



## DDC Dressage

Saturday 27<sup>th</sup> June 2015

**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><br>Fiona, Megan<br>Kym | Over see general Set up –power switched on,<br>Ribbon box, float, lunch   |           | 7.15-8.00am                     |
| Fiona                                   | Overseeing scoring  |           |                                 |
| <b>Competition/ during the day</b>      |   |           |                                 |
| Judges                                  | Hannie Byrne  |           | 7.45 am till finish             |
| Judges                                  | Sue Cunningham  |           | 7.45 am till finish             |
| Adelle                                  | Scoring   |           | 11am – finish, Adelle           |
| Paulette Tolley                         | Pencil <b>morning</b> & help with set up  |           | All Day                         |
| Kia Naylor                              | Pencil <b>morning</b> & help with set up  |           | 7.30am-lunch                    |
| Kirstin Leslie                          | Pencil <b>afternoon</b> & help with pack up   |           | Lunch -finish                   |
| Alyce Breed                             | <b>AM</b> Gear Steward collect gear box & help with general set up  |           | 7.30am-till lunch               |
| Rachael Hayden                          | <b>PM</b> Gear Steward return gear box to shed & help with general pack up  |           | Lunch-till finish               |
|   | <b>Drinks in shed</b>   |           |                                 |
| Use of car                              | Judge pick up from Boomerang  |           | 7am pick up from Virginia store |
| Judges                                  | Pick up Lunches & small milk  |           | 7am pick up from Virginia store |
| <b>Volunteers duty</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-lunch                       |
| Tanasha Walters                         | <b>Afternoon</b> runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards. |           | Lunch-till finish               |
|   |   |           |                                 |

|                   |  |  |                              |
|-------------------|--|--|------------------------------|
|                   | 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<br>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.