



# UNITED STATES DRESSAGE FEDERATION™

**USDF**

Show Biz, Chapter 2, Competition Secretary

## Definition of a Show Secretary

The competition secretary and the show office are the heart of the show for competitors, owners and officials before, during and after the competition. The secretary must be able to answer questions, record changes, keep records updated, communicate with management, staff and competitors and most importantly, keep a smile. The secretary represents the show management, and competitors and owners are the show’s customers. The competition secretary is an individual who processes entries or performs such duties as assigned by the board of directors, the show committee and the manager. An individual in this capacity must be a Senior Active Member of USEF and have a USDF Participating or Group Member. (*USEF GR Subchapter 12-C*)

## Pre-Show up to the Closing Date

This should start at least six months before opening date.

Working with Show Manager on Prize List; As the secretary you should organize the prize list in a way that will help you. Try to find prize lists from other shows, especially in your area, as this will give you hints on what works with your competitors. You would think that prize lists would all be the same, but they vary slightly, and competitors get used to using one style.

Next, make sure your information is correct, i.e. your address, zip code, telephone number(s) and e-mail if applicable. Classes that are being offered are important. If your competition has a history, look at the classes and how they filled in previous shows. For example, if you offered all classes, i.e. Training Level 1, 2 and 3, look and see if the classes all filled. Many times, you may find that First Level Test 2 and Second Level Test 2 will be light with riders. If your show is a two-day show only offer the test on one of the days. By doing this research you may have a show with larger classes and if you are dividing them between divisions, they will be larger. If this is your first year for this show, then offering all classes may be the way to go. The statement, “Management reserves the right to combine, split or cancel any classes,” should go in every prize list so that you can combine or even cancel classes if entries are low or split a class if entries are numerous. Class numbers can help you with organization. See example in Figure 1. If your show is two, three or more days, you can add 100, 200 and so on. So, class 211 is First Level Test 1 on the second day of the show. This will help you to identify classes quickly.

Most importantly, reread the prize list at least a dozen times. No, this is not an exaggeration; errors can cause problems later. The best thing is to read and edit the prize list then put it down for an hour or two, or a day, and look at it again.

Figure 1: Numbering classes in a prize list is helpful for a two-day show.

1. Training Level Test 1	Sat/Sun	Open
2. Training Level Test 2	Sat/Sun	Open
3. Training Level Test 3	Sat/Sun	Open/Great American/USDF

		Qualifying
11. First Level Test 1	Sat/Sun	Open
12. First Level Test 2	Sat/Sun	Open
13. First Level Test 3	Sat/Sun	Open/Great American/USDF Qualifying
21. Second Level Test 1	Sat/Sun	Open
22. Second Level Test 2	Sat/Sun	Open
23. Second Level Test 3	Sat/Sun	Open/Great American/USDF Qualifying
31. Third Level Test 1	Sat/Sun	Open
32. Third Level Test 2	Sat/Sun	Open
33. Third Level Test 3	Sat/Sun	Open/Great American/USDF Qualifying
41. Fourth Level Test 1	Sat/Sun	Open
42. Fourth Level Test 2	Sat/Sun	Open
43. Fourth Level Test 3	Sat/Sun	Open/Great American/USDF Qualifying
50. FEI Test of Choice*	Sat/Sun	Open/Great American/USDF Qualifying
60. USDF Freestyle 1st thru 4th*	Sat	Open/Great American/USDF Qualifying
61. FEI Freestyle TOC*	Sat	Open/Great American/USDF Qualifying
70. Dressage Equitation	Sat/Sun	JR/YR/AA/Open

\*Class will be split if entries warrant. Please specify test. For all classes, please specify the day, AA, Open or Jr/Yr.

Selecting an Assistant Secretary if Needed: Depending on the size of the show, you may need an assistant to help with the competitor packets, questions, scratches and helping competitors looking for scratches. It is your decision whether to involve your assistant early with processing entries and scheduling, and you should select a person you can work with and trust.

Preparing for Processing of Entries: As the secretary, you prepare for the arrival of entries by setting up a convenient office area where all the necessary equipment, supplies and information can stay together until it is time to go to the competition. A copy of the prize list is to be posted where it will be in view at all times and a copy of the USEF Rule Book must be available. Preparing to process entries, there are two choices - manually or using the computer. Dressage show software is highly recommended for use at recognized competitions and would also be prudent to use as part of the learning process provided at schooling shows when financially feasible.

Using Computer Software: If you have a computer, a computer program takes care of a lot of functions and eliminates mistakes, no matter how small the show is. Show program software is \$200 to \$500 with show program software annual dues, but again it is worth it. Do some research and talk to other show secretaries to find the product that best suits you.

To prepare for entries using a computer, you need to set up the show software with your show specifics, i.e. name of show, USEF/USDF recognition number, classes, judges, and fees. You will also need an entry notebook (no dividers) and file boxes or envelopes, as discussed below.

Manually: If the show is small, i.e. one day with one or two rings, or you are not computer savvy or do not have a computer, then manually is your choice. You will need paper (three-hole punched if possible), a three-hole punch, calculator, two loose-leaf notebooks, and a file system. Organize the notebooks, entry notebook, and class notebook as follows:

- **Entry Notebook:** Tabbed dividers labeled with a list of entries by number, money, alphabetical list, entry forms, complete class schedule, individual schedules, and stabling sheets.
- **Class Notebook**– This contains preliminary class sheets arranged with one class per page in numerical order of class, headed by class number, test and day (add ring and judge, if that is known). Allow room in the margins for notes. Give each ride an order number (this is order of receipt of entry, not order of go) to keep a running count of the number of rides per class. These sheets are used to prepare and double-check the final class schedule, which is drawn up during the schedule session.
- **File Boxes/Envelopes**– Labeled as money, Coggins tests, ride- time cards, unprocessed entries/waiting list entries.

Ordering Bridle Numbers, Ribbons and Forms: The manager may do this, but make sure this is done well in advance.

Dressage Tests: If you are preparing manually, you are going to need to have the dressage tests as you process entries. The USEF Training through Fourth Level tests can be downloaded from the USEF website – [www.usef.org](http://www.usef.org). FEI tests are available for download at [www.fei.org](http://www.fei.org). The USDF Freestyle, Pas de Deux, Quadrille, Introductory, Materiale, Amateur Handler and Dressage Sport Horse Breeding score sheets can be downloaded from the USDF website and are also available on the Competition Management Flash Drive that can be purchased from the USDF online store. If your competition is offering USEA Eventing dressage tests, the score sheets must be ordered in hardcopy from the USEA. The order form is available from [www.useventing.com](http://www.useventing.com). If this show has run in past years, you can look at the history and make your best guess as to quantity. Also, call other secretaries for help on these numbers. Training and First Level are popular, followed by Second, Third and Fourth. For FEI tests, PSG will have more rides than I1 and IA, with IB, I2 and GP being the fewest. Always give yourself extra tests (five to 10 more for each USEF test and 3 to 4 tests for each FEI Level) as things change quickly.

Sending Out Prize Lists: Particularly if you are new to prize lists, have yours reviewed by both USEF and USDF prior to printing. Both organizations require prize lists to be submitted for review at least 30 days prior to the competition. It is helpful to see their input when you still have time to make any changes they suggest or require. Prize lists should be sent out one month before opening day. The mailing list may come from past shows or from your local club, but printing and mailing does take time. Also print extras for competitors who call requesting one. If the club prepares an omnibus or has a website, your prize list should be in the book and on the site with the entry form. This will save a lot of mailing and printing costs and time. Any late changes to the prize list, such as additional classes or changes in officials, must be communicated to all potential

competitors, and both USEF and USDF, no later than five days prior to the competition.

Chart 1 will help you know the important documents you need.

**IMPORTANT:** There may be current exceptions, or additions, to these requirements. Please see the USEF Rule Book and USDF program rules for more complete and up-to-date information.

**Chart 1: Show Membership Requirements**

	USEF/USDF Recognized Show (not breed- restricted) not Qualifying for USEF/USDF Regional Championships		USEF/USDF Recognized Show Qualifying for USEF/USDF Regional Championships	
	USEF	USDF	USEF	USDF
<b>Horse</b>		USDF Lifetime Registered or USDF HID	USEF Annual or Lifetime Recording	USDF Lifetime Registered
<b>Open Rider</b>	USEF Membership or Show Pass fee	USDF Participating or Group Membership or non-member number and fee	USEF Membership	USDF Participating Membership
<b>Riders 21 yrs. &amp; under</b>	USEF Membership or Show Pass fee	USDF Youth Participating or Group Membership or non- member number and fee	USEF Membership	USDF Youth Participating Membership
<b>AA</b>	USEF AA Membership or Show Pass fee	USDF Participating or Group Membership or non-member number and fee	USEF AA Membership	USDF Participating Membership
<b>Owner</b>	USEF Membership or Show Pass fee	USDF Participating, Business or Group Membership or non-member number and fee	USEF Membership	USDF Participating or Business Membership
<b>Trainer**</b>	USEF Membership or Show Pass Fee		USEF Membership or Show Pass fee	
<b>Coach</b>	USEF Membership or Show Pass fee		USEF Membership or Show Pass Fee	

Just a reminder: Trainer on the entry form is the person who is responsible for the horse on the grounds. This person must be present and is the person who is named if the horse is drug tested or in the case of charges of abuse. If the trainer is the parent of a junior, they do not have to pay the USEF show pass fee. The coach is the person who teaches a competitor before the class and may be a different person than the trainer.

Memberships/Registrations/Recordings must be valid before the qualifying ride for the score to count.

*Note: There are some membership differences for competitors/exhibitors in Dressage Sport Horse Breeding classes. (See Chapter 12)*

### Opening Date to Closing Date

Processing Entries and Sending Confirmations: Please note some computer programs allow online electronic entries, which would be downloaded to your system.

Perform the following steps upon arrival of each entry:

- Mark the postmark date and date/time received on the envelope and entry.
- Open each envelope individually to avoid confusion.
- Check each entry form for the following:
- Original signatures for rider, owner, trainer, handler and coach, if applicable. Each **must** sign the entry form. If they are the same person, they sign it three times. Ditto marks are unacceptable.
- A junior rider must have his or her parent/guardian sign the entry form. Some forms have a separate line for this, but if not, the parent can sign as the rider and write "(Parent)". A "trainer" is an adult who has responsibility for care, custody and performance of the horse during the competition and is present on the showgrounds. A minor may not sign as "trainer". In cases in which a junior does not have a trainer to sign the entry blank, his or her parent/guardian or another responsible adult on the showgrounds may sign on the trainer line and note "Parent, Coach, etc. ". (*USEF GR Subchapter 9-C*)
- An agent (*USEF GR Subchapter 1-A*) may sign the entry form as the exhibitor, rider, handler, owner, coach or trainer. (*USEF GR Subchapter 9-C*) However, the membership information and numbers for the exhibitor, competitor, owner, coach or trainer must be provided.

USEF numbers and cards: Rider, owner, trainer, handler and coach, if applicable, must be current USEF members. (See Chart 1) The numbers must be on the entry form, and a copy of the card verifying the membership must accompany the entry form. In the case that the rider, owner, trainer or coach is not a USEF member, a USEF Show Pass fee must be paid. If the rider, owner and trainer are all the same person for this entry and for additional entries, only one Show Pass fee is needed for the entire show. So, this person may enter many horses and only pay one USEF Show Pass fee. In the case where the parent signed for their child as rider and/or trainer, they are not required to be a USEF member or pay the Show Pass fee. This does not apply to the owner signature. If a parent is the owner of the horse, she/he must be a USEF member or pay the USEF Show Pass fee. A USEF horse recording is not necessary unless the entry is riding in a Great American/USDF Regional Championship Qualifying or Championship class. If the individual is a USEF member but did not produce a card, a USEF Show Pass fee must still be paid. However, if you wish to avoid extra paperwork, long check-in lines and everything else, you may verify membership for horse and rider online at the USEF website, [www.usef.org](http://www.usef.org). You must apply for an Authorized User account, which is very easy to do. You can also produce a master verification for horse, rider, and owner for both USEF and USDF with one query. If you have a computer, take a few minutes now to find this information and avoid the extra workload later.

USDF numbers for rider, owner and horse: These numbers are required to compete **unless** horse, riders and owners are only competing in classes which are on the exception list. The exception list includes horses competing **only** in Individual Breed Classes (IBC) at DSHB competitions, horses competing only in breed restricted dressage or DSHB classes at regular competitions (i.e. all Arabian or all Morgan classes) or in USDF Introductory Level Tests, Pas de Deux or Quadrille classes. Also exempt are horses only ridden in leadline, exhibitions, games and races, classes for 4-H members, walk-trot, academy and opportunity classes. For foreign-owned horses competing only in a CDI class, USDF accepts copies of the horse identification pages from the FEI passport in lieu of a USDF Horse Identification Number (HID) or Lifetime Horse Registration (LHR) number or the competitor may fill out a USDF HID application but does not need to pay the HID fee. If a rider or owner is competing in classes not on the above exception list, the rider and owner may be a USDF Group or Participating Member or have a non-member number and pay the USDF non-member fee. If the horse is competing in classes not on the above exception list the horse must have a USDF LHR or USDF HID number. In all cases, a copy of membership verification is required, or affidavit fees must be paid. Again if you

wish to avoid extra paperwork, long check-in lines and everything else required to get this affidavit done, you can check online at the USDF website, [www.usdf.org](http://www.usdf.org). No account or password is needed. Horses that are not already registered with USDF, will need to have a USDF HID or LHR application completed and paid for by the owner.

**Great American Insurance Group/USDF Regional Championship Qualifying Classes:** If the entry requests to participate in qualifying classes for these championships, you must assure the following:

- Rider and owner must be USEF competing members (Life, Senior or Junior) and USDF Participating Members. The owner may be a USDF Business Member.
- Horse must be USEF recorded (Life or Annual) and USDF Lifetime Registered.

**Note:** They cannot pay USEF Show Pass fees, be USDF Group or non-members and the horse cannot hold USEF or USDF HID numbers and still ride in qualifying classes for the Great American Insurance Group/USDF Regional Championships. All documents of membership proof must be supplied before the qualifying ride or a USDF affidavit must be completed. USDF affidavits cannot be used for Great American Insurance Group/USDF Regional Championship classes.

**Check Citizenship:** If the rider is not a U.S. citizen, they must pay the USEF Show Pass fee, be a USEF member or submit a letter, in English, of current membership in good standing from their own National Federation in order to compete as a rider.

**Coggins:** must be properly dated if required by the show.

**Money:** Funds due should be compared to the checks received. Double-check all class and division fees, USEF drug fees, Show Pass fees, and stabling fees. On multiple entries, the USEF drug fee must be paid for each horse, but the Show Pass fee is paid one time per competition. (*USEF GR Subchapter 2-D*)

More things to check on:

- Each horse is entered in only two consecutive levels.
- The rider is eligible for entered classes or divisions. (i.e., adults not entered in junior/young rider classes, riders entered in adult amateur classes have a USEF Amateur Card)
- Entries in all Great American Insurance Group/USDF Regional Championship Qualifying classes have the necessary memberships/registrations for both USEF/USDF for the rider, owner and horse.
- Horse, rider, owner, trainer and/or coach are not on USEF suspension list. The most up-to-date list is available at [www.usef.org](http://www.usef.org). This should be rechecked right before the show.
- Persons requesting to ride with adaptive equipment have submitted a Dispensation Certificate. This is filed with the entry and a copy attached to their test sheets. (*USEF GR Subchapter 13-D*)
- A copy of any Presidential Modifications (PM) is attached to the entry and to the test sheet. (*USEF GR Subchapter 1-B*) If a PM pertains to the competition, not a competitor, file it with other contracts and documents pertinent to the show for the TD's information.

**Using the "Official Use Only" Area:** Note all problems in the "Official Use Only" area on the entry form. If something is missing or incorrect, and you cannot proceed without the proper information, contact the rider. If the information can be supplied when the competitor arrives, or if the entry is correct, then proceed. Attach USDF affidavits to the competitor packet. By doing this ahead of time, you will be able to check in this entry very quickly as lines for check-in can be long.

**Assigning Horse Numbers:** Be sure you have the number you will need. A continuous number stamp comes in handy. Either stamp or write this number on the following items:



- Entry – the “Official Use Only” area is great for this.
- Envelope the entry came in- there are many questions about when an entry was mailed or received. Keeping these envelopes can prevent later problems. Also, many entries have sent more information than you need to have. You can put the extra information back into the envelope and be able to retrieve it quickly if needed. These envelopes should be at the show.
- Check - If a check covers several entries, stamp each number on the check.
- Coggins
- Ride-time card or envelope if you are sending times out. At this time, address the envelope with the entry number or plan how you will do the mailing, i.e. make address label or send self-mailers. Some of the show programs available produce self-mailers to make this process easier. Many shows are posting times on their website and if the competitor wants times sent, they should provide a self-addressed stamped envelope (SASE). The number should be put on this envelope also.
- Competitor's envelope/packet (in the same corner for all of them).
- If a bridle number deposit is collected, take an envelope and put the bridle number in the corner. This will make it easy when the number comes in to hand out the deposit. You can either have the deposit ready to put in as you go or you can put the deposit in the envelopes all at once. File these in numerical order. A shoebox is the perfect size. Remember to label the box.

Sending Entry Confirmations: A standard pre-printed form or e-mail is very helpful for confirmations and it should include outstanding requirements that must be met to complete the entry. Most computer programs generate this completed form so that it can be easily sent via e-mail.

Entering the Data: If you do these manually, enter the rider/owner/horse’s info on your master entry sheet. In the class notebook, on each of the class lists that this horse/rider is entering, record the entry number, horse and rider. Place special requests in the margin. For software, enter all the data including membership/registration numbers and whether the documentation is in-house.

Preparing the Competitors’ Packets: On the competitors’ envelope/packet, write the rider's name next to the appropriate number and note any missing information (by rubber stamp, writing in red ink or labels where you can just check off items that are missing). File the packets either in numerical order or by last name of rider.

Filing and Organizing Entries: Put the check, the entry’s envelope and ride-time card in appropriate containers in numerical order.

Organize entries in preparation for the TD. Once you have completed the entry information, prepare a notebook or file for the TD. A recommended method is to put the entry form on top, followed by the rider, owner and trainer membership documentations, then horse registrations and finally the Coggins. This way the entry form starts an entry and the Coggins finishes it. File the entry either numerically or alphabetically by rider’s name depending on your preference. This type of organization of entries does not always work but use it as a rule of thumb. As you do more shows you will develop your own method, and an organized system will help you and the TD.

Preparing Tests: If you are not using a computer program for the show, at this point select the appropriate tests for the entry and write the required information on the front. Then, place each test in its corresponding class envelope. If a class has enough entries to require splitting (26 or more), wait until you start the scheduling to make a new envelope and sort tests. As entries arrive, keep a strict count of the number of rides accepted so that you will know when to close entries. Attach a copy of the Dispensation Certificates or Presidential Modifications, if any, to the appropriate tests.

Answering Phone Calls and E-mails: You will have numerous phone calls and e-mails. Returning them promptly is as important as getting the entry work done. Remember, the competitor is your customer.

### **After Closing Date until Before the Show**

Handling Unprocessed Entries: The secretary must notify late or closed-out entries by mail, e-mail, fax or phone to ask if the entrants want to be placed on the waiting list. If they want to be on the waiting list, make a note on a blank page in front of the entry notebook, but do not process these entries or cash their checks until they get in a class. Place these entry forms and their corresponding documents in an 'Unprocessed Entries' folder until needed.

Post-entries are any entries accepted after the closing date. If post-entries are accepted, the prize list must state the post-entry policy. If the competition has not filled, and the prize list states that post-entries are accepted, the secretary may continue to accept and process entries past the closing date. If the prize list states that post-entries are not accepted, no exceptions may be made. (*USEF GR Subchapter 9-C*) The prize list must state which procedure will be followed.

Scheduling the Show: The most hectic time for the secretary begins with the closing date. All the scheduling must be completed, and lists created to be sent to the show program chairperson in time for printing. The class schedule is typed as soon as scheduling is finalized. It is prepared in time sequence and show's lunches and breaks, ride times, numbers for the horse/rider combination and includes spaces for scores, percentages, and placings. Each class sheet is headed by class number, name, section, day, arena, judge, time allowed for each test and number of rides. Copies of these sheets should go to the show program chairperson immediately. The master schedule is a day by day listing of the classes showing ring, class, judge, time blocks for the classes and breaks. This listing is usually arranged according to ring. (For example, all Saturday classes in ring 1) This information is often listed in the show program.

The alphabetical and/or numerical list of all competitors appears in the show program.

Sending Out Individual Schedules: Ride time schedules may be sent to competitors to tell them the exact time of their rides for the entire competition. If changes occur after this information has been sent, notify the competitors well in advance of their leaving for the competition. Ride time notification can be handled several ways. No rules govern this aspect of management, so the prize list should indicate the method your competition uses. Common methods include:

- Require a stamped, self-addressed envelope from anyone who wants their ride times mailed. Each envelope is stamped with the competitor's horse number when the entry arrives, then placed in numerical or alphabetical order.
- Ask competitors to call the secretary after a certain date. Some competitions specifically prohibit this because of the problems encountered in trying to reach show officials. Appoint someone to stay by the telephone number listed in the prize list with a copy of the individual schedules and an alphabetical cross-reference sheet. The secretary will always get calls about ride times, regardless of what the prize list says, so keep a schedule near your phone.
- Sending all competitors their ride times at competition expense is costly in stamps, cards and time. If you intend to mail ride times out in advance, there are different ways to organize your work. If you are not computerized, make out a card for each competitor as the entries arrive. Arrange these alphabetically or numerically and arrange individual schedules the same way. Once the schedule is done, write down ride times on the card. A computer program can make this task simple. Some print the needed information on a label which can be placed on a post card, some print a sheet which can be placed in an



envelope, some print a sheet with addresses printed in such a manner that window envelopes can be used, some print self-mailers with all the needed information and finally, some programs can give you options to choose one of these methods.

- Posting ride times on the website. This last method is becoming the easiest for everyone; and if this is possible to do, it will save time, the number of phone calls and money. The prize list must state that the ride times will be available on the website, by a certain date. It is also nice to say if the rider wishes their ride times to be mailed to include a self-addressed stamped envelope. If available, website posting times is the best method for communicating ride times. Some computer software will produce the web pages for you to upload directly.

Assign Stabling and Prepare Stabling Chart: Stabling information comes to the secretary with the entry forms. Some secretaries prefer doing the stall assignments and stall cards themselves. However, since the secretary has so many things to do at this time, most large shows have a stabling manager/chairperson perform these tasks. In either case, this section will describe how to handle stabling.

- **Entry Forms** should contain a place for all the stabling information. The required information is the horse's name, sex, arrival time and date, dates stall is required, rider's name, emergency phone numbers, where the rider/owner is staying during the competition and space for additional information, i.e., 'Stable group'. (Figure 3)

**Figure 3: Sample Stabling Form**

**STABLING FORM**  
 Exhibitor must complete both sides

FOR OFFICIAL USE ONLY  
 TAG  NO 105  
 DISPLAY  106

Name and telephone number to competitor's helpings during competition  
 Name of Exhibitor Campbell - on grounds Telephone No. \_\_\_\_\_  
 Name Edith Campbell Home No. 418/565-7102  
 Home Address Merida, Vermont  
Yamhill, Vermont, VT

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**STABLING FORM - (Stall #)**  
 General forms also to be entered on one Stabling Form  
 Please check marks to indicate the spaces desired

Name of Horse	Sex	Date Arrived	Stall	Stall	Stall	Stall	Stall	Stall	Stall
<u>Madison Castle</u>	<u>H</u>	<u>13.11.15</u>							
<u>Dee Dee</u>	<u>F</u>	<u>13.11.15</u>							
<u>Jack</u>	<u>B</u>	<u>13.11.15</u>							

Arrival Time of Arrival 5:30 p.m. Departure Time of Departure 5:00 p.m.  
 Special Requests Stable near end of row

Stabling also included for 3 stalls for 2 nights 15.00  
 See page (This Competition Specifications for stabling and fees)  
 Total \$ 20.00 Pay this amount to your stall for fees

Figure 4: Sample Master Stabling List

No.	Rider	Horse	Sex	Thurs.	Fri.	Sat.	Sun.
101	G. Wilson	Nickles N Dimes	S		X	X	X
158	B. Adamcek	Curio	G		X	X	
161	J. Curry	Perfectionist	G		X	X	
162	J. Curry	Old Sam	G		X	X	
	J. Curry	Tack stall			X	X	
102	B. Long	Act II	M		X	X	
105	S. Griffin	Windsor Castle	M		X	X	
106	S. Griffin	Ad Lib	G		X	X	
	S. Griffin	Tack stall			X	X	
107	J. McGee	Peanut Butter	M		X		
108	K. Overstreet	Bariton	G		X	X	X
109	K. Overstreet	Vermicelli	G		X	X	X
	K. Overstreet	Tack			X	X	X
123	J. Jenkins	Clouseau	M	X	X	X	
etc.							

Figure 5: Sample Stabling Chart



- **Master Stabling List** (Figure 4) If you have a computer software program, a report with all the needed information can be downloaded directly from program assuming the show secretary input the data carefully. If you are doing this manually, a typed master stabling list showing all the needed information listed above along with groups, special requests and tack stalls should be prepared for the stable manager. It is imperative to mark all stallions and mares. Choose a color, i.e., Stallions have a red “S” by their name and mares have a green “M” by their name. Stallions should be stabled in end stalls and away from mares. You must have a hard and fast rule that horses are not moved without management’s permission. Movement of horses can cause problems and be dangerous for the horses.
- **Stall Cards** (Figure 6) Stall cards on most computer software are wonderful. They will print out the needed information on a card that can be put on the stall door. However, you can make them yourself. The information needed is horse’s name, bridle number, sex (using a red dot for stallion and green dot for a mare helps for quick reference.), rider’s name, the days for which the stall is requested and, **most important**, how to reach the rider in an emergency. This is essential for security purposes. It is also a good idea to leave room for any other information the rider may wish to add.

**Figure 6: Sample Stall Card**

**2020 Camelot Dressage Classic**

Trudy Smith

**Marissa Entry #110**

Description: Mare Quarter Horse Palomino 16.2

EMERGENCY INFORMATION: AM/PM PHONE/LODGING

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Extra Bedding: 5			Stall #: 605			

- **Stabling Chart**– By using the master stabling list, filling in the stable chart is fairly straightforward. First prepare a chart that shows an accurate stall layout, see Figure 5, and start assigning stalls pursuant to the riders’ requests. Fill in the horse’s bridle number, rider’s name and, if you can fit it, horse’s name. It may help to start with the large stall groups and get them placed, then go to the next largest group, and so on, trying to fill as many requests as possible. However, safety is first. Stallions are better in end stalls with either geldings or tack stalls next to them. Mares also may do better in end stalls, but they absolutely should have no stallions near them. This chart needs to be posted in the stabling area, at the show office and copies made for the manager, secretary, night security and stable manager, if applicable. An additional master list by rider’s name is very helpful to quickly locate the stall.

Organize Competition Personnel Packets: The secretary, or assistant, is responsible for preparing and distributing packets containing the information needed by certain competition personnel to perform their tasks. The secretary retains the originals of all these copies. The show program chairperson needs this information at least a week before the competition, but two to three weeks is a better time frame. All other packets can be distributed at the competition, unless the manager requests certain information earlier.

- **Program Chairperson**– In order to have the show program printed on time the show program chairperson should decide upon a deadline. The following items should be supplied to the program chairperson before that deadline:

- Master schedule
- Class schedule
- Alphabetical list of competitors
- Numerical list with horse and owner information
- USEF and USDF pages (Note that these pages can be found online at each federation's website.)
- Great American Insurance Group/USDF Regional Championship or USDF Breeders Championship Series slicks, if applicable
- USDF Animal Welfare Statement
- **Competition Manager**– The manager may already have the emergency numbers and may be keeping the actual financial records once the show secretary provides him/her with the entry financial statement. The following items are needed at the same time as when given to the show program chairperson:
  - Master schedule
  - Class schedule
  - Alphabetical list of competitors
  - Numerical list of competitors
  - Financial statement
  - Stabling list
  - List of emergency telephone numbers (farrier, veterinarian, etc.)
- **Officials (Judges and TDs)** This information may be done by the manager, but the secretary will need to produce the class schedule. The following information needs to get to the officials at least one week before they are due to arrive at the show.
  - Copy of the prize list
  - Class schedule showing what classes they are judging
  - Hotel information (address, phone number, directions)
  - Directions to the showgrounds
  - Procedure for airport pickup, i.e., phone number of individual or limo service
  - Contact phone number of the manager or secretary
- **Stable Manager/Chairperson** (If this person is doing the entire stabling layout.) If she is doing this for the show by helping direct people to their stalls etc., the following items should be updated as soon as possible:
  - Alphabetical list of competitors
  - Numerical list of competitors
  - Stable chart
  - Stabling list
- **Financial Statement (see Chapter 4)**

Remember: The licensee is financially liable for all debts, etc. of the competition with USEF. ([USEF GR Subchapter 1-A](#))

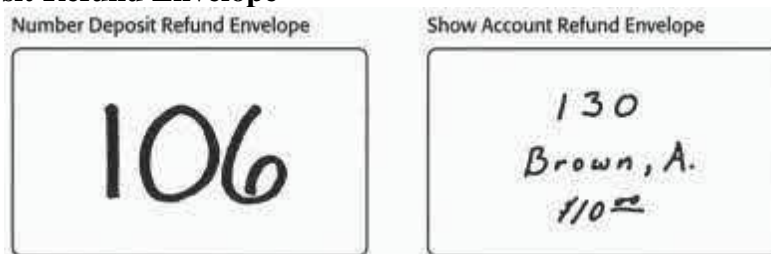
- **Financial Statement.** Be extremely accurate when preparing the financial statement. *All* monies should be accounted for. Ten- or twelve-column ledger sheets are the easiest to work with, but if you're careful, you can maintain accounts on any lined paper. A computer spreadsheet, database or even word processor can also work well. Many of the show software programs available will provide reports; and as long as you input the data correctly and consistently, at a push of a button a competition account statement showing money received from competitors is available.

- If one or more of these statements is prepared manually, keep two separate sheets: one of the competition accounts listing money received from competitors and one of your personal expenditures, recording any money you spend on behalf of the competition (keep all receipts).
- On the competition account sheet, list each entry separately even if several entries were paid for with one check. The column headings should include horse number, rider's last name and initial, check number and signer (so you know to whom to write the refund check), any address that differs from rider's, entry fees, stabling, USEF drug fee, non-member fees, number deposit, total owed, total paid, amount due and refund.
- Also include columns for any other payments mentioned on the prize list (for example, exhibitors' party or extra parking tickets). Leave plenty of space between entries for notes or additional expenses, such as classes added during the competition. The figures you enter are what the competitor owes. These figures add up to the total owed, which is entered in that column. The amount actually paid is put in the total paid column. Note any difference in either the amount due or the amount refunded column.
- When preparing your personal expense sheet, make daily entries so that purchases are fresh in your mind. Keep all receipts and attach them to this expense sheet when turning it in to the treasurer for reimbursement. A simple list describing each purchased item, its price and the date purchased is sufficient.
- **Handling Money at the Competition.** Purchase a secure cash box for money kept at the showgrounds. This box should have compartments so incoming money can be separated from cash on hand. ***Do not leave the cash box unattended.*** Have extra cash on hand, including change, and be sure that someone will be at the competition who can sign checks for unplanned expenses. When receiving or handing back cash to a competitor, note the transaction and give some type of receipt to the competitor. This documents all transactions. Checks or credit card transactions are much easier.
- **Payment and Refunds** (Figure 7) Before going to the competition, know exactly how much money is needed for refunding number deposits. Get a check from the treasurer for that amount and cash it into the appropriate bills. Prepare a small envelope for each assigned number by putting the number deposit refund in it and write the number outside. Place these envelopes in numerical order in a box and you have an efficient system that allows for accurate refunds. A quick check of the envelopes determines which numbers have not been returned. Coggins tests may be returned in these envelopes.

If there are any predetermined refunds, have checks written for each, put the check in a small envelope and write name, amount and horse number on the front. Either place these envelopes into the competitors' envelopes or alphabetize them and keep them near the box of competitors' envelopes. In this way, the refund can be made when the competitors pick up their envelopes. Quite often, refunds are done after the show as the competitor may enter another class, buy hay, etc.

### Prepare Competitor's Packets

**Figure 7: Number Deposit Refund Envelope**





The competitor’s packet should contain their invoice, show times, bridle numbers and a program. Notes on the front of the envelope indicate missing documentation. No packet should be given without this documentation or signatures complete. You may have other items that also go in the packet such as sponsor items or club items.

Prepare Official’s Welcome Packets: The show manager may perform this function, but you will need to provide the most up-to-date show schedule or program and tickets to any competition special events.

Organizing Judge Folders: This task needs to be done as close to the show time as possible, without the need of long/all night work. If processing entries by hand, the secretary will have tests made out for each ride in each class. However, if the secretary chooses to make labels, they need to be made as soon as possible.

Labels should include the show’s name, show dates, class number, class name, ring, time, bridle number, horse’s name and rider’s name. Most show software will produce these for you, and then you need to place them on the tests. Also, if labels are used and the test is not used for some reason, i.e. rider had to scratch, another label can be placed right over the old one. If a ride scratches, the scribe should be instructed to write “scratch” across the label before sending the tests to the scorers. Preparation of judge/scribe folders is usually performed close to the actual show to ensure all known changes are included. A folder for each class, which contains the class schedule, an order of go schedule and a test score sheet with handwritten or the correct label information, for each rider in the class, will need to be prepared. Always put in at least two extra tests: one for the judge to reference and one for additions to the class or test rewrites in case of massive errors on the part of the scribe. This prevents you from having to send out tests as you add riders or change something. Once the folders have all the tests in order, the folders are to be put in order. You can setup the folders by ring or by judge. Pick a method and stay with it throughout a show.

Prepare Ring Steward ‘Order of Go’ List: If this is a one-day or multiple-day show, prepare a report as close as possible to the show so as to include as many of the changes on the report as possible. See Figure 8 for an example of the ‘Order of Go’ list. The ‘Order of Go’ should have the ring at the top and a list of all riders and horses in that ring for the whole day, by time. The test they are riding is nice too, as stewards are very often asked what test is being ridden. Riders should know what test they are riding. The class schedule can be used.

**Figure 8: Order of Go**

Bluegrass Classic 2006														
Day Sheets														
Ring: One														
Sunday, April 02, 2006														
Time	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	Nb
<b>Class: 404 Training Level Test 1 Open</b>														
Judge at: C: Elaine Gibala														
8:00 AM	221	Eleanor Velestin	HL Sky Force											
8:05 AM	2090	Alexa Bogle	IMA Celebrity Too					Eliminated						
8:12 AM	2140	Kate Pelphrey	Windhorse Kleopatra											
<b>Class: 402 USDF Introductory Test B</b>														
Judge at: C: Elaine Gibala														
8:18 AM	2040	Emily Howser	Halo											
8:24 AM	155	Alexandra Clark	I'm No Angel											
8:30 AM	145	Heather Koppier	White Wire Guy					Eliminated						
8:35 AM	21800	Rabakiah Mirovski	Time Zone											
8:42 AM	205	Quincy Hernandez	IMA Celebrity Too											
8:48 AM	2110	Emily Howser	SRC Phoenix Rising					Scratch						
<b>Class: 422 Second Level Test 4</b>														
Judge at: C: Elaine Gibala														
8:54 AM	102	Stacy Burdick	Command-N-Chief +											
9:02 AM	118	Nina Warren	Saint Christopher											
9:10 AM	119	Nan Allen	Nezma Rose											

Copies Needed for Show: This task, like preparing the judge/scribe folders, should be done just prior to the show. Unless you have a copier at the show or are using a computer that can print easily, the secretary must have copies of the following, printed in the suggested quantities:

- 12-Master schedules



- 12-Class schedules
- 4-Individual schedules
- 4-Alphabetical lists
- 5-Numerical lists
- 2-Financial statements (manager and treasurer)
- 5-Stabling lists (manager, stable manager, night security/grounds owner, office)
- 4 or more stabling charts (One for each barn plus one with each stable list).

Preparing for the Move to the Competition: After all the tasks listed in the processing of entries section (above) have been completed, it is time to prepare all supplies for the trip to the showground. The day before moving, the secretary should go to the showground and check the office. Make sure it is ready before all the supplies arrive.

Use the checklist to verify everything is ready to go:

- Office Supplies
  - Legal-size pads
  - Memo pads
  - Pencils, pens (black and red), holders, pencil sharpener
  - Waterproof broad tip felt markers in several colors
  - Erasers, correction fluid or tape
  - Hand stapler, gun stapler, staples for both, tacks
  - Paper clips and tape (masking, cellophane, duct)
  - String
  - Calculator (preferably one that prints), tape roll, and back-up batteries - even if you plan to use a computer for scoring.
  - Tools: hammer, screwdriver, pliers
  - Forms for communications
  - Computer(s)
  - Networking wires and router/switch
  - Printers
  - Extra ink cartridges for printers
- Personal Items
  - Aspirin, antacid, other medicine
  - Gum, snacks, drinks (hot and cold)
  - Extra clothes, space heater; or a fan, ice chest, sunscreen
  - Seat cushions, blankets, and rain gear
  - Anything else needed to maintain sanity
- Forms
  - USDF Affidavit Forms
  - USDF Membership and Horse Registration Forms
  - USEF Membership, Horse Recording, and Show Pass Forms
  - USEF Medication Forms
  - USEF and USDF Evaluation Forms (Competition, Footing, and Licensed Officials)
- Miscellaneous
  - USEF Rule Book
  - USDF Regional Championship rules, USDF Breeders Championship rules and NAYC criteria should be available in the show office
  - USEF Statement of Principle
  - USEF License

- USDF Animal Welfare Statement
- Extra copies of prize list
- Extra show programs
- Extra copies of tests
- Money box
- Number refunds envelopes
- Competitor's envelopes
- Entry notebook
- Class notebook
- Waiting list entries
- Scoreboards
- All copies needed for the show
- All the setup judge folders
- Handouts
- Extra bridle numbers
- Certificates of recognition from USEF
- Extra batteries for anything that requires them

If everything is neatly packed and each box is labeled with its contents, then setting up at the competition office will involve minimum hassle. Keep the checklist to use for the return trip.

### **During the Show**

If everything is organized, the days of the competition will be merely hectic. If not, these days will be total chaos. The day of the competition, the office must be open at least one hour before the start of the first class, and earlier if possible. Until the office is officially open, keep everyone but office personnel out. One exception can start a flood and result in mass confusion.

At least 30 minutes before the competition begins, the secretary meets with the scribes scheduled to start the day and gives them the judges' folders. The secretary then meets with the scorers and gives them the scorers' packets containing the master schedule, class schedules and report forms (if scorers are assigned this task). Check with both scribes and scorers to be sure everyone knows what procedures to follow. The secretary should be prepared to face every problem that occurs, because the office is where everyone will come for help. However, the secretary must not try to solve all these problems, but rather should find the responsible party and let them do their job (manager for competition problems, TD for USEF problems, grounds chairperson for stabling problems, etc.). However, the manager should be made aware of all solved and, of course, unsolved problems. There should be someone in the office whom can be sent to look for needed individuals, especially if there is no radio communication between the office/manager/rings. When scheduling problems arise, and they will no matter how careful you have been, the secretary should work them out, consulting with the competition manager as necessary. If a conflict cannot be settled, it is a management decision as to whether or not a refund will be given. The secretary alone should not promise refunds.

During the competition, the secretary will be requested to sign various forms certifying scores earned. Be sure that you see the tests before signing any verification forms. As horse numbers are returned, give refunds and record which numbers have come in. If you have made up the envelopes suggested earlier by number containing the refund, a quick check through remaining envelopes will tell you what numbers are still out. When the competition is over and demands on the secretary have ceased, pack everything away in the same way it was prepared for the trip to the showgrounds. Label all boxes with their contents and account for all money. Use your checklist to verify.

Setting up the Office: The secretary and the grounds manager should select the site of the office well in advance of the competition. The secretary should check this office the day before moving to the showgrounds to make sure that the office has been arranged. The office should have several chairs and a lot of surface area for arranging competition records and information.

Set up the office so that competitors can pick up their envelopes and ask questions without disturbing the paperwork being done. The best way to do this is to have a window through which you can conduct business or a table near the door with information on it and a barrier that keeps people out of the office. These tips might also help:

- Set up a table near the entrance across which the secretary will interface with competitors. Next to, but not on, this table is the box containing the competitors' envelopes. Competitors should not be allowed to pick up these envelopes by themselves, or the secretary will not be assured of receiving all the missing information.
- On the competitors' table, stack the USEF and USDF Membership Applications, USEF Show Pass and USEF and USDF horse registration forms, USDF missing information affidavits, USEF and USDF Competition Evaluation Forms, pens or pencils (attached to the table), extra prize lists and handouts. Securely tape the USEF license certificates near or on this table for all to see.
- On tables that are away from traffic, set up the moneybox, refund envelopes, office supplies box, notebooks, USEF Rule Book, information for distribution, extra copies of everything and the waiting list entries.
- Outside the office entrance, post a prize list, stabling chart, master schedule, map of grounds, farrier name and phone number, veterinarian name and phone number, emergency information and directions to the showground, times the office will be open and anything else that will keep people out of the office.
- The USDF Animal Welfare Statement must be posted in a prominent location.
- Have the personnel packets and judges' folders ready to give to the proper people.
- Once the office itself is organized, post the scoreboards in their predetermined position.

Note: Do not leave the office unattended unless you lock it or remove all important information and cash.

Arrival of Competitors: The competition secretary or assistant should be on the grounds, as long as possible, the day before the competition as competitors arrive. It can be very frustrating for a competitor to find the office deserted and no information available about stabling or ride times. Plan to open the secretary's office, preferably at 10 a.m., but no later than 12 noon on the day before the show.

At a one-day show with no stabling, go to the showground the day before the show and get organized before the show day. If this is impossible to do, the secretary must be ready for check-in at least one hour before the first class so riders can pick up their show packets and bridle numbers and begin their warm-up. This means that in order to get the office set up and organized, the secretary should be there at least two hours before the first class.

When competitors pick up their envelopes, this is a good opportunity for some streamlining. If you identify packets needing attention with a mark, or label packets with missing information, you can have a relatively unskilled assistant hand out the complete competitor's packet. Any packet with a mark is referred to the secretary to correct any deficiencies. This usually results in much shorter lines as people check in and is well received. A competitor with a complete, correct entry gets to check in very quickly! The secretary checks the envelope front for the missing information or any other problem, and these problems must be taken care of before the envelope is released to the competitor--that is, collect money due, needed signatures, refund money owed and use the USDF Affidavit Form, when needed, for missing information.

Keep Entries Updated for the TD: This can be hard to do during the initial check in period, but at breaks in the action, do try to update the entries with cards, payments, etc. Usually the TD will wait for you to get the majority checked in before going through them. Understand that having the TD go through your entries is another set of eyes to make sure things are all done and correct. It is NOT to see how good you are. The best secretaries will miss things. After the TD checks your entries, they will have questions or have a list of problems. Take each one and see how to fix it. You may have to request riders, owners, trainers or coaches to come to the office. Make every effort to get these problems solved quickly before the show is over. It is very hard to track them down later and get them to sign something. For this reason alone, have the TD check your entries sooner than later!

Update Scratches or Post Entries: From the time check-in starts (and even before), you will have changes, scratches, adds and other situations which require you to change the daily schedule, judge folders, ring steward information, etc. This is one reason it is recommended to wait as long as possible before setting up these needed reports/packets. If your show is only one day and you do not open the office for check-in until that morning, it may be difficult to do these changes on the report or judge folders. If the show is a two-day show and you have check-in the day before the first day, you have a great opportunity to update to help make the show start off as organized as possible. During the show, changes will also occur all through the day. Keeping a system for these changes is very important. One way is to have a notebook with the most current schedule. As changes occur, you mark them in this master notebook and nowhere else. When you get a break, you can go back and officially change your master report sheets or computer.

One thing that is very important is when changes do occur notify the team of these changes as soon as possible. The team consists of the ring steward, the scorers and the announcer, if you have one. These people need to know if there has been a change or a scratch to help them keep the show moving smoothly. This can be done by radio, announcements over the PA, sending a 'scratch/add' form out or all of these methods. To ensure that your show runs smoothly, it is essential to communicate the changes.

At the end of the day, recheck judge folders and prepare judges' baskets and folders for the next day. After the many changes made during the day, prepare for the next day by updating judges' folders, judges' schedules etc.

### **After the Show**

The days after the competition you will be tempted to relax and put off the final secretarial tasks. Do not- one more evening of effort, and you can relax - at least until the next competition.

Reporting Scores: Within 10 days after the final day of competition, a report of all scores, of all competitors and all classes must be sent to USEF and USDF electronically via e-mail. Noncompliance within 10 days will result in late or incomplete results fees, which must be paid prior to subsequent USEF/USDF recognition. If you do not receive a "received" e-mail within one business day of sending your results electronically, contact the appropriate federation and make sure they received the results.

For competitions held within the last two weeks of September, the USDF office must receive the fees, results and paperwork within five days after the show. Competitions held two weeks prior to the regional championship closing date, in the region where the championship is held, must submit the results, fees, and paperwork so that they are received in the USDF office within seven days following the end of the competition. Competitions held within the week prior to the regional championship closing date, in the region where the championships is held, must submit the results, fees, and paperwork so that they are received in the USDF office within four days following the end of the competition.

Score sheets are very important. You need to take these reports and put them in the format that USEF and USDF require. If you are doing this by hand, you must be very careful to report the rider/owner, horse names and numbers, scores and placings very carefully. If you are using a computer, usually the software will do a lot of the formatting. You will either need to put in the scores manually, carefully checking each entry, or review them before submitting the results to USEF and USDF.

Electronically submitted results to USEF and USDF must meet the criteria as published by USEF and must be submitted as outlined in the license agreement. A fee may be assessed for any required data not received electronically. Many software programs have a function that will create the file that you can attach to an e-mail and send to [results@usef.org](mailto:results@usef.org) and [results@usdf.org](mailto:results@usdf.org).

### Preparing the Post Competition Report

- USEF: During the show, the secretary collected a drug fee for each horse that competed in the show (with the exception of exempt horses). The USEF Post Competition form can be ordered from USEF or may also be downloaded from [www.usef.org](http://www.usef.org). This form must be filled out with the appropriate fees calculated based on the number of entries, member/Show Pass counts, etc. Each show must pay the USEF dressage ride fee multiplied by each USEF dressage ride. Exclude all FEI tests and USDF tests from your count. Total the amount, make the check payable to USEF or record the credit card information where required and send this form, membership applications, etc., and payment to USEF, 4001 Wing Commander Way, Lexington, KY 40511. It is strongly recommended this be sent by certified mail with return receipt requested and postmarked within 10 days of the last day of your show to avoid any penalties.
- USDF: During the show, riders who were trying to qualify for the Great American Insurance Group/USDF Regional Championships paid a \$15 qualifying fee. Fees may also have been collected for USDF HIDs, LHRs, memberships, affidavits, etc. A USDF Report of Fees form and other membership and horse registration forms available on the [USDF website](#) and is located on the Competition Management flash drive. The Report of Fees needs to be filled out by reporting the number of qualifying rides for each level. Each ride is then multiplied by \$15. Fill in any other USDF fees collected for memberships, HIDs, USDF Ride Fees etc., and total the fees due to the USDF. Include collected USDF non-member fees that were collected by the show secretary. Send a check payable to USDF, include the credit card information or submit an [online payment to USDF](#). Send this form and affidavits, Horse Registrations etc. to USDF 4051 Iron Works Parkway Lexington, KY 40511 by certified mail (return receipt requested is strongly recommended) within 10 days of the last day of your show to avoid any penalties. In both cases, make sure that you have made copies of everything you sent.

Sending Scores to Publications: After the show, the secretary may be directed to send results to various publications. Usually only the top six placings, with rider, horse and percentage score, are needed. However, check with each publication for their requirements.

Invoices for Final Refunds: During shows there are so many changes, refunds are nearly impossible to keep track of as classes are added, etc. Sometimes there is time at the show to do this, but often it is better to do it after the show is over when there will be no interruptions or distractions. The secretary must keep very complete notes on charges and money collected as noted in the sections on financial management. Again, software programs will usually have a report to print an invoice out and show the refunds clearly. Send the invoice and the check together. Competitors should not owe the show as all monies due should have been collected at check-in time. These invoices should be for refunds only.

Final Money Management Report: See the Finances section for more information. The manager should be doing

the major financial report, but the secretary needs to finalize the entry income, refunds, etc. Once this is completed, a copy should be given to the manager and treasurer. Always keep a copy with entry forms and copies of the reporting forms.

Storing the Paperwork: It is all over! Everything has been completed, and you are left with all this paperwork. Your original entry forms, copies of report forms sent to USEF and USDF, copy of the results, financial report and anything else that is connected to this show must be retained for three years. All shows are subject to USEF audit until that point, at which time the show files can be destroyed. As an added note, if you have collected social security numbers for purposes of awarding prize money, be sure you protect this information and properly dispose of the forms when appropriate.