



State of Maine Dressage Association

Show Manager Guidelines

PRE SHOW PREPARATION

- Review the volunteer list. Call people to secure the volunteers, including ring setup, ring take-down, scribes (half-day each), scorer, announcer, runner, and ring steward (must be an adult).
 - The day before the show (early) confirm names, telephone numbers, position, and arrival time (in case you need to find a back-up).
- Confirm the scorer. The scorer should be tech savvy to use Fox Village Dressage on the SMDA laptop. Scoring instructions are in a binder in the laptop computer bag.
- The scorer should be comfortable using an adding machine as a backup (adding machine is in the SMDA trailer at Hollis Equestrian Park).
- Confirm with the Judge Coordinator (Jane Tremlett) the name and phone number of the judge. Call the judge to advise the start time of the show, confirm lodging (if necessary), any special food requirements, and directions.
- Obtain the SMDA check for the judge from the Treasurer, or make arrangements to have it delivered on show day.
- The combination to the gate at HEP and to the SMDA trailer are in the Show Manager Packet. Keep this information confidential. The keys to the Manager's booth are hidden underneath the counter outside of the front door of the booth. The keys to the bathrooms are inside the Manager's booth hanging on the wall.
- 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 will review any discrepancies or issues with the rider entries. These should be written on the outside of the rider's 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 competitor that they have the music all set.
- You are responsible to get food for the judge and volunteers, and to provide water for sale. There are two options for reimbursement:
 - You can pay for the food and submit a reimbursement form (and receipts) to the

- SMDA Treasurer after the show; or
- If you prefer, you can ask the SMDA Treasurer to give you a check in advance of the show to cover the food. After the show, submit the reimbursement form (and receipts) and settle up the additional amount owed or to be refunded at that time.
- We typically budget \$75 for food and beverages. Try to keep it under \$100.
- The water at HEP is not drinkable for humans. Buy a case of bottled water and a couple of bags of ice in a cooler. Sell bottled water for \$1 (free for volunteers and the judge).
- It is not required to provide coffee, but it is usually much appreciated. There should be a coffee maker and filters in the SMDA trailer. You will need to provide coffee, a jug or two of water, cups, milk, etc. Alternately, you can send one of the volunteers out to pick up coffees for the judge and volunteers.
- Save the receipts for all of your expenses 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. The Show Manager's Packet includes menus and directions to a couple of local spots where sandwiches and beverages are available.
- If we have SMDA merchandise available for sale at the show grounds. People can pay with cash or check. Keep a list of all merchandise sold (so we can re-order) and how much was sold (income). Include with all monies that you turn in to treasurer.

RING SETUP

NOTE: Prepare the grounds the day before the show. Requires a truck with a hitch. There is a ball in the trailer.

- Confirm what time the HEP is free so you can setup the ring (there might be another show the day before). Check the calendar on HEP's website:
<http://www.hollisequestrianpark.com/Calendar.php>
- The ring is stored in the trailer that is parked at HEP. The combination to the back and side door of the trailer is provided in the Show Manager's Packet.
- Drag the ring and the warm-up.
- Setup the ring. Use the ring setup instructions in the Show Manager's Packet or follow a diagram in the show directory (setup is best with three to six people).
 - Setup the ring for the small arena, and use the red plastic markers to mark the spots for the letters for the large arena.
 - Set out the letters. To protect from the weather, 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 – one

for the judge and one for the scribe. Do not put the chairs out until the morning (so they will stay dry). 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 on the circuit breaker inside the electrical panel – it is labeled). Turn it off before leaving the HEP.
- Confirm there will be a working cell phone at the Manager's booth during the show.
- Lock the Manager's booth and the gate when you leave the park.

EMERGENCY PLAN

In Case of Accident:

- Do not move patient.
- Use the PA to ask if there are medical personnel on grounds – ask them to evaluate, treat, and/or stabilize patient.
- If necessary, call 911 and let emergency personnel take over.
- For ambulance pickup, the HEP address is 124 New County Road (Route 5), Hollis Center
- **IMPORTANT:** If someone needs 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.
- Riders can continue to ride as long as there is calm in the park.

SHOW DAY – PRE SHOW

- Arrive an hour-and-a-half prior to show to unlock the main gate and allow time for last minute setup 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.
- Setup the flowers in the letters around the ring.
- Setup two chairs in the Judge's Booth.
- Setup the administrative material in the Manager's booth. This includes the rider packets (envelopes), extra programs, entry forms, and so on.
- Brief volunteers on their jobs as they arrive. Your Show Manager's Packet includes an envelope with 10 SMDA Dollars (worth \$10 each) vouchers. These are yours to distribute among the show volunteers: 1 per half day volunteer/ 2 per full day volunteer. If you have any unused vouchers, return to the SMDA Show Manager Coordinator or other club Officer/Board Member. Show Managers receive a \$50 stipend in the form of a check mailed

after the show. The SMDA Dollars are intended for the other volunteers.

- 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 tote with the bell, pens, and so on. (The judge's tote is stored in the trailer). 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 someone complains about having been able to in the past, 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.

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.
- 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.

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 rider's age is recorded correctly – Senior or Junior.
- Change the ring from small arena to large arena after the Training Level Two tests OR after the Test of Choice tests (depending on the required ring size for those tests). Beginning in 2016, Training 3 is run in the large arena. 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 2 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 Maggie Roy.
- Make arrangements to get food for the judge and volunteers. Have one of the volunteers get the Judge's lunch ready in time for lunch break. We typically provide lunch to full-day volunteers and the judge, and free drinks to others but use your discretion. Try to keep the overall food and beverage budget in the range of \$75, and less than \$100.
- 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 Intro, Junior, AA and Open 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. You can include this expense on your reimbursement report file.
- 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 Income/Expense sheet (attached).
- 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. These are stored in the trailer.
- Pack up Show Secretary and Show Manager material, ribbons, and so on. Leave the Show Manager material in the trailer.
- You must make arrangements to give the Show Secretary material to the Secretary for the next show – do not leave it in the Manager's Booth or Trailer. If the next Secretary is not at the show, make arrangements to get the stuff to her before the opening date for the next show.
- Make arrangements to return un-sold SMDA merchandise to Maggie Roy. Do not leave any SMDA items the trailer or Manager's booth.

- Clean, close, and lock the bathrooms and remove the trash. Put the key back in the Manager's booth.
- Close and lock the Manager's booth. Put the key back under the counter.
- 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 income and expense sheet (lunches, scratches, test add-ons, merchandise) and return to the SMDA Treasurer.
- Make arrangements to get income from sale of waters, SMDA merchandise, last minute show entries, and so on, to the SMDA Treasurer. Send to the Treasurer with the Show Income/Expense sheet (attached). Please do not mail cash!
- Submit SMDA Request for Reimbursement Form (with receipts) to the SMDA Treasurer.

Show Manager Check List – SMDA Schooling Show

- _____ Volunteer List
- _____ Expense Sheet
- _____ Combination to HEP and keys to Manager's Booth and Trailer
- _____ Ring setup crew
- _____ Packets and entries from Secretary
- _____ Ribbons
- _____ Ring setup
- _____ Check bathrooms and TP
- _____ Check out PA system
- _____ Blank SMDA Check for Judge
- _____ First Aid Kit (in booth)
- _____ Judge's tote (bell, pens, and so on)
- _____ 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

INCOME/EXPENSE SHEET for:

SMDA Show Date _____

Submitted by: _____

Expense: Cost of Food and Beverages (just enter the total here, you need to fill out the SMDA Request for Reimbursement Form to get reimbursed):

Expense: Other miscellaneous expenses (please list amount and describe):

Income: Last minute test add-ons or entries (riders' name, test, and the amount):

Income from sale of SMDA items (shirts, caps, sweatpants) and list of items sold:

Income from water sold (and any other beverages, snacks as applicable)

Complete this form and submit to the SMDA Treasurer:

Cindy Cox
9 Cherryfield Ave.
Saco, ME 04072
ccox3022@gmail.com

