



UNITED STATES *Dressage* FEDERATION

**Competition Management Checklist for Hosting Judge  
Training Programs**

2/1/2023

**Before approving a program:**

- Confirm the days the program will be at the competition.
- Confirm the classes and number of horse/rider combinations needed.
  - Training Programs use the highest tests of the level and need eight combinations to complete the required exercises except for S programs which need six.
  - Training programs cannot use championship classes.
- Confirm that there is space for seating candidates scribes and volunteers.
  - This should be located behind C or by B or E.
  - Be aware of traffic patterns and choose a spot with minimal effect on competitors.
  - Determine if a tent is needed to assure the group is out of the weather. Confirm who will order it and be available for set up.
  - If there is a permanent structure to accommodate attendees, organizer agrees to ensure it is set up appropriately before the start of competition, with any necessary signage and areas roped off from spectators.
- Consider how the program may impact total entries for competition.
- If a classroom and AV is needed discuss if there is a room available on the show grounds. If not, the organizer will make other arrangements.
- Discuss if additional Porta potties will be needed and who will make arrangements for delivery and payment.
- It is suggested that a competition have no more than two "groups" at a competition. This includes any combination of group apprenticing, judge training programs or L programs.

**Duties of the program organizer:**

- Make the arrangements for the instructors/examiners including hotels, flights, and food.
- Require insurance for the session. It should be noted that the program organizer is financially responsible for the program.
- Arrange for volunteers to help as needed with the session.
- Arrange for lunches and snacks as needed for the group.
- Remind candidates they are responsible for bringing their own scribe.
- Assure that the program does not disturb the competitors and that the area is cleaned up after the session.
- Supply all score sheets needed for candidates.
- Assign only one person to go to the show office for day sheets or other questions.

**Scheduling:**

- To keep the group from having to move during the competition, it helps to have all classes used for the session in one or two arenas. If it is necessary to move the candidates, it should be done during a break or in between classes.
- As the competition schedule nears completion, the organizer will contact competition management for the competition schedule. They will work with the instructors to schedule the day(s).

**Other reminders:**

- Exchange cell numbers.
- Communicate early any special requests or instructions for the weekend.
- Work together to make it a positive experience for all involved.