



Central New York Dressage & Combined Training Association
Schooling Show Secretary Checklist

Show: _____ Date: _____

Pre-Show:

- Obtain CNYD&CTA bins and supplies
(Contact centralnydcta@gmail.com for more information)
- Receive and validate entries
- All entries must include proof of a Negative Coggins test date of the current or previous year (if tested within NYS), and a current rabies certificate with entry and complete Payment to CNYD&CTA
- Process each entry: assign bridle number, enter data on spreadsheet, prepare times, prepare competitor packets (including CNYDCTA promotional info)
- Prepare Schedule/Ride Times
- Send Schedule/Ride Times to webmaster for posting & Ribbons Coordinator
- Organize the pickup of the ribbons from Ribbon Coordinator
- Prepare tests- fill out front page. Have a judges folder built with each test
- If you need copies of test- contact Andrea Belton for copies
- Prepare a score board/ Score sheets

Day-Of-Show:

- Set-up secretary table and score board
- Set-up scorers (calculators, pens, pencils & scoring rule book)
- Check-in, welcome and update competitors with any day off changes
- Post and record scores
- Once classes are complete, determine class placing, and Champion and Reserve Champion, distribute tests and ribbons
- Awards: Classes will be held concurrently, but will be placed separately (expect the noted on Prize List) and considered separately for Champion and Reserve Champion placing. Riders must mark their division on the entry form. If not specified, competitors will be placed in the Open division.
- Champion and Reserve Champion ribbons will be awarded in Jr/YR, Adult Amateur, and Open divisions. A rider/horse combination may win only one Champion or Reserve ribbon, which will be at the highest level in which they compete. USEA, Freestyle, Handler & Leadline classes will not count towards Championship. Riders must be present to receive any and all awards. Awards may be combined if entries are low at the Secretary and Managers agreement.
- When competitors are picking up their last test of the day collect numbers

Post-Show:

- Give entry forms and payment report and Event Treasures Report to the Treasurer
- Send show results to webmaster to be posted on website in a digital format
- Organize, restock and return bins and other supplies