



## DDC Dressage

# ENT Championship Sunday 16<sup>th</sup> August 2015

### Run sheet and volunteers

Event Coordinator	Fiona Harburn, Jenny Jones
Ground Jury	Judges
OC	Fiona Harburn
TD	Megan Holzfeind

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	Barb Vial		7.45 am till finish
Judges	Sue Cunningham		7.45 am till finish
Adelle	Scoring		11am – finish, Adelle
JackiePenDennis	Pencil <b>morning</b> & help with set up		7.30am-12.30pm
BiancaTwaddle	Pencil <b>morning</b> & help with set up		7.30am-12.30pm
LisaO'Donaughue	Pencil <b>afternoon</b> & help with pack up		1pm -finish
Trisha O'Hehir	Pencil <b>afternoon</b> & help with pack up		1pm -finish
Penny Farrow	<b>AM</b> Gear Steward collect gear box & help with general set up		7.30am-morning tea
Renee Viney	Gear Steward collect gear box & help with general set up		Morning tea - lunch
Melanie Cobbin	<b>PM</b> Gear Steward return gear box to shed & help with general pack up		Lunch -till finish
	<b>Drinks in shed</b>		
Own car	Judge from Boomerang		7am from Boomerang
Megan	Pick up lunches		7am pick up from Virginia store
<b>Volunteers</b>	<b>Trailer back to shed and locked up</b>		<b>End of day</b>
??	<b>Morning</b> runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		8am-12.30pm
Lee Marie Clohesy	<b>Afternoon</b> runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea		1pm-till finish

	etc), cover any bathroom breaks for 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.