**Heart Mountain Dressage Club**

**Show Manager Guidelines**

**The Show Manager** shall call a meeting of all those who are participating in organizing the show, (co-managers) at least 2 months prior to the show date. The objective of this meeting is to determine the format of the show and to divide responsibilities for the organization of the show among the co-managers. Managers should also plan to meet again at least once before the show, (as it draws near) to confirm all the administrative details are in place.

The Show Manager shall confirm venue, judge, awards, etc., with a member of the show committee.

The Show Manager and co-managers shall review HMDC Show rules and have a copy available during the show. The manager and co-managers shall review awards policy and have a copy available during the show.

The Show Manager, or a co-manager, shall be available at a central “check in” table prior to the start of the show to organize volunteers, answer questions, make last-minute adjustments to the schedule, and to orchestrate the start of the show.

**Determine Show Format**

In most cases, the HMDC Dressage shows follow the same format: We offer three DIVISIONS – INTRODUCTORY, CLASSICAL (USEF Training-4th Levels, and WESTERN. Small arena tests are first, often followed by cavaletti tests for the small arena. A break is taken that usually includes lunch. Plan to have a quick award ceremony for the Intro Division right before lunch so those people don’t have to wait until the end of the day for their high-point prizes. Also, during this break, the small arena is enlarged for the large arena tests in the afternoon. Last are the prix caprilli tests that involve setting up jumps, followed by a short break, and then the award ceremony for the rest of the show high-points. Sometimes it will be necessary to customize the show format for other classes that have been added. Decide which, if any, special classes will be offered and how the format will be customized to fit the classes.

**Publicity**

1. **Flyer** : An announcement of the details of the show shall be created. When possible, use a template from a prior show to save time and energy. Ideally, this should be created 2 months ahead of the show. Information on the flyer should include:

Date and Venue of the Show

Address and directions to the venue

Judge’s Name, and any other appealing biographical information

Opening and Closing date for entries

Cancellation policy

Contact name and information, (email and phone) for questions

Classes offered

Awards provided

Special rules

Fees

Information regarding availability of food/ stall rental, or any other pertinent information

1. **Registration form:** This form should be formatted in conjunction with the flyer and have the following information:

Name/Address to mail entry

List of class choices, and divisions

Opening and Closing date for entries

Fees

HMDC release forms and/or arena release forms

1. **Publicity:** Confirm with Newsletter Editor, WebMaster, and Facebook Manager that above flyer, registration forms, and all relevant information are added to these places. To make it clear that the public is invited, you may want to use the term “Open Show”. You may also want to create posters and place them in strategic places around the area, or place ads in the local newspapers.

**Show Staff/Volunteers**

Begin recruiting volunteers EARLY, while potential volunteers still have time to plan their personal schedules. It is best to speak personally with potential volunteers to secure their help. A group e-mail to the club works well to fill in missing gaps after most positions are filled.

**Necessary volunteers:**

1. Set Up
2. Hospitality Table/Registration (am)
3. Scribe (am and pm)
4. Scorekeeper (am and pm)
5. Arena Steward (am and pm)
6. Warm-up Arena (am and pm)
7. Tear Down

**Optional volunteers:**

1. Photographer
2. Concessions
3. Meals- judge/volunteers
4. Sale table (t-shirts, caps, etc)

**Equipment**

1. Dressage Arena/Letters
2. Judge’s table/chairs, Canopy if outside
3. Scorekeeper supplies (HMDC Tub)
4. Scoreboard:

Bulletin board or similar for posting schedule, scores, show rules, awards policy, cumulative member points, and any other helpful information.

1. Hospitality supplies (HMDC Tub)
2. Port-a-potty
3. Ribbons and High Point Awards
4. Clean-up (Fork, Wheel barrel, etc.)
5. Test Sheets, Judges Test Sheets, Test Sheets for Readers
6. Other

**Administrative**

**Registration**

One manager will need to take in the entries, (mailing address on the flyer and entry forms) and be responsible for tracking the money. This person may also make the ride schedule.

**Ride Schedule**

One manager shall make the ride schedule. The ride schedule should include all ride times, breaks, and the time for the awards ceremony. This should be completed at least 2 days before the show and be e-mailed to all participants and all HMDC members. Make a place on the ride schedule for phone contact information of the Show Manager so that participants will have this information close at hand in the event of an emergency, (need directions, late arrival, scratch an entry, etc.)

**Test Copies**

One manager shall be responsible for creating the test copies for the scribe and judge. Inventory the test copies well in advance of the show, and make copies if necessary, to cover all the levels being ridden. If this is the first show of a new test year, the manager may have to print new originals from the internet. After the schedule has been completed, fill out a test sheet for each ride and place them all in a folder in order of rides, (according to the schedule.) Have this folder ready for the scribe and judge the morning of the show, along with a blank copy of each test for the judge, and a folder with one blank copy of each test for readers.

**Communication with Participants**

One show manager needs to be the contact person for participants. This manager’s e-mail and phone number should be made available to participants on the flyer, entry form, and ride schedule. Prior to the show, e-mail the ride schedule to participants and be available for any needed communication. Also, have a phone available at the start and during the course of the show day, in case of any needed communication between participants and the show manager.

**Budget**

Much of the budget is predetermined by the show committee. Track revenue generated from entries to determine if there are enough to pay the expenses of the show. Expenses that will need tracking will include the judge’s fee, arena rental, port-a-potty rental, advertising, hospitality and food supplies for the volunteers, etc. Be prepared to create a balance sheet after the show and give a report of the cost/expense balance at the next regularly scheduled meeting.

**Payments:** Have a check ready for the judge at the end of the show so that she may be paid immediately. If she is also providing a clinic, two separate checks may be provided, (one for the show and one for the clinic) at the end of the clinic. If she is being reimbursed for travel, lodging, or meals, be sure to coordinate that with the judge and show committee ahead of time.