____ Assemble rider packets – with day sheets and numbers
- _____ Make the tests – labels with rider name, horse, judge
- _____ Contact Treasurer regarding checks
- _____ Prepare scribe's clipboard (with all the tests with labels, in order of how they ride)
- _____ Prepare judge's clipboard (with one blank test for reference for each test that is ridden, in order)
- _____ Transfer show material to show manager
- _____ Tear-up checks and notify wait list riders that this has been done
- _____ Transfer secretary box to Head Show Secretary