



## DDC Dressage

# DDC Championship Saturday 5<sup>th</sup> September

### Run sheet and volunteers

Event Coordinator	Fiona Harburn, Jenny Jones
Ground Jury	Judges
OC	Fiona Harburn

Name	Job Description	Signature	Notes
<b>Set Up</b>			
<b>Committee</b> Fiona, Megan Kym	Over see general Set up –power switched on, Ribbon box, float, lunch		7.15-8.00am
Fiona	Overseeing scoring		
<b>Competition/ during the day</b>			
Judges	Zoe Harrison		7.45 am till finish
Judges	Sandi Gillott		7.45 am till finish
Adelle	Scoring		10am – finish, Adelle
Paulette Tolley	Pencil <b>morning</b> & afternoon		
Lyn Roddy	Pencil <b>morning</b> & afternoon		
Ayrial Harburn	Pencil for Danila		
	Pencil <b>afternoon</b> & help with pack		
	Pencil <b>afternoon</b> & help with pack up		
Kirby Aylett	<b>AM</b> Gear Steward collect gear box & help with general set up		7.30am-lunch
Natasha Cardina	<b>PM</b> Gear Steward return gear box to shed & help with general pack up		lunch-till finish
Kym&Matthew	Put up cones for practice areas		
Jenny	Judge pick up from Boomerang		7am pick up from Boomerang
Jenny	Pick up lunches		7am pick up from Virginia store
<b>Matthew</b>	<b>Trailer back to shed and locked up</b>		<b>End of day</b>
Erin Hopps	<b>Morning</b> runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		8am-lunch
Samantha Cargeeg	<b>Afternoon</b> runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for		Lunch - till finish

	writers/ gear stewards.		
	Trailer back to shed and locked up		End of day
FH JJ MH KD KC	Organising committee		
Karen Duminski	Float/Cheque book/pin board		
Jodi	Provide ribbons		End of day (Done)
Fiona	Coordinate presentation ceremony with judges		At conclusion of competition
<b>Pack Up</b>			
<b>All Riders</b>	Pack up arena		End of day
<b>Adelle</b>	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.