**DDC Dressage**

**Saturday 23rd May 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** | | | |
| Judges | Kim Thomas |  | 7.45 am till finish |
| Judges | Sue Bright |  | 7.45 am till finish |
| Adelle | Scoring |  | 11am – finish, Adelle |
| Paulette Tolley | Pencil **morning** & help with set up |  | 7.30am-12.30pm |
| SonyaSpieldman | Pencil **morning** & help with set up |  | 7.30am-12.30pm |
| SophieCleveland | Pencil **afternoon** & help with pack up |  | 1pm -finish |
| Jo Brosnon | Pencil **afternoon** & help with pack up |  | 1pm -finish |
| Jayme Frost | **AM** Gear Steward collect gear box & help with general set up |  | 7.30am-12.30pm |
|  | **PM** Gear Steward return gear box to shed & help with general pack up |  | 1.00am-till finish |
|  | **Drinks in shed** |  |  |
|  | 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** |  |
| Shanna Mudge | **Morning** runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards. |  | 8am-12.30pm |
|  | **Afternoon** runner – collect scoresheets, (look after judges for refreshments, coffee, morning tea etc), cover any bathroom breaks for writers/ gear stewards. |  | 1pm-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, 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.