



UNITED STATES DRESSAGE FEDERATION™

Dressage Technical Delegate's Checklist

Essential Telephone Numbers

USEF Weekend Hotline Phone.....(859) 312-5186 *on back of your USEF Licensed Official card*
USEF Drugs & Medications(800) 633-2472 Fax: (614) 299-7706www.usef.org/compete/resources-forms/rules-regulations/drugs-medications
United States Equestrian Federation (USEF).....(859) 258-2472 Fax: (859) 231-6662 www.usef.org
United States Dressage Federation (USDF).....(859) 971-2277 Fax: (859) 971-7722 www.usdf.org

Starred items (★) may have been modified or suspended due to COVID-19. **See page 4 for COVID CHECKLIST.**

Official Arrangements

- Enter into a written contract that specifies fees, housing arrangements, method of transportation, and reimbursement of expenses.
- If you fly, make sure you have contact information and pick up instructions.

In Your TD Kit

- Cell phone with calculator and camera functions
- Red (or other brightly colored) and white tape for temporary arena length adjustments
- Pocket-size note pad (duplication is handy) and pens
- USEF Rule Book downloaded to tablet if wifi service is at all questionable. (Find out beforehand!)
- Rain gear with change of shoes and socks
- 2-3 sets of disposable protective gloves, 2 small packages of white tissues and small clear plastic bags to secure any blood evidence
- Technical Delegate identifying badge
- Arena measuring tape; small measuring tape for whips; caliper or sewing gauge for bits and spurs
- Helpful extras: hand sanitizer, sunscreen, sun hat, insect repellent, clipboard, personal computer, black electrical tape for equipment emergencies

Before the Competition

- Review prize list, including local rules.
- Be sure that you have received and reviewed USEF and USDF Prize List Comments emails; communicate with management about any requested changes. Verify that these changes were made. Download last year's TD report.
- Review guidelines and tack/scheduling requirements for special classes.
- ★ Review guidelines for competition's USEF dressage level; print appropriate Rider and Judge Evaluation forms, fill out top portion, pre-address envelopes.
- ★ If bio-security is a concern, remind management to secure prior permission from USEF for partial or visual-only equipment checks.
- Fill in and print 'I'm Your TD' flyer to post at show.

- ★ Remind management to print and put on clipboards copies of *Warmup Ring Steward Lite*, *Dressage Equipment Lite*, *Dressage Attire & Equipment* and *Annex A* (provide **current** PDFs or links to them)
- Request to see day sheets and ride times prior to posting, and discuss any concerns. Check that judges are licensed for assigned classes.
- Encourage management to post outside the show office *before* the competition starts:
 - Emergency telephone numbers (fire, etc.) plus directions to the competition which could be quickly relayed to the off-site responder.
 - Names and phone numbers of Manager, Secretary, TD and/or other competition contacts.
 - Name, address, phone number and directions to closest veterinary emergency surgical facility.
 - Name, address, phone number and directions to closest human emergency medical facility.
 - Veterinarian on call emergency number.
 - Farrier's name and telephone number.
 - Ride times (mandatory, by noon day prior)
- Request and review Accident Preparedness Plan; request a copy of the Isolation Protocol.
- Remind management to locate nearest Veterinary Pathology laboratory prior to competition, should a post-mortem be necessary. GR843.5
- ★ If pony measurements planned, make sure management has arranged for an approved measuring stick.

At the Show: Emergency Preparedness

- Ask to meet with the Safety Coordinator ASAP after your arrival on the competition grounds. Discuss the provisions of GR847, especially "what ifs" if dealing with an equine fatality or a bio-security event.
- Introduce yourself to the EMT or other emergency personnel; confirm that they have the accident preparedness plan, a current state license meeting the requirements of GR848, competition communication device(s) and proper medical equipment.
Do not let show start until EMT is on grounds!

At the Show: Staff, Schedule and Volunteers

- ❑ Plan to arrive at the competition at least one hour before the first class is scheduled.
- ★ If you designate a Competition Office Representative to receive Medication Report forms, explain that the DCOR must verify that forms are complete; sign, date and timestamp them; give to TD for submission. *Encourage use of online, rather than paper, reports.*
- ❑ Verify that competition management has agreements with veterinarian (in writing) and farrier to be on call.
- ❑ Confirm what type of communication devices will be used by staff.
- ❑ Receive current schedule. If schedule has changed from previous day, has proper notice been given to those affected?
- ❑ Introduce yourself to the judges; give them your cell number and request that they report any problems to you ASAP, via cell phone or test runner.
- ★ Attend Safety Coordinator's safety meeting with staff (including ring stewards); discuss the plan of action regarding a horse or rider fall that may occur in warm up or competition, as well as necessity of alerting the EMT, Safety Coordinator and TD.
- ❑ Confirm that *all* show personnel, including ring and warm up stewards, judge/scribe, announcer, and other TDs (if applicable), have received the accident preparedness plan from the Safety Coordinator.
- ❑ Do ring stewards have current copies of relevant reference materials, including *Ring Steward Lite*, on their clipboards? Current day sheets?
- ❑ Are the scribes in place with tests, pens and the current competition schedule? Bell/whistle?
- ❑ Is warm up arena steward in place or planned to be in place at least 30 minutes before first scheduled ride?
- ❑ Check if there are para-equestrian classes, Dispensation Certificates, letters authorizing nose nets; share info with ring stewards, verify copies are with tests.

At the Show: Arenas

- ❑ Measure and inspect all dressage arenas.
- ❑ Are arena letters in proper order and placed about 0.5 meter from fence?
- ❑ Is there a marker on the fence itself level with, and in addition to, each letter?
- ❑ Is letter A at least 5 meters from the arena opening?
- ❑ Check the footing. Is footing maintenance staff and equipment present and scheduled appropriately?
- ❑ If arenas are within earshot of each other, is there signage indicating which signaling device (bell, whistle) will be used in each?
- ❑ What is management's policy regarding schooling in and/or around performance arenas? Is this information posted in the prize list or at the show? If arenas are not open for schooling, have the arenas been physically closed with barriers or signs?
- ❑ Is there a separate lungeing area and is it supervised?
- ❑ Are the schooling and lungeing areas in compliance with USEF DR126 and Dressage Levels Chart?

- ★ Inspect judge's stand(s). Is judge's chair in line with A-C centerline? Is stand elevated, with views of the complete arena?
- ★ Are provisions in place to keep spectators a recommended 15 meters away from the arena?

At the Show: Equipment/Bit Inspections

- ★ Is the equipment/saddlery inspection area suitable? Safe? Have legal whip measurements been marked for warm up and competition arenas?
- ★ Do equipment checkers have current copies of relevant USEF and USDF reference materials available to them, including UDF's *Dressage Equipment Lite* and USEF's *Dressage Attire and Equipment* and *Annex A*? Correct day sheets?
- ★ Have equipment checkers been briefed on their responsibilities? Equipment must be inspected on a third of the horses/competitors *in a class*, after they exit the arena. (For championships, it is *every ride*.) Review prize list or day sheets for classes with special tack and inspection requirements. Remind checkers of proper protocol for detaining an entry and radioing (or phoning) TD if their inspection reveals a problem.
- ★ Horses selected for equipment inspection must have their fly hood removed by the competitor or his/her representative. USEF DR121.7
- ★ Are proper tools provided (gloves, trash can, measurement tape, calipers)?
- ★ **Safety Notice:** If a horse resists bit inspection, equipment checker shall detain the horse and call the TD, who will follow it back to its stall for inspection.

At the Show: Stables and Grounds

- ❑ Are information cards *with legible emergency phone numbers* posted on the stall doors?
- ❑ Where are stall charts posted?
- ❑ Is the night lighting adequate in the stable area? And, if applicable, in warm up and competition arenas?
- ❑ Are electrical connections available in the barn? Are the stalls at least 9' x 9' by 7' tall?
- ❑ Are there a sufficient number of sharps containers provided? Find the locations.
- ❑ Walk the stable areas to check for safety and quality.
- ❑ Check the number and location of extension cords people have run for fans, etc. Safe?
- ❑ Location and adequate number of water faucets and distance to water access. Any wash bays? Manure disposal? Is everything safe and clean?
- ❑ Are toilet facilities adequate?
- ★ Determine how the horse trailer loading/unloading areas function and any safety issues that might surround horses arriving and departing. Where are trailers parked after unloading? Is there camping on site? Where do spectators and other people park? Is this safe?
- ★ Is the food service in compliance with requirements of the dressage levels?

At the Show: More to Be Posted

- ❑ “I’m Your TD” flyers, with your contact info. Post in high visibility areas—office, scoreboard, barns, etc.
- ❑ Notice of Penalty for improper disposal of needles and other sharps (if not published in prize list).
- ❑ USDF Statement on Animal Welfare (ditto).
- ❑ Any updates/corrections specified in the Prize List Comments emails.
- ★ Scores must be posted on a public scoreboard, either paper or on-line, as soon as possible after each ride.
- ❑ Final results must remain posted throughout the entire competition.

Throughout the Competition

- ❑ **Be readily available for questions or concerns and remain a visible part of the competition.**
- ❑ Periodically check in with show management, officials, volunteers, and competitors.
- ★ Schedule a time with secretary to review entry forms.
- ❑ Can the announcer be heard in the barns?
- ★ Do runners pick up tests in a timely manner while approaching and leaving judge's stand quietly?
- ★ Are the scoreboards kept up-to-date in a timely fashion? Is the scoring office working efficiently?
- ❑ Are *Scratched, Excused, Eliminated* and *No Show* properly posted on the results sheets?
- ★ Are scoresheets available for competitors promptly after the class has been placed? Is each scoresheet being handed directly to the competitor or his representative? USEF DR123. (chged bullet to star)
- ★ Are ribbons, trophies, and prize money available and properly awarded?
- ★ Are evaluation forms (USEF forms for officials and competition, and USDF forms), available and publicly displayed? OR has this sign been posted: <https://www.usef.org/forms-pubs/UxGBx4HpBhA/competitionlicensed-officials/> Are announcements made once each session about availability and location of evaluation forms? USEF GR1210.16
- ★ Select designated rider and judge to complete competition evaluation forms with the option to be mailed to USEF (if privacy is desired) or submitted online with your TD report.

Dressage Sport Horse Breeding (DSHB)

including Materiale classes

- ★ Be familiar with USDFBC Program Rules, found at <https://www.usdf.org/competitions/competitions-championships/sporthorse/index.asp>
- ★ Note that announcements of USDFBC Qualifying Class Champion, Reserve, and 3rd place must identify USDFBC sponsors and horses’ breeding information.
- ★ *Safety is paramount!* Pay special attention to in & out gates and separation by age/gender in designated warm up/lunging/schooling areas.
- ★ Have all handlers, assistant handlers and whip assistants been issued color-coded wristbands or other easily-seen ID, of a type that can’t be transferred to another person?
- ★ Confirm all handlers, assistant handlers and whip assistants are wearing protective head gear, DR206.
- ★ Confirm all riders, handlers, assistant handlers and whip assistants are old enough to compete in the particular class, DR202.12-14
- ★ If needed, close inspection of saddlery and/or equipment will be done at the horse’s stall, DR206.

After the Competition

- ❑ Thank the volunteers for their good and hard work.
- ❑ Indicate areas for improvement, applaud, and recognize good procedures.
- ❑ Report all rule violations and explain in detail if the violation did not incur a charge.
- ❑ Any charges should be filed on official forms, and procedures followed precisely according to the rules.
- ❑ Electronically file USEF Dressage TD Report within 14 days of the competition.
- ★ Medication Report Forms are sent by regular mail to the address on the form.
- ❑ Scan additional documentation and send it electronically with the TD Report or by email, mail or fax within the 14 day rule. Make reference in the TD Report to the additional documentation and how it is being sent. Keep copies of the TD Report, all supplemental documents submitted, the emails you send and acknowledgements you receive from USEF.

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DRESSAGE TECHNICAL DELEGATE COVID-19 CHECKLIST

You MUST be familiar with all current USEF and USDF Coronavirus rule modifications, waivers, and recommendations!
It is your job to back up show management, and to assist them in enforcement of COVID-19 rules and protocols. It is also your job to report to USEF on the competition's success in implementing those rules and protocols. Not all of these checklist items will apply to every competition, and the rules and protocols themselves are fluid. Please use this checklist as a *guide*.

Coronavirus Reference List

- ❑ Go to www.USEF.org; click **BREAKING NEWS→READ**
 - Download most current *Licensed Competitions COVID-19 Toolkit* and read it thoroughly – especially definitions and changes in red.
 - Download most current *USEF COVID-19 Rule Modifications*; pay particular attention to USEF Dressage Rules and pertinent General Rules.
 - *USEF will make every effort to only post updates to this page on Tuesday mornings. Be sure to check then!*
 - At this writing, USEF is hosting Monday morning conference calls for TDs/Stewards and management of the following weekend's competitions. **Don't miss this! It's your opportunity to ask questions and learn from others' show experience.** Urge Manager and COVID Coordinator to also attend.
- ❑ Go to www.USDF.org; scroll down to red section.
 - The **CORONAVIRUS RESOURCES** button will take you to USEF's Coronavirus Resources page.
 - The **USEF DRESSAGE FAQS** document is on the USEF website, but is most easily accessed here.
 - **BEST PRACTICES: CONSIDERATIONS FOR DRESSAGE COMPETITIONS** is essential reading for Level 1-3 shows! Check it often for updates.

TD Preparations

- ❑ Pack masks (at least one for each day), hand sanitizer and disinfecting wipes.
- ❑ Be prepared to take photos in a hurry! Practice with your camera, and keep it handy.
- ❑ Review distancing protocol if pony measurements are scheduled.
- ❑ Designated Rider/Judge Evaluations are waived.
- ❑ Review of show entries is waived.
- ❑ Online Medication Report forms strongly encouraged! Educate show staff and exhibitors on where to find and how to submit:
<https://competitions.usef.org/drugs-and-meds/medication-report-form/usef>
- ❑ Plan to instruct equipment inspectors on conducting visual inspections. Include proper radio protocols (*i.e.*, do not broadcast, "I've got blood!"); give inspectors your cell phone number?
- ❑ If Level 3 show, check that show program can be downloaded from website.
- ❑ For DSHB shows, review USEF's *COVID-19 Toolkit*. Handlers must have a mask on while presenting the horse to the judge, but may slip the mask down when running the triangle.

Competition's COVID-19 Paperwork

- ❑ Share reading list at left with management, so that you'll both be prepared to discuss their preparations.
- ❑ Ask if organizer has filled out the WHO risk assessment form from USEF's *COVID-19 Toolkit*?
- ❑ Remind organizer to create a COVID Emergency Response Plan (guidelines at www.USEF.org under Competition Resources) and send a copy to you.
- ❑ Ask if COVID Coordinator and/or additional monitors have been enlisted?
- ❑ Ask what, if any, local/state government regulations will supersede USEF requirements?

Masks, Distancing and Disinfecting

Mask and distancing requirements apply to EVERYONE, including show staff, officials, facility/grounds staff, and vendors/ concessions, at all times while on the grounds.

- ❑ Signage, announcements, and other reminders?
- ❑ Only appropriate people allowed on grounds? Signed releases received for all and temperatures taken?
- ❑ Plan in place for dealing with non-compliance?
- ❑ Rides scheduled to facilitate distancing?
Out-of-sequence allowed for most shows.
- ❑ Ride times, results and stall charts posted in such a way to discourage competitors from congregating?
On-line postings preferred.
- ❑ Awards ceremonies/pick-up distanced?
- ❑ Was distancing maintained in stabling area?
- ❑ Distancing in the campground? Masks must be worn when outside one's tent/RV. If not on show grounds, then signage/reminders to distance and wear masks?
- ❑ Were judge and scribe at least six feet apart (with masks on)? Or separated in accordance with current *COVID-19 Toolkit* recommendations?
- ❑ Where show/scoring office distancing procedures in place? *Suggestions: email tests, upload results to internet, promote on-line evaluation forms and USEF Medication Report forms.*
- ❑ If vendors/concessions, masks and distancing still required! *Food is optional; water is mandatory.*
- ❑ Were visual bit/equipment inspections conducted?
If question on tack, T.D. to follow horse to barn.
- ❑ Was runner's health protected?
Suggestions include: provide gloves; ask runner or scribe to photograph test and send to scoring desk.
- ❑ Suggest a box of masks at out gate for riders who wish to dismount, but left their mask at the barn?
- ❑ Were restrooms, show office, and other common areas/surfaces cleaned thoroughly? Frequently?
- ❑ Were wash stands and hand sanitizer provided? In sufficient quantities and locations?