

ORGANIZER'S EVENTING RALLY CHECK LIST

GENERAL:

- Approval of RS
- Approval of rally site and date
- Establish budget and schedule & present to RS
(Eventing Comm. Chair for National Champs)
- Order from USPC Office
 - Organizer's Packet (includes Score sheets)
 - Rulebooks for chairman, officials and judges
 - Dressage tests for Eventing
 - Insurance certificates
(list of Landowners and accident reports)
- Retrieve Challenge Trophies
- Order Awards
- See that pinnies are complete and clean
- Food Concession (if applicable)
- Toilet Facilities
- Telephone accessibility
- Suitable room/van for scorers
- Scoreboard
- Large bulletin board
- Audio System/speakers or bullhorn
- Road signs to rally
- Competitor's envelopes, with name, number, schedule,
time-tables, XC map, stabling information
- Program
- Stabling/Parking team
- Spectator parking
- Housing/Meals for officials
- Housing/meals for competitor (if applicable)
- Lunches/drinks for officials
- Water for competitors

PERSONNEL:

- Secretary & Treasurer
- Technical Delegate (USEF recognized
required for Novice and above Qualifying Rallies)
- President of Ground Jury (Chief Dressage/SJ/Overall
Judge. USEF required for Novice and above
Qualifying Rallies)
- Chief Horse Management Judge
(Or see that HMO for region has taken care of this)
- Assistant HM Judges (same as above)
- Course Designer
- Course Builder/Repairer
- Chief Scorer
- Chief Timer
- Chief Fence Judge
- KNOWLEDGEABLE** Warm-up Steward(s)
- KNOWLEDGEABLE** person to walk XC/SJ
teams that do not have coaches
- Grounds Chairman
- Announcer
- Communications Chairman (if not announcer)

personnel continued:

- Program Chairman (if not secretary)
- Medical Emergency
 - Ambulance EMT
- Veterinarian
 - End of XC
- Farrier
- Parking Chairman
- Stabling Chairman
- Hospitality Chairman
- Dressage Chairman
 - (the following recruited from adult volunteers)
 - Collecting ring Steward*
 - Scribes (one per judge)*
 - Runner(s) for Scorers*
- Cross Country Chairman
 - (the following recruited from adult volunteers)
 - Starter*
 - Assistant Timers*
 - Fence repair crew*
 - Fence judges*
 - Couriers (if necessary)*
 - KNOWLEDGEABLE** Warm-up Steward(s)
- Stadium Jumping Chairman
 - (the following recruited from adult volunteers)
 - Starter (coordinate with XC Chairman)*
 - In and Out stewards*
 - Jump repair crew*
 - KNOWLEDGEABLE** Warm-up Steward(s)
 - Awards/Parade of teams Chairman
 - Photographer

DRESSAGE:

- USEF Dressage Tests for Eventing (order from
USPC Bookstore)
- locate arena area, arenas and letters
- Locate warm-up areas
 - Locate shelter(s) for Judge(s)
 - Make arrangements for grass mowing/sand-raking
 - Optional:** Greenery/flowers to dress up arena
(coordinate w/Stadium Chairman)

Supplies:

- Chair(s) & table(s)
- Clipboard with rider's tests (no names or #s)
- Clipboard with Judges' test (one copy of each test)
- Pens
- Bell/Whistle – different for each arena
- Drinks, water, coffee/tea

OVER

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CROSS COUNTRY:

- Locate warm-up, Safety Check, Vet areas
- Locate warm-up fence materials
- Coordinate announcing and radios
w/Announcer/Communication Chairman
- Coordinate briefing, setting up clipboards w/TD/
Chief Fence Judge/Secretary
- Finish course one (1) week before rally
- Mow/groom when/where necessary

Make or repair:

- Start box
- Flags for fences/practice jumps, Start/Finish
flags and signs
- Numbers/letters for fences
- Directional markers, arrows

Supplies/equipment:

- Vehicle w/repair supplies/tools
(Coordinate below w/Secretary/Chief Fence Judge)
- Stopwatches/timetable for timers
(Check w/Chief Timer)
- Fence Judge's clipboards
- Instruction sheets
- Score sheets
- Pencils
- Baggies if raining

Before Cross Country Walk:

- Course numbered, flagged, compulsory &
directions flags placed as on map.
- Course inspected and approved by TD and
President of Ground Jury
- Map posted
- Starting times/schedule posted

STADIUM JUMPING:

- Locate adequate jumps, flags and cups, including
warm-up (separate from XC)
- Mow arena/warm-up (or be sure Grounds is doing so)
- Map posted, showing course, distance, time
(don't forget small copy for Judge)
- Optional:** Greenery/flowers to dress up course
(coordinate with Dressage Chairman)

Supplies/equipment:

- Extra poles, cups flags
- Two or three stopwatches
(Check with Chief Timer)
- Clipboard for scorer's sheets/Judge's course map
- Whistle/bell
- Pens
- Score sheets (check with Chief Scorer)

PARKING/STABLING:

One-Day Rally:

- Knowledgeable persons on parking duty day of rally,
1 hour before arrival of teams (must coordinate w/
Organizer)

Overnight Rallies:

- Parking, as above
- Have knowledgeable person in barn, with stall
assignments, 1 hour before arrival of teams
(must coordinate with Organizer)

AWARDS/PARADE OF TEAMS:

- Assemble awards
- Ask individuals to present awards
- Plan parade route and explain to teams