



HORSE TRIALS CHECKLIST

GENERAL SCHEDULING

PERSONNEL:

- President of Ground Jury (USEF CT Judge)
- Judge (USEF Licensed in accordance with EV171 & 172)
- Technical Delegate (USEF Licensed)
- Dressage, Cross-country, and Show Jumping Chairman
- Communication Supervisor
- Manager for the day
- Scorers
- Timers
- Starters
- Chief Jump Judge
- Jump Judges
- Safety Coordinator
- EMT/Paramedic
- Ambulance
- Veterinarian
- Farrier
- Announcer
- Individuals to present awards/trophies
- Parking Attendant(s)
- Police/crowd control
- Photographer
- Publicity
- Admissions

MISCELLANEOUS:

- Order ribbons and trophies
- Order complete set of score sheets from USEA
- Control Center
- Van (or suitable place for scorers) with tables, chairs, adding machine, refreshments, etc.
- Notice board for timetables, maps, etc.
- Scoreboard
- Starting order - drawn 2 or 3 days in advance of event
- Envelopes for competitors with number, timetable, map of course, information re: stabling, etc.
- Programs to include riders, horses, numbers, USEA membership form, etc.
- Loudspeaker or public address system
- Road signs to event
- Port-a-johns/Toilet facilities
- Watering facilities
- Stabling
- Food concession

DRESSAGE

- Order Dressage Tests from USEA
- Letters
- Mow grass for arenas
- Erect arena(s)

PERSONNEL:

- Collecting Ring Steward(s)
- Person on gate if not Steward
- Writer(s)-one for each judge
- Runner to carry score sheets to scorers

SHELTER(S) FOR JUDGE(S):

- Shelter
- Chairs and tables
- Score sheets
- Pencils, erasers
- Stop watch(es)-one for each arena
- Bell and/or whistle-different for each arena
- Drink (hot or cold) and refreshments

CROSS-COUNTRY

- Six week check by TD
- Flags: jumps and starter's flag
- Arrows & directional markers
- Fence numbers
- Start/finish flags and signs
- Course finished one week in advance
- Mow where necessary

PERSONNEL:

- Chief Jump Judge
- Jump Judges
- Timers
- Starters
- Collecting Steward
- Repair men for jumps during event
- Couriers
- Stop watches and chart for timers
- Clipboards/instructional sheets/stop watches/pencils for Jump Judges
- Communication-check
- BEFORE OFFICIAL COURSE WALK:**
- Course flagged and compulsory and/or directional markers placed
- Course inspected/approved by TD
- Map posted, showing course, distance and times
- Starting times posted

SHOW JUMPING

- Mow arena and warm-up area
- Jump equipment ready
- Jump numbers (separate from Cross-country)
- Flags (separate from Cross-country) including Start and Finish Greenery to "dress-up" course
- Stop watches
- Whistle, pencil, score sheets

PERSONNEL:

- Judges
- Starters
- Timer
- Collecting Ring Steward
- Crew to re-set jumps
- Gate person

MISCELLANEOUS:

- Course map, showing track, distance, and times
- Practice jumps (1 x-rail, 1-vertical, 1 spread) correctly flagged
- Extra jump equipment