

DDC DRESSAGE CHAMPIONSHIPS



Sunday 7th September 2014

Run sheet and volunteer/ officials sign on

Event Coordinator – Fiona Harburn

Ground Jury – Fiona Harburn, Jenny Jones, Megan Holzfeind

Convenor – Paulette Tolley

Name	Job Description	Signature	Notes
Set Up			
Committee Fiona Megan Jenny Jo Paulette	General Set up –power switched on, Ribbon box, merchandise box, gear checking box, float Drinks (need small esky for judge and writers and judges morning tea. Check on scorer set up and judges tables etc		7.15-8.00am
Fiona	Overseeing scoring		8.00am-4.40pm
Competition/ during the day			
Paulette Tolley	Lunches		7am pick up from Virginia store
Maria Schwennesen	Judge		7.45am – 4.40pm
Kim Thomas	Judge		7.45am – 4.40pm
Adelle	Scoring incl. collect scoresheets		7.45am – finish, Adelle
Paulette Tolley	Writing with Maria		7.45am-10.30am
Tanya Reynolds	Writing with Kim		7.45am-10.30am
Paulette Tolley	Writing with Maria		11.00am-1.15pm
Alyce Breed	Writing with Kim		11.00am-1.15pm,
Paulette Tolley	Writing with Maria		2.15pm-4.40pm
Sam Woods	Writing with Kim		2.15pm-4.40pm
Jacky Divall	Gear Steward		7.45am-10.30pm
Bianca Twaddle	Gear Steward		11.00am-1.15pm
Jo Walker-Sangster	Gear Steward		2.15pm-4.30pm
Chelsea Maxwell	Runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		8am-10.30am
Tammy Shepherd	Runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		11.00am-1.15pm
TBC	Runner		2.15pm-4.40pm
Karen	Float and payment slips		

Jenny	Freestyle music & power cord		Mid day
Jo	Trailer pack away		End of day
Jodi Triggs	Ribbons and Prize money		Delivered on Sunday
Jo Brosnan	Coordinate presentation ceremony with judges		At conclusion of competition
Pack Up			
All Riders	Pack up arena		End of day
Adelle	Pack up printer, laptop, table, chairs Arrange with Fiona to provide results on USB		End of day
Committee	Pack up equipment into club house, chairs, drinks, ribbons, leads, merchandise box, gear checking box. Obtain scoresheet files from laptop (Adelle)		End of day

Pack up requires:

Arena and all letters to be packed back on to the trailer in a neat manner.

Items on the trailer to be tied down.

Trailer to be taken back to the shed and locked in.

Thank you to all helpers/ volunteers for supporting the event and making it possible.