



# WE UNITED COMPETITION MANAGEMENT CHECKLIST

*This checklist is a reference guide and may be utilized to plan and organize your activities, before, during and after Working Equitation competitions. The timelines presented here are suggestions (not prescriptions), except as required in the WE United Show Licensing Guide. NOTE: This checklist is not a substitute for a thorough knowledge of the United States Rules for Working Equitation.*

## A. Four Months Before Competition -

- 1. Print and review a copy of the United States Rules for Working Equitation.
- 2. Form a show committee consisting of the following: (some people may hold multiple roles)
  - Show Manager
  - Show Secretary
  - Facility Manager/Representative
  - Volunteer Coordinator
  - Barn Manager
  - Awards
  - Hospitality
- 3. Facility -
  - A. Arena -
    - Do you have a regulation dressage court?
    - Do you have an arena for the Ease of Handling and Speed Rounds?
    - Is there a warm-up arena available?
      - Note: You can perform all trials within one arena just allow additional time for setup/tear down of dressage court and obstacles
  - Are there weather restrictions for arena usage?
  - B. Obstacles -
    - Does the facility own their own obstacles?
      - Does the facility have the correct obstacles according to regulations?
  - C. Restrooms -
    - Can the facility accommodate the volume of riders and auditors or do you need to rent Porta-Potties?
    - If renting Porta-Potties have a handwashing station.
  - D. Stabling -

- Determine the maximum number of stalls available.
- Shavings
  - Are shavings provided? If yes, how many bags?
  - Are additional shavings going to be available for purchase?
  - Are competitors allowed to provide their own shavings? Any restrictions?
- Can you stable stallions? If yes, how many?
- E. Parking -
  - Does the facility have enough adequate truck/trailer parking?
  - Does the facility have enough parking for volunteers and auditors?
- 5. Payments -
  - What form of money can you accept? Cash, check, credit cards?
  - If you are accepting credit/debit cards at the show, do you have the ability to do so?
- 6. Registration -
  - Plan how to accept registration applications.
    - Mail with hard copies, electronic or both?
- 7. Advertising -
  - Plan how to advertise for the show.
    - Newspaper, magazine, social media etc.
- 8. Classes -
  - What classes will you be offering?
  - How many riders can you accommodate in a day (plan on 6-8 minutes per dressage and ease of handling per rider and 3-5 minutes per rider for speed round)
    - \*remember to include breaks and lunch time allotments*
- 9. Awards -
  - Ribbons and/or awards through what level? Will awards be for all trials or the competition only?
- 10. Insurance -
  - Does the facility carry their own or is additional insurance needed?
  - Need an insurance rider naming WE UNITED as an additional insured for your show date/s.
- 11. Cost Analysis -
  - Create a detailed spreadsheet on your bottom line operating costs.
  - Determine your individual rider competition price.
- 12. Apply for your WE United show license.
- 13. Hire the judge -
  - Make travel arrangements and book the hotel (do they require a rental car or is the show providing transportation?).

## B. Two Months Before Competition -

- 1. Show Committee -
  - Hold monthly or bi-weekly meetings with the show committee and assign tasks.
  - Hire a scribe, scorekeeper, gate steward/paddock master, and technical delegate (TD if required).
  - Determine the number of volunteers needed.
  - Do you plan on utilizing walkie talkies, do you have enough?
  - Does the facility have a music/sound system (required)?
  - Design the Ease of Handling and Speed round course map or have a course designer design one. The TD or judge may design the course. Send to the TD and the judge (if they have NOT designed the course) for their approval.
- 2. Facility -
  - Finalize the available stall counts.
  - Determine if the show is required to have a veterinarian and farrier on premises or on call and make arrangements for both.
  - Retain emergency services with agreement on hours and duties. Prepare an accident preparedness plan. Give a copy of this plan to the show secretary, technical delegate (if present), and facility manager. The rules state emergency services are on call for Schooling & B Rated shows and on site for all other licensed shows.
- 3. Obstacles -
  - Determine which obstacles are going to be used and make sure that they are in good condition (this must be coordinated w/ course design).
    - Do they need to be painted or repaired?
    - If you are going to be utilizing live obstacles (plants, flowers and trees), put in your order to the local nursery.
    - Are you utilizing an electronic timer for the speed round? If yes, test it.
- 4. Restrooms -
  - If you need to order Porta-Potties and a wash station, reserve the equipment.
- 5. Payments -
  - If you are taking electronic payments, set up the accounts e.g. Paypal.
- 6. Advertising -
  - Start advertising for the upcoming show.
- 7. Registration -
  - Open up registration applications (know how many competitors can be accommodated in one day).

- Determine the closing date for applications.
  - Request that all horses arrive with a current horse health certificate and/or coggins depending on the state rules and requirements. It is appropriate to ask for this depending if the manager/facility requires one.
  - If you do not own horse/rider competition numbers, order those.
- 8. Awards -
  - Order the ribbons and/or awards.
- 9. Cost Analysis -
  - Is the show still on budget or do you need to adjust?

### **C. One Month to Two Weeks Before Competition -**

- 1. Show Committee -
  - Determine who is managing the judge's transportation.
    - Ensure the TD and judge have reviewed the Ease of Handling and Speed courses and approved or adjustments have been made.
  - Have a bell for the judge.
  - Assign volunteer tasks for the day of the show.
  - Determine training schedule for all volunteers.
  - Create a master sheet for all competitors to sign upon arrival, complete with an emergency cell number.
    - Checklist - Did each competitor bring a copy of any required current horse health certificate(s) (place a copy of this in a folder for the veterinarian). Does the facility have a signed Hold Harmless release signed?
- 2. Facility -
  - Create a stall schematic .
- 3. Obstacles -
  - If utilizing living obstacles (plants, flowers and/or trees), finalize the pick-up schedule.
- 4. Restrooms -
  - Finalize delivery and pick-up of the Porta-Potties and wash station if required.
- 5. Registration -
  - Registration should be closed (if you allow late registration a fee is permitted this is the decision of the show management as to when registration closes).
  - Create a packet for each competitor including their original class request (in case of a dispute), horse/rider competition number.
  - Make copies of score sheets for judge's notebook.
  - Make copies of master score sheet for the scorekeeper's folder.

- 6. Insurance -
  - Obtain a copy of the certificate of insurance and name WE United as additional insured, submit to the WE United Show Licensing and Oversight committee.
- 7. Awards -
  - If the show is offering awards that need to be engraved, place the engraving order 30 days out.

**D. 24 Hours Prior to Show -**

- Set up Ease of Handling course.
- Set up Dressage court.
- Set up Judge's tent and table.
- Set up the award table.
- Set up the public address/music system.
- Set up parking cones if utilized.
- Create an Order of Go sheet (once registration has closed) in coordination with the technical delegate (if applicable) for the first day's trials (9 copies - show secretary, technical delegate, paddock steward, show gate steward, facility manager, scribe/judge, scorekeeper, announcer, and one to post).
- Finalize with the TD who will be reviewing the horse health certificates. If no TD is required at the show, who will be reviewing these documents? Do they know how to read them? If not, ask your veterinarian that is either present or on call.
- Print all documents (order of go, ease of handling & speed maps, stall charts, vet's master list of all horses being stabled at the facility, page that gives veterinarian's and farrier's names and numbers).
- Post for general viewing all of the documents listed in item 8, leave room to post the show results.
- Put together the scribe and judge's packet (order of go, score sheets) and pens.
- Put together a Technical Delegate packet that will include course maps, orders of go, horse/rider/owner information.
- Put together the scorekeeper's packet (tally sheets), calculator and pencils & pens (easier to use pencil to calculate and use a pen for the final document).
- Put together the clipboards for the paddock and show gate stewards order of go sheets.
- Print the volunteer schedules.
- Put together the facility manager's packet (order of go, stall schematic, veterinarian and farrier info).
- Organize the show secretary's info (copies of order of go, stall schematic, veterinarian and farrier info, sign-in sheets for competitors, facility hold harmless release forms, plus the rider packets including horse/rider competition numbers).

- Check that all volunteers have been trained for their positions (remember to have a plan with the person who will be running the music/announcing).
- Check that you have all of the walkie talkies that are required and buy extra batteries, charge all equipment.
- Are you offering seating for auditors and spectators? If yes, set up the chairs.
- Do the restroom facilities have adequate supplies? I.e. toilet paper, paper towels etc.
- Have a copier available to copy all test score sheets (have extra paper and verify ink levels)

#### **E. Show Day -**

- 1. Show Committee -
  - Arrive 2 hours prior to the show start time.
    - Set up for competitors arrival, on site should be show manager, show secretary, barn manager, volunteer coordinator and the technical delegate.
      - Have your volunteers in place for check-in, health checks, and parking.
      - Distribute walkie talkies.
  - Judge(s) typically arrive 30-45 minutes prior to the beginning of the show, arrange transportation and the show manager should greet them and show them the show grounds.
    - Have the scribe and scorekeeper arrive at least 30 minutes prior to show time so they can meet with the judge and learn the judge's requirements/expectations.
  - Post scores as soon as available from and released by the judge or the technical delegate.
  - Keep a copy of all score sheets for the show secretary.
  - After authorized by the judge or the technical delegate, provide all competitors the original of their test score sheets, keeping a copy of these sheets for WE United and the Show Secretary's records.
  - Have a great show.
  - Post show provide to WE United the copied test sheets along with a copy of the WE Competition tally sheets according to the guideline timeframe.