

## WORKING EQUITATION CANADA/ÉQUITATION DE TRAVAIL CANADA



This checklist is for use as a reference guide and may be utilized to help plan and organize before, during and after your WECan Sanctioned event. Please ensure you also have a thorough knowledge of WECan rules for Working Equitation.

At this point we assume you have your facility, judge and stabling organized. You should have submitted your insurance showing Working Equitation Canada as a named insured.

Following are some points to help ensure you don't start your event with some items missing or not arranged for.

### GETTING CLOSE TO SHOW DATE

- Facility:
  - Porta-potties ordered if needed
  - Shavings arranged if being supplied
  - Create a stabling/stall map
- Awards: Ribbons and awards are ordered and will be arriving on time
- Judge:
  - Pick up from airport
  - Accommodation
  - Transportation to and from the event
  - Lunches and refreshments
  - Payment is arranged before event is over ... cheque, money order in appropriate funds
  - Transportation back to airport
- Courses/Arenas:
  - ensure the TD/Judge have reviewed and approved the EOH and Speed courses
  - ensure you have all required obstacles ready
  - dressage ring - fences and letters
  - table, chairs and shelter for judge in arena
- Public address system
- Washroom facilities have plenty of supplies
- Volunteers organized for each position: Scribe, In gate, paddock steward, timers, course setters/re-setters, SCORER
- Office:
  - Have copies of WECan forms available – memberships, injury/death form, protest form, appeal form etc
  - Create a competitor's packet for each entry to include horse/rider competition number, contact numbers for Vet and Farrier. Course maps. Have original entry on hand in case of disputes.

- If not received with entry, have a waiver available for each rider to sign before receiving packet.
- Bell and/or whistle for judge
- Stop watches
- Walkie Talkies and spare batteries
- Printer/copier
- Copies of Dressage Tests for Judge's marks. Rider, horse and competitor number etc filled out on each sheet. Have a couple of spares for each level available too.
- Copies of EOH scoring sheets for Judge, filled out with rider/horse info as well as obstacle names. Have a couple of blanks available for each course as well.
- Copies of Speed scoring sheets filled out with obstacles and rider numbers/names.....enough copies for listing number of entries for each level/class
- Clip board and pencils / pens Include a red pen for judge's use.
  - Judge and scribe - order of go, Dressage tests. EOH score sheets
  - In gate / Paddock Steward - order of go
  - Photographer - Order of go and list of competitors by number
  - Timers – Order of Go, Stopwatches
- Copies of master score sheets for each level/class for scorer. Area for scorer to work. Order of Go, List of Competitors with WECan rider and horse numbers, pencils, pens, calculator
- Order of Go for Dressage: be sure to schedule breaks.
- Order of Go for EOH: be sure to schedule breaks
- Order of Go for Speed: can be reverse order of placings after EOH or same order as EOH
- Print/post volunteer schedule. Ensure volunteers are trained for their jobs.

#### **DAY OF SHOW**

- Management and secretary, volunteers coordinator, TD if separate from judge, arrive early.
- Check arena/course is ready.
- Scribe should arrive at least 30 minutes prior to start.
- Have judge arrive at least 30 minutes prior to start to meet their scribe and view facility
- Scorer to post scores as soon as have been approved by Judge/TD
- Make copies of all Dressage Tests and EOH sheets with scores to keep with show records. Riders are given the originals.
- Remember snacks and refreshments throughout the day for Judge and volunteers

#### **AFTER SHOW**

- Submit fees to WECan within two weeks (form provided)
- Submit results to WECan [events@workingeq.ca](mailto:events@workingeq.ca)
- File copies of score sheets, dressage tests, EOH score sheets, Speed score sheets, Master score sheets, entry forms, waivers, course maps. Files to be kept for 12 months.