



## HORSE TRIALS CHECKLIST GENERAL SCHEDULING

- Approval of USEA, Area Chairman and Date.
- Submit registration form to USEA with Omnibus details.
- Schedule page.
- Order ribbons and trophies.
- Order complete set of score sheets from USEA.
- Have challenge trophies back from previous winners.
- Have competitor's number sets clean and complete.
- Appoint Secretary.

### **APPOINT PERSONNEL:**

- President of Ground Jury (USA Equestrian CT Judge)
- Judge (USA Equestrian listed).
- Technical Delegate (USA Equestrian listed).
- Dressage, Cross-country, and Show Jumping Chairman.
- Communication Supervisor.
- Manager for the day.
- Scorers.
- Timers.
- Starters.
- Chief Jump Judge.
- Jump Judges.
- Safety Coordinator.
- EMT/Paramedic.
- Ambulance.
- Veterinarian.

- Farrier.
- Announcer.
- Individuals to present awards/trophies.
- Parking Attendant(s).
- Police/crowd control.
- Photographer.
- Publicity.
- Admissions.

### **MISCELLANEOUS:**

- Control Center.
- Van (or suitable place for scorers) with tables, chairs, adding machine, refreshments, etc.
- Notice board for timetables, maps, etc.
- Scoreboard.
- Starting order drawn 2 or 3 days in advance of event.
- Envelopes for competitors with number, timetable, map of course, information re: stabling, etc.
- Programs to include riders, horses, numbers, USEA membership form, etc.
- Loudspeaker or public address system.
- Road signs to event.
- Port-a-johns/Toilet facilities.
- Watering facilities.
- Stabling.
- Food concession.

### **DRESSAGE:**

- Order Dressage Tests from USEA.
- Letters.
- Mow grass for arenas.
- Erect arena(s).

### **PERSONNEL:**

- Collecting Ring Steward(s).
- Person on gate if not Steward
- Writer(s)-one for each judge.
- Runner to carry score sheets to scorers.

### **SHELTER(S) FOR JUDGE(S):**

- Shelter.
- Chairs and tables
- Score sheets.
- Pencils, erasers.
- Stop watch(es)-one for each arena.
- Bell and/or whistle-different for each arena.
- Drink (hot or cold) and refreshments.

### **CROSS-COUNTRY:**

- Six-week check by TD.
- Flags-jumps and starter's flag.
- Arrows and directional markers.

- Fence numbers.
- Start/finish flags and signs.
- Course finished one week in advance.
- Mow where necessary.

### **PERSONNEL:**

- Chief Jump Judge.
- Jump Judges.
- Timers.
- Starters.
- Collecting Steward.
- Repair men for jumps during event.
- Couriers.
- Stop watches and chart for timers.
- Clipboards/instructional sheets/stop watches/pencils for Jump Judges.
- Communication-check to make sure all is in order.

### **BEFORE OFFICIAL COURSE WALK:**

- Course flagged and compulsory and/or directional markers placed in accordance with map.
- Course inspected/approved by TD.
- Map posted, showing course, distance and times.
- Starting times posted.

### **SHOW JUMPING:**

- Mow arena and warm-up area.
- Jump equipment ready.
- Jump numbers (separate from Cross-country).
- Flags (separate from Cross-country) including Start and Finish.
- Greenery to "dress-up" course.
- Stop watches
- Whistle, pencil, score sheets.
- Competitors' numbers.

### **PERSONNEL:**

- Judges.
- Starters.
- Timer.
- Collecting Ring Steward.
- Crew to re-set jumps.
- Gate person.

### **MISCELLANEOUS:**

- Course map, showing track, distance and times.
- Practice jumps (1 x-rail, 1-vertical, 1 spread) correctly flagged.
- Extra jump equipment.