

# **EVENT MANAGEMENT GUIDELINES 2019**



**Questions? Call or e-mail current President  
or any member show/clinic committee  
Revised April 2019**

## 2019 SWVADA CONTACT LIST

### **Executive Officers:**

President: Laura Nelson: (540) 230-9747 [galliard.laura7@gmail.com](mailto:galliard.laura7@gmail.com)

Vice President: Tamla Nichols: (540) 871-9891 [tamlanichols@verizon.net](mailto:tamlanichols@verizon.net)

Secretary: Judy Altizer: [springhollowfarm@me.com](mailto:springhollowfarm@me.com)

Treasurer: Annie Connelly (443) 867-0346 [anniec@vt.edu](mailto:anniec@vt.edu)

### **Board of Directors**

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## Fix A Test or Clinics: General Guidelines

A Fix-A-Test is considered a clinic. The scores do not count toward SWVADA year end awards.

Contact the facility administrator: \_\_\_\_\_ in advance to be sure all is set for the clinic: ring is set up and footing is adequate in both ring and warm up.

Check with volunteer coordinator for scribe and scorer and any other volunteers needed.

Check on sound system for venue. SWVADA has a wireless system, (does now work well). check with President for access to that. GHEP has sound system on grounds: see schooling show guidelines for info on sound system and GHEP info.

Get copy of insurance from current treasurer.

First Aid kit in SWVADA storeroom at GHEP.

Inclement weather: contact SWVADA President for guidance.

Depending on facility, overnight stalls may be available. Check with clinic/show committee for additional fees and should be listed on website.

Clinicians must be an "L graduate" or USEF judge . The Vice-President of SWVADA will be responsible for hiring all clinicians. Get copy of contract for info and food issues. May need motel for judge/manager: see schooling show section for local motels.

Number of rides and time allotted depends on the clinician. For FAT: usually 30 min apart. (test is ridden, then short lesson) check contract. Fix- A- Test/clinics limited to one ring only. Entry fees: depends on clinician's fees, private vs semi-private lessons, facilities fees etc, and SWVADA members/non-members. Check with show/clinic committee and will be listed on website. SWVADA members get priority. SWVADA members are limited to one ride/horse combo unless space available to fill clinic.

Judges may work 8 hours not including breaks and lunch. Lunch break should be 45 min. and judge gets a 10 min break every 2 hours.

Ask membership chairperson for current membership list in order to verify members:

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The closing date for the Fix-A-Test/Clinics should be set 7 days prior to the event. Entries postmarked after the closing date will be considered on a "space available" basis. Current Coggins required.

Refunds: full refund if spot is filled from waiting list. Full refund if cancelled or rescheduled and rider can't make new date. Can refund stall fees if spot not filled.

The manager is responsible for: Receiving entries. Making sure entries are complete, accurate and have current Coggins. Scheduling rides. Checking that facility is prepared and cleanup of grounds unless facility coordinator takes care of that. Acquiring necessary volunteers (scribe, scorer – may be the same person). Lunch for clinician, and volunteers, also, drinks and snacks for volunteers . (Check contract for judge for dietary needs (allergies, vegetarian etc.) Turn in Coggins forms within 2 weeks of FAT to Wytheville lab. See forms.

Providing SWVADA Treasurer with financial report and reporting to board at next meeting.

**\*\*\*Minimum of 10 rides required or will be cancelled\*\* \***

## SCHOOLING SHOWS

This checklist is not a substitute for a thorough knowledge of the USEF Rule and the USDF Show Biz books. (This is in the GHEP store room, large black binder.) Remember the officers and board members of SWVADA will be happy to help with your questions, so feel free to contact us at any time.

### Three Months before competition:

Show/clinic committee member or manager contacts Webmaster: and ensures prize list and the entry information about the show is on the website.

### One Month before Competition:

Contact President or show/clinic members for combination to SWVADA storage room, GHEP gates and secretary office.

Manager needs copy of judge's contract and contacts judge in advance to confirm show date. Ask if over- night accommodations are needed for judge, manager etc: arrange it and put on credit card, SWVADA to reimburse.

GHEP: Quality Inn: Salem, VA: 540-387-1600,

Other Venues:

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SWVADA provides lunch for judge and volunteers as well as snacks and drinks. Some drinks/snacks may be in SWVADA storeroom at GHEP.

Ask judge about food considerations, allergies, vegetarian? Find out what food options are available at that venue. GHEP: local pizza/sandwich/salad shops (Subway, Jimmy Johns, Dominos etc.

Other? \_\_\_\_\_

Other:venues?: \_\_\_\_\_

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SWVADA provides coffee, tea, hot chocolate to competitors at no charge. Concessions and coffee pot, cups etc in store room GHEP. Inventory before show. Save receipts for anything you buy. E-blast request for volunteers.

Get copy of insurance from current treasurer. Verifies Treasurer will be at show site or arranges for several checks (judges fees and travel, food vendor etc.), cash and money box if needed.

Manager contacts awards chairperson to be sure ribbons/awards are ready and picks them up at GHEP store room. Pick up flowers if needed for ring decorations (In GHEP storeroom in pots).

In addition to ribbons, give prizes for 1<sup>st</sup> place. Up to \$100.00 total for prizes and discretionary spending, not including food for judge/volunteers. (Horse treats, small items of horse equipment (hoof picks, bridle holders, brushes etc.) Check with SWVADA Board, there may be some left over from previous shows in storeroom. Save receipts.

Check on additional special prizes: Each show will award:

Jr/Yr H/S: any level: medal and choice of special prize.

AA H/S any level: ribbon plus choice of special prize (saddle pad, special brushes, SWVADA polo shirt, pottery by Marcia Dillon etc.)

1<sup>st</sup> - 6<sup>th</sup> place for each class, ribbon and 1<sup>st</sup> place winner choice of small prizes as above.

End of year Championship series: Awarded at last show if winner is present otherwise will have to send to winner. Must be SWVADA member and attend 2 out of 3 SWVADA shows:

Award Jr/Yr and AA champion at Intro

Award Jr/Yr and AA champion at Training Level

Award Jr/Yr and AA champion at 1<sup>st</sup> Level and above combined.

Ribbon and choice of saddle pad, bridle bags if available, special brushes and pottery by Marcia Dillon etc. if available.

### **One to Four Weeks Before Competition:**

Four weeks before: Manager visits show facility or contacts facility administrator to confirm dates, discuss any problems and to make sure rings are in usable condition (fencing/footing). Does facility have a dressage ring or do we need to transport ours? Discuss use of stalls, are they available the night before if applies. Verifies that a judge's stand is available (or using a vehicle, usually a SUV, sits up high, room to write)

Facility administrator GHEP: Tamla Nichols: tamlanichols@verizon.net. Other venues?

Four weeks before: Manager checks with volunteer coordinator for volunteers and assigns specific jobs: Request e-blast from SWVADA Board for volunteers. For example, for a show with 50 rides, you will probably need:

1-2 scribes if working ½ day.

1-2 scorers if working ½ day.

1-2 runners if working ½ day.

1-2 ring stewards if working ½ day.

1-2 announcers if working ½ day

3-4 people for ring set up day before unless facility administrator does this.

3-4 people for ring take down and cleaning unless facility administrator does this.

### **One week before:**

For GHEP contact: President or show/clinic members for combination to SWVADA storage room, GHEP gates, and secretary office. Check out coffee pots, concessions boxes etc. Inventory concession box and scorer's box, save receipt for any purchases. Other venues: pick up these items, USDF Rule Book, First Aid Kit and scorer's box to take to venue.

Sound system: (Music, MFS and announcements if used.) Check with facility administrator to see if they have an adequate sound system. GHEP has a permanently installed system. Instructions are included in this guideline. SWVADA also has a wireless, portable system. (now very good) Check with President for access to that system.

Manager reminds volunteers of their scheduled work time and jobs.

Manager calls/e-mails judge to verify show start and end times and a **list of what classes will be held. Judge needs to be prepared and have appropriate diagrams of classes.**

Manager verifies food options. Need lunch for Judge and volunteers, also snacks, drinks and water for volunteers. Check SWVADA storerooms first. Save receipts for anything purchased.

Manager verifies ring(s) have been drug/watered. GHEP: Check with Tamla Nichols to see when dragging is done. Check with facility coordinator if other venue. Set up arena(s) on Friday (GHEP) or confirm that facility administrator has done so.

Check with facility administrator that overnight stalls are clean and labeled for competitors.

### **Day of Competition: plan to arrive at venue 2 hours before start of competition:**

Manager prepares a care basket for the Judge and Scribe. (Snacks/drinks in cooler, check judges contract for snacks)

GHEP: bring combinations to gates, storeroom and secretary's office, combination to kitchen is same as gate. Bring volunteer sign in/out sheets, many copies of the SWVADA Volunteer Hours Form (you need to sign one for each volunteer).

GHEP: check that water is working. If not call The Virginia Water Authority: 1-540-853-5770

GHEP, check that the manure container at stalls is empty. If not, call Waste Management, 387-4394.

All venues: Check that stalls are unlocked, clean and no wasps. GHEP: NO BEDDING, and must be completely stripped by competitor before leaving.

GHEP and other venues: check sound system is functioning if needed for show.

Set up office and Judge's stand (two chairs with pillows, table from SWVADA storeroom or venue facility provides, or vehicle).

Bring some basic cleaning supplies and toilet paper, may need for bathroom and kitchen and wasp spray for stalls.

Manager provides coffee, tea, hot choc etc. for the morning, at no charge. Concessions in storeroom.

First aid kit is in GHEP storeroom.

Set up table with SWVADA membership board and pamphlets, saddle pads and polo shirts to sell, small 1<sup>st</sup> place prizes and choices of 1<sup>st</sup> place for HS winners.

Manager gets volunteers to sign volunteer sheet (form enclosed) and start on assignments.

Call 911 if emergency assistance is needed.

Horses may NOT be lunged in warm up ring.

At end of day, Manager pays the Judge (check provided by Treasurer). Be sure to get a bill from the Judge with receipts. Treasurer will provide money to make change, money box if needed and pay for food vendor or reimburse manager if needed.

Manager or facility manager makes sure that everything is cleaned up and put away neatly after the show, including stalls – see GHPEC checklist for specifics: **No bedding allowed, must be cleaned thoroughly before leaving...including hay... or future stalls will not be available.**

GHEP: manager locks gates, doors, stalls etc. and returns all keys before leaving show grounds.

#### **Within One Week Competition Conclusion:**

Manager prepares financial report: income, expenses and profit. Form included.

Manager sends a copy of financial report to Treasurer. Be prepared to present or send information to the Board at the next Board meeting.

Manager prepares a thank you note for judge and asks for thank you e-blast for volunteers.

Manager sends a list of volunteers to Standings chairperson.

# Schooling Show Check List

Three month before show: check prize list and entry on website, contact webmaster

One month before show:

1. Obtain copy of Judge's contract from Vice-President
2. Obtain copy of insurance from Treasurer
3. Verify Treasurer will be at show or obtain checks for Judge, food etc.
4. Make motel arrangements for Judge or manager etc.
5. Check Judge (scribe) for food issues (vegetarian) and check out food choices
6. Obtain combo's to GHEP storeroom, obtain and inventory concessions boxes and scorer's box.
7. Contact Award chairperson to pick up awards, usually in GHEP storeroom and assorted items for 1<sup>st</sup> place. May need to buy more. Find out who has saddle pads, and other special prizes.
8. Last show of the year: Series Awards: need saddle pads and other special prizes.
9. Request e-blast for volunteers, contact webmaster.
10. Contact facility manager to be sure is on board with dates, footing preparation, ring preparation, judges stand etc.

One week before show:

1. Check that sound system is available or pick up SWVADA wireless system, check with board member.
2. Contact volunteer coordinator to get list of volunteers with times and jobs.
3. E-mail judge with list of classes and start time or be sure secretary has done so.
4. Be sure judge has directions and motel info if needed. Exchange cell phone #'s.
5. Verify food options and obtain drinks and snacks for volunteers.
6. Contact facility manager with list of stalls, be sure will be clean and ready for use.
7. GHEP arrange for ring drag Friday before show and ring set up crew available.

Day of Competition:

1. GHEP: bring combos to storeroom, gates and secretary office.
2. Bring volunteer forms to sign.
3. Bring basic cleaning supplies, toilet paper and wasp spray.
4. GHEP: unlock and label stalls.
5. Check sound system is set up and working.
6. Set up/check judge's stand, table, 2 chairs with pillows, judge's chair directly in front of "C"
7. Check ring for straightness, and letters in correct location,
8. Set up office for secretary and place for scorer.
9. Set up competitor's concessions (coffee, hot choc, tea etc.)
10. Set up table with prizes, polo shirts, saddle pads and SWVADA membership info.
11. Sign in volunteers and assign jobs.

End of Day:

1. Arrange payment to judge, food vendor etc.
2. GHEP: follow check list enclosed.
3. Rinse coffee pots, pack up concessions. Be sure vinyl table clothes are clean and DRY before putting them away or they will mold.
4. GHEP: return all supplies to storeroom.
5. Other venues: arrange for supplies to be returned to GHEP in future.

One week post competition:

1. Prepare financial report to present to board or send with board member.
2. Send thank you note to judge.
3. Send results to webmaster to post on website, or check that Secretary has done.
4. Ask webmaster to send e-blast thanking all volunteers.
5. Send volunteer hours to Standings chairperson.



## **Green Hill Equestrian Center info:**

**Rest Rooms:** Door lock combinations are the same as the gate combination. Door locks can be disabled for day of show using a special key. Key and instructions are on inside cover of the breaker box in concession booth. If you disable the locks for a show, make sure you enable them at the end of the day! Please do not prop doors open or tape combination to doors!!! The restrooms are cleaned by volunteers. Show managers are responsible for leaving the restrooms clean after a show. Garbage cans must be emptied into outdoor receptacles, and toilet paper must be restocked, additional paper is stored in concession booth. Restroom heaters are on thermostats set at 50 degrees F and should not be changed. Hot Water Heater is on a separate breaker, do not turn off!

**PA Sound System:** The combination to the PA system cabinet is the same as the secretary's office. There are three black bags in the cabinet. Take any bag to any ring and plug it into the electrical outlet and the speaker jack. Cut the power on in the secretary's office. You may also make announcements from the secretary's office.

**Concessions Stand:** The room adjacent to the restroom is available for serving/preparing of concessions and contains multiple 110v outlets, hot/cold running water and utility sink, a full size refrigerator, and a small microwave. No other equipment is provided. No open flame cooking should be done indoors! Door lock combinations are the same as the secretary's office.

**Ring Dragging:** The dragging of the rings is contracted out, and a schedule is set at the start of the year. The rings are done every week during the competition season, with the goal of having them done 2-4 days before each major show. This is not guaranteed. For an additional fee individual show managers can arrange extra arena ripping. Please contact the park chairman if you want to arrange for an extra dragging. Note: The steel-link drag is available for use at any time and should be left next to ring 1. You must drag the rings at the conclusion of your show!

**Electrical Main:** electric panel is located in the concession stand behind the creek-side door.

**Emergency water shut off Valve** is located behind small hinged door underneath electrical panel in concession stand will cut water to entire building. If toilets or urinal cannot be shut off, turn off this valve and notify Mark Courtright. The valve in the ground box next to the wash bay by the creek will cut water to all frost free yard hydrants and the restroom building. Only shut this valve if one of the yard hydrants has a major leak.

**Jumps:** Show managers are responsible for ensuring that at the conclusion of a show the jumps are put away properly. Organizations that fail to put away the jumps properly may be denied future use of the park. Jumps may not be left in the ring after the end of a show without express permission from park chairman. Please realize that there may be other events scheduled in the days following your event. Do not mix standards, poles, and fill on a single trailer!! One trailer is for standards and another trailer is for poles.

**Ring 1 Lights:** Each pole is on a separate breaker that is marked accordingly. Lights come on slowly. If a light is turned off then back on, it will take up to 20 minutes to come back on. Be patient and do not flip breakers on and off. When turning lights on, flip one breaker at a time and wait several seconds before flipping another one. This will decrease the chance of an overload condition and possibly tripping the main breaker, cutting all power off. When using the lights for schooling please only use lights on the road side (shining towards the creek) and only use one or two towers.

**Ring 1 Receptacles:** There are three electrical outlets around Ring1 - one at the in-gate, one at the announcer's booth and one at the judge's stand at the end of the ring. All three are on one circuit and

are fed off the GFCI outlet next to the in-gate. If the outlets are dead, try resetting the GFCI at the in-gate. Push the "Reset" button under the weather proof cover. This trips often, especially after rainfall. If that doesn't work, check the circuit breaker in the main panel.

**Coggins Forms;** Show managers (SWVADA Secretaries) are responsible for verifying that all horses brought on the grounds during a show or clinic have a valid coggins certificate. The information from the certificates must be recorded on the form specified by the state veterinarian and sent to the state lab at the conclusion of the event. The form is available on the GHPEC website.

**Stabling;** Twenty stalls are on site. Stabling use is included in park rental. There is no electricity at the stables. Stalls are locked and the key to the locks are in the secretary's office. Show managers will decide upon stall rental fees for exhibitors, and will keep all proceeds. Clipboards are affixed to the front of each stall so that the stall renters name can be listed on show day. Show flyers should provide contact information for reservation of stalls. Managers are strongly discouraged from having the stables used on a first come/first serve basis. It is much less likely that multiple users coming and going throughout the day would take the responsibility to clean the stall after use. Show managers are responsible for ensuring that all stalls are left clean upon conclusion of the show. Charging a deposit of stall users is encouraged. All manure and waste is to be put in the dumpster on site. Stalls are equipped with hooks. Renters are responsible for bringing their own buckets, etc... If your organization is not interested in using the stalls then the stalls should remain locked on show day. The GHPEC is a day use facility. Absolutely no overnight use of the stabling is allowed without a special use permit issued through Roanoke County Parks and Recreation. Requests for such a permit would begin with a letter sent to the GHPEC Advisory board. Any damage or unsafe conditions should be reported immediately. Please feel free to contact Tamla Nichols or email at [tamlanichols@verizon.net](mailto:tamlanichols@verizon.net).

**Contacts;** Roanoke County Parks and Recreation 540-387-6078  
ext. 242 Mark Courtright  
ext. 271 Jeff Balon  
GHPEC Chairman Tamla Nichols  
Home 540-890-5770  
Work 540-561-0401  
Cell 540-871-9891



2019 SWVADA Volunteer Hours Form  
(copy as needed)

To qualify for year-end awards, competitors must volunteer four (4) hours of service at SWVADA sponsored events or projects. Members who perform jobs requiring service (board members, webmaster, show managers/secretaries, etc.) will be considered qualified.

Volunteer hours must be completed by the last SWVADA sponsored schooling show. Hours earned after this date will count toward the following competition year. Event managers MAY elect to turn in volunteer names as a group (make that you sign in and out on the volunteer sheet that is provided at the event), but it is ultimately the competitor's responsibility to see that volunteer requirements are documented and reported using this form. SWVADA hours must be worked by either the competitor or a member of his/her immediately family (parent or spouse). Hours may not be donated, traded, bartered, or sold.

Name of volunteer: \_\_\_\_\_

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

I certify that the aforementioned individual has worked \_\_\_\_\_ hours.

Authorized signature: \_\_\_\_\_

(may be show/event manager, volunteer coordinator, or chapter president)

Please send form to:  
Sarah Tweedie, Points Chairperson  
270 Rosehill Dr. S. W.  
SWVADA points@gmail.com  
(540) 998-0185



# SWVADA Financial Report

Name of Event  
 Date  
 Report prepared by:  
 Location

Income	Amount	Total
Entries		
Office Fees	\$-	
Vendor Fees	\$-	
Sponsorships	\$-	
Donations	\$-	
Advertisements	\$-	
Video	\$-	
Stabling	\$-	
Food Sales		\$-
<hr/>		
Expenses		
Officials Expenses		
Judges Fee		
Mileage Reimbursement	\$-	
Meals and Lodging		
Other Expenses		
Facility Fee(1)		
Insurance(2)		
Ribbons (3)	\$-	
Prizes		
Food		
Ring Dragging		
Decorations		\$-
<hr/>		
<b>Net</b>		<b>\$-</b>

1- GHPEC Facility Fee for clinics \$125.00  
 and for Shows \$450.00

2- \$43 Clinic Day Insurance + \$25 additional insured  
 \$51 Show Day Insurance

	Cost	Number Used
3- Cost of Ribbons	\$2.76	0

***Items in Green Boxes are calculated; so do not overwrite***