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| **Show Jumping Convenor Guidelines** |  | |  |
| **Preparation before the event** | **How** | | **Check** |
| Event Director will be the person you will have most contact with and will be there to offer suggestions and advertise working bees and let members know when you need helpers | | | Find out who this is early on then Email, phone, message director and expect same from this person. Communicate as often as possible and reply as you can |  | |
| Appoint   * Gate steward (maybe 1 for morning and 1 for the afternoon). * Ring party helpers to pick up rails (normally 2 -3 helpers). * Arrange show jumping writers. | Get list of people from Secretary and appoint– Let Secretary know so names can go on programme | |  |
| Arrange for a collector to pick up scores sheets and deliver to official scorers. | One person is enough – there may be a person scoring in the car appointed by the secretary so score sheets can go with them when they finish – name in programme | |  |
| Arrange for the two show jumping equipment trailers to be at the venue ready for the course designer. | These are at Ryal Bush. Arrange with the director for access | |  |
| Liaise with Course Designer to arrange for a team of helpers to build the SJ course | Liaise with Director and other Convenors for a combined working bee if possible  Director will advertise via facebook and email | |  |
| **Preparation for on the day** |  | |  |
| Meet and Greet Judges and Pair up with writer  Show them where their arena is | Liaise with Secretary for names & gear | |  |
| Arrange for food and drinks to be delivered for judges and writer, course designer and ring crew if no break is allocated. | You will need a basket and flasks to take out to arena | |  |
| Organise a judges box | Usually a horsefloat with seats and a table. Or the judge can use their car | |  |
| Ensure there is a bell or horn available to use as well as score cards pens/pencils etc. | Liaise with Secretary | |  |
| Ensure judges are in place no later than 10 minutes prior to the beginning of the phase. | Check they are in position | |  |
| Organise personal to dismantle and pack away the show jumps onto the trailers at the conclusion of the phase. Ensure there are heavy towing vehicles available to tow the trailers around. | As soon as all jumping is finished. Secretary can name helpers in the programme from the helpers list.  Need trailers hooked up to cars ready to go | |  |
| Tow trailers away for storage protected from the weather at the designated place at Ryal Bush Shed | Arrange for someone to tow trailers and get director to make sure gate is open. | |  |
| Leave everything as you found it and respect the property owners health and safety rule about vehicles etc on the property | Pick up rubbish and check with Property Owner or Director that everything is satisfactory | |  |