

DDC Australia Day Dressage

Monday 26th January 2015

Run sheet and volunteer/ officials sign on

Event Coordinator	Fiona Harburn
Ground Jury	Fiona Harburn, Megan Holzfeind
OC	Fiona Harburn, Megan Holzfeind

Name	Job Description	Signature	Notes
Set Up			
Committee Fiona & Megan Jenny	Over see general Set up –power switched on, Ribbon box, float, lunch		7.15-8.00am
Fiona	Overseeing scoring		
Competition/ during the day			
Shirley Staines	Judge		7.45am till finish
Jodi Triggs	Judge		7.00am till finish
Adelle	Scoring		11am – finish, Adelle
Chris Hazel	Pencil morning & help with set up		7.30am-12pm
Jacky Divall	Pencil afternoon & help with pack up		12pm -finish
Kelli Clark	AM Gear Steward collect gear box & help with general set up		7.30am-12pm
Juanita Porter	PM Gear Steward return gear box to shed & help with general pack up		12.00am-till finish
Sam Overall	Esky and drinks from shed & set up		7.00am
Jodi Triggs	Judge pick up from Boomerang		7am pick up from Virginia store
Jodi Triggs	Lunches, small milk & 2 bags ice		7am pick up from Virginia store
Ella Spinks & Olivia R	Runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		8am-12pm
Sharnie Shepherd & Madina Hayman	Runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.		12pm-till finish
Tammy Shepherd	Lunch set up and clean up		10pm -2pm
Jacky Divall	Trailer back to shed and locked up		End of day
FH JJ MH	Organising committee		
Karen Duminski	Float/Cheque book/pin board		
Jodi /Jenny	Provide ribbons/ Medals on the day		End of day

Fiona	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

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.