**Tayside Dressage Group**

A Guide to:

**Organising a Dressage Competition**

One important aspect of organising a competition is to plan ahead. This allows a more stress free day. It will also allow the organiser to meet and greet their competitors. Being organised makes you appear more professional.

**WHERE TO START.**

* Decide what type of competition you wish to run and the date you may wish to use. Check the dates of clubs within your area so that you do not clash with any of their competitions. This also enables more competitors to come to your show.
* Next find a venue and make a visit. Your requirements may include; a dressage arena, a warm up arena and plenty of space for parking lorries and trailers.
* You may also wish to consider toilet and food facilities
* Now you think you have your venue you will need to do a risk assessment. This often involves the safety aspect of your show. Do you have a means of departing the area, if there is a fire? Where are the emergency first aid or fire equipment kept? Are the fences/ warm up areas safe and kept in good repair? Do you have access or a signal for a phone?
* Now you have booked your venue, you need to book the judges in advance. Many judges are booked months in advance so bare this in mind and do not leave your judges till the last minute,
* Order any test sheets you might need and any rosettes or trophies you will be awarding.
* Make sure you have somewhere to put your scores.
* Now think about how many helpers you will need. This may include; writers, stewards, scorers, parking steward, first aid, score collectors.
* Your schedule will include the name of the show secretary who will gather the entries for the show.
* When entries arrive log entries. The easiest form of keeping info is with the use of an excel document.
* If you are organising a dressage competition you must have a closing date. Competitors know this is the last date they can use when putting in an entry.
* Start putting in times from your closing date leaving a few gaps for either late entries or a time to catch up if your arenas are running late.
* TDG use a seven minute gap between each test. This allows the judge to write constructive comments on the competitor’s sheet. ( see example of times )
* **Prelim 18 Arena 1 Judge: Canshee See**

**Time No Rider Horse Section Total %**

**10.00** 1 Ivan Horse Giddy Up bronze

**10.07** 2 Needa Nag No Control bronze

**10.14** 3 Jim Nastic Pommel horse silver

* If you are running two arenas it is important that competitors who may be riding in more than one test, has plenty of time between their test allowing time for both horse and rider to recover. (see example)
* **Novice 27 Arena 2 Judge: Noshee Cannt**

**10.40** 1 Ivan Horse Giddy Up bronze

**10.47** 4 Betty Trot Betty Wont silver

**10.54** 2 Needa Nag No Control bronze

* On an excel document you have an over view of all entries so you can look to see if there are any clashes. If a rider has two horses try and organise times so that one horse has finished both tests before the next one begins. (This is not always possible.)
* Make sure you give your judge a break possibly after ten or fifteen horses.
* Make sure you inform the judge(s) of when they should arrive.
* Make sure you are at your venue earlier than your first competitor. Usually an hour before the competition begins.
* Make sure your arena is set up and the letters correctly placed.
* Always have a rule book at all competitions. This will allow you to stick to the rules and show the competitors you know what you are doing.
* If a competitor becomes abusive, ask them to leave then walk away recording their name and the incident for future reference.

Competitions are supposed to be fun. The amount of work to organise a show is not always appreciated but take pride in what you have done as without volunteers the sport would not exist.

**CHECKLIST**

1. DATE
2. VENUE
3. JUDGES
4. VOLUNTEERS
5. RECORD SHEETS
6. ROSETTES / TROPHIES/ competitor numbers
7. ENTRY CLOSING DATE
8. RECORD INCOMING ENTRIES
9. ADVERTISE TIME

10. Check equipment

11. ARRIVE 1 HouR EARLY

12. PUT UP SCORE BOARD

1. CHECK ARENAS
2. KEEP CONTROL OF PARKING
3. GIVE OUT JUDGES SCORING SHEETS WITH A LIST OF ENTRIES ON FRONT.
4. COLLECT SCORES REGULARLY
5. THANK JUDGES AND HELPERS FOR THEIR EFFORT
6. TIDY ARENA AND MAKE SURE ALL AREAS ARE POO PICKED
7. BE THE LAST TO LEAVE

20, HAVE A REWARDING DRINK AND a PAT ON BACK.