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| **Dressage 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 (secretary know) then Email, phone, message director and expect same from this person. Communicate as often as possible and reply as you can |  |
| Writers for each of the dressage judges from the secretary helper list | Secretary will appoint to Arenas but she will ask you to confirm |  |
| Arrange for a collector to pick up test sheets and deliver to the scorers. | 1 person will be enough, can be younger person not riding or a parent. - Let Secretary know so name can go on programme |  |
| Know where the dressage trailer and the pipe arena is and take them to the venue ready for the working bees. | These are stored in the shed at Ryal Bush. Contact Director for entry. Need a long trailer to pick up pipe arena |  |
| Organise personnel to erect the arenas and check with TD if there needs to be a mown centre line etc. Re-check the arenas early on the morning of the event with the TD | 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 |  |
| Organise morning tea for dressage judges and writers if required. | You will need a basket and flasks to take out to cars if they are going to be there longer than 2 hrs otherwise they can come to officials catering area |  |
| Essential to ensure that a vehicle is in place in each arena. Usually is the judges car. | Check that the judges are happy to use own car and have on available if they don’t have one |  |
| Essential to ensure on the day of the event all clipboards with scoring sheets and pens/pencils etc are in place and have been distributed to each writer. | Secretary will have these made up and available |  |
| Ensure judges are in place no later than 5 minutes prior to the beginning of event start time. | Check that they are all in place and that the ambulance is on the grounds |  |
| Organise personal to dismantle and pack away the arenas at the conclusion of the dressage phase. | As soon as all dressage arenas are finished. Secretary can name helpers in the programme from the helpers list.  Need trailers hooked up to cars ready to go |  |
| Take dressage trailer and pipe arena away for storage protected from the weather 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 |  |