



DDC Dressage

Saturday 28th February 2015 VI

Run sheet and volunteer/ officials sign on

Event Coordinator	Fiona Harburn
Ground Jury	Hazel Hikins Danila Lochrin
OC	Fiona Harburn

Name	Job Description	Signature	Notes
Set Up			
Committee Fiona, Megan, Karen,	Over see general Set up –power switched on, Ribbon box, float, lunch		7.15-8.00am
Fiona	Overseeing scoring		
Competition/ during the day			
Hazel Hikins	Judge		7.30am till finish
Danila Lochrin	Judge		7.30am till finish
Adelle	Scoring		11am – finish, Adelle
Alecia Brimson	Writer morning & help with set up		7.30am-12.30pm
Ayrial Harburn	Writer afternoon & help with pack up		1pm -finish
Sharon LeM	AM Gear Steward collect gear box & help with general set up		7.30am-12.30pm
Michaela Bradley	PM Gear Steward return gear box to shed & help with general pack up		12.45pm-till finish
Danila Lochrin	Judge pick up from Jodi Triggs		7.15am pick up
Sandy Enniss	Lunches, small milk		pick up from Virginia store
Catherine M Jordyn Rayner	Morning runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		8am-12.30pm
Kirra Reynolds Cara Doherty	Afternoon runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		12.45pm-till finish
Sandy Enniss	Lunch set up and clean up		10pm -2pm
Volunteers	Trailer back to shed and locked up		End of day
FH MH KD	Organising committee		All day
Karen Duminski	Float/Cheque book/pin board		
Jodi	Provide ribbons		End of day (Done)
Fiona	Coordinate presentation ceremony		At conclusion of competition

	with judges		
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

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.