**DDC Dressage**

**Saturday 18th April 2015**

**Run sheet and volunteers**

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| --- | --- |
| **Event Coordinator**  | **Fiona Harburn, Jenny Jones** |
| **Ground Jury**  | **Judges** |
| **OC**  | **Fiona Harburn** |

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| --- | --- | --- | --- |
| **Name** | **Job Description** | **Signature** | **Notes** |
| **Set Up** |
| **Committee**Fiona, Megan,Jenny, Karen, Kym | Over see general Set up –power switched on, Ribbon box, float, lunch |  | 7.15-8.00am |
| Fiona | Overseeing scoring |  |  |
| **Competition/ during the day** |
|  |  Judy Sheldrake |  | 7.45 am till finish |
|  |  Karen Herald |  | 7.45 am till finish |
| Adelle | Scoring  |   | 11am – finish, Adelle  |
| Paulette Tolley | Pencil all day with Judy |   | 7.30am till finish |
| Rachael Clayton | Pencil **early** **morning** & help with set up |  | 7.30am-10.15am |
| Anne Marie | Pencil **mid morning** & help with pack up |  | 10.30am -finish |
| n/a | Pencil  **mid morning**& help with pack up |  |  |
| Natasha Clayton  | **Early morning** Gear Steward collect gear box & help with general set up |   | 7.30am-10.15am |
| Robyn Purtill  | **Mid morning** Gear Steward return gear box to shed & help with general pack up |   | 10.30am-till finish  |
|  |  **Drinks in shed** |  |  |
| Judy/Lancia | Judge pick up from Boomerang  |  | 7am pick up from Virginia store |
| Jenny | Lunches & small milk  |  | 7am pick up from Virginia store |
| **Volunteers** |  **Trailer back to shed and locked up**  |  | **End of day** |  |
| Shayla Fattore  | **Early Morning** runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards.  |   | 8am-10.15am |
| Kasey Fullwood | **Mid Morning** runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards. |  | 10.30am-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 |
| **Pack Up** |
| **All Riders** | Pack up arena |   |  End of day |
| **Adelle** | Pack up printer, laptop, table, chairsArrange 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.