

POTOMAC VALLEY DRESSAGE ASSOCIATION  
SCHOOLING SHOW MANAGERS' MANUAL  
2008

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## INTRODUCTION

A schooling show is designed to give the horse and rider experience in a competitive situation and to provide an opportunity for competent assessment of skills and accomplishments. The atmosphere should be relaxed and friendly, which in turn, is supportive to the rider and fun for the spectator. Relaxation is not derived from casual management. Only when a professional attitude is brought to schooling show management does a well run and enjoyable show come about.

This handbook is designed to help you, the show manager, plan and execute a successful schooling show. **Make sure you read all of the information, rules and procedures printed in both the Schooling Show Omnibus and this Handbook.** The following PVDA members whose years of experience are reflected in its pages originally compiled it:

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## PLANNING FOR THE SHOW

### **Show Date Confirmation**

The show dates are selected by the Schooling Show Committee and confirmed with the owners or managers of the host facility as early in the year as possible. Your initial work begins as soon as the show schedule has been tentatively set. The Schooling Show Committee can assist you in determining what equipment will need to be provided by PVDA (and what equipment might be available from the hosts.) *(A listing of the required equipment is included in Appendix H.)*

Determine if bathroom facilities are available at the show site. If not, arrangements for delivery and pick-up of a portable toilet for the weekend of the show should be made a couple months in advance of your show date. The portable service vendor will provide you the cost when ordering the portable toilet. You may handle payment to the vendor by contacting the Schooling Show Treasurer and giving her the vendor's name and rental cost. She will then prepare a check and send it directly to the vendor or you may pay the vendor if it requires payment prior to or upon delivery. Send your receipt to the Schooling Show Treasurer along with your financial report, for reimbursement.

### **Judges**

Judges will be contracted by the Judge's Liaison. Make sure you have the current phone numbers of your judge(s) as you will be contacting him/her prior to the show. On occasion a learner judge, who would like to audit the judging and work with your show judge, may contact you. This is perfectly acceptable as long as the show judge does not have an issue with it. It is a good idea once your show has been scheduled to let the judge know the range of tests he or she will be judging, especially if there is a non-conventional test, such as a Quadrille, Pas de Deux, Combined Training, or even the rare FEI test, performed at a schooling show.

### **Volunteers**

You will need help for the show and it is never too early to recruit volunteers. Reliable friends are always a good idea, as well as contacting a local PVDA Chapter for additional help. The Membership Chairperson and Volunteer Coordinator can assist you with names, phone numbers and email addresses of members who have indicated an interest in working on a show. The membership chairperson can print out a list of persons (by zip code) who live close to the schooling show site and who may be available as volunteers. Make sure you have a couple of extra volunteers scheduled to help in case of last minute cancellations or no-shows. Keep in mind that you can't expect your volunteers to work a 12-13 hour day unless they've indicated their willingness to do so. If the show is scheduled to run longer than 8-9 hours, you'll need additional volunteers on a half-day basis. Your committee of volunteers should include:

**RING CREW:** The ring crew will assist in ring set up, seating for the judges and writers, and set up of the secretary and scoring tables. They should also assist with tear down and clean up after the show. Set up will go faster if you can find at least one person who has done it previously.  
*(Usual number of people required: 3 to 4 per ring)*

**SECRETARY:** The secretary checks in the riders, gives them numbers and programs, handles scratches and changes, informs competitors and spectators about the show facility and accommodations as well as handling messages for you and others.

*(Usual number of people required: 1 to 2, depending on size of show)*

**SCORER AND ASSISTANT:** The scorer should be someone who is experienced with the rules of scoring and the format of tests, coefficients and penalties. The assistant can be someone who is interested in scoring and who wants to learn. The scorer and assistant are responsible for ensuring that all tests are properly scored, re-checked and posted.

*(Usual number of people required: 2 per ring)*

**JUDGE'S SCRIBE:** Individuals who have done this job before and learner judges should be your first choice for this position. A third possibility is the judge's own preference. The scribe is responsible for taking down the judge's comments and scores during the tests, ensuring that the test sheets are complete and signed and that they are sent to the scorers without delay.

*(Usual number of people required: 1 per judge)*

**GATE STEWARD:** The gate steward is responsible for keeping the ring on schedule and overseeing each competitor's entrance to and exit from the ring. The steward should not be timid around horses. Make certain that the steward brings a watch on show day.

*(Usual number of people required: 1 per ring)*

**RUNNERS:** The runners carry tests from judge to scorer, refreshments to judges and other workers, and messages from one person to another. Runners do a lot of walking and are on their feet most of the day, so individuals should be fit. If necessary, you can switch runners and gate stewards in half-day sessions.

*(Usual number of people required: 1 to 2 per ring)*

**ANNOUNCER (Optional):** The announcer must be someone with a clear speaking voice and the ability to deal easily with last minute changes. If you have access to a loud speaker system, an announcer is nice addition to identify riders, keep competitors and spectators informed and to publicly thank volunteers.

*(Usual number of people required: 1 per show)*

**REFRESHMENT COORDINATOR (Optional):** It is the responsibility of this person to arrange what food and drink will be provided and to keep all records regarding expenditures and receipts. The coordinator can additionally be assigned responsibility for getting the judges and volunteers fed, depending on show size and time constraints.

*(Usual number of people required: 1 to 2 per show)*

**PHOTOGRAPHER (optional):** As most competitors would enjoy seeing themselves or their horse's picture published, you may want to provide a photographer at your show to take some photos of not only the competitors, but also the volunteers, staff or other photogenic opportunities for possible selection for the PVDA newsletter.

*(Usual number of people required: 1 per show)*

## **Show Times**

The start time of your show will depend on whether it's a half-, full-day or evening show. Typically, an all-day show is scheduled to begin at 8:00, 8:30 or 9:00AM and to end at 4:00 to 5:00PM, thus allowing competitors travel time to and from the show. This time span permits approximately 40 to 50 rides for one judge in one standard arena. One arena with two judges can handle 75 to 80 rides, as the show day would then expand from 8 hours to 10-11 hours. *(Remember what the volunteer requirements would be in that instance.)* A second judge

and a second arena offer an opportunity for additional rides on either a half- or full-day basis. An evening show can accommodate 25 rides and begin at 5:00 to 5:30PM, ending no later than 10:00PM. (*The number of rides listed above may vary with the addition of a Dressage Seat Equitation class.*)

### **Class Offerings**

PVDA offers any dressage class that the competitor wishes to enter, including Pas de Deux and Quadrille. **Dressage Seat Equitation is a standard offering, but at least three rides are necessary to hold the class.** All special tests (i.e. Pony Club or three-day event tests) may be ridden *hors concours* and the competitor or exhibitor must provide the test sheet. Musical Freestyles are a welcome addition, but competitors must supply their own music system if the host facility does not have one for use. Sidesaddle can be included with regular classes. The number of classes held will depend on the number of entries. Schooling shows can also provide training for judges to officiate tests at a higher level than their rating. If you receive a number of upper level entries for which your judge is not qualified, contact the Judge's Liaison for assistance.

#### **More on Quadrilles**

USDF Quadrille tests are designed for teams of four horses and riders. The four competitive levels for the compulsory tests include Introductory, Novice, Preliminary and Intermediate. Music is optional for compulsory tests. Quadrilles are ridden in a 20 x 40 arena. Musical Freestyle Quadrilles may also be offered at all compulsory levels. All higher dressage levels (Third level through Grand Prix), must be stated on the entry form. The team typically does not submit a copy of the program in advance. Introductory Musical Freestyle Quadrilles should not exceed five minutes; all other levels may not exceed six minutes. The Musical Freestyle Quadrille Team must provide its own music. Current USDF Quadrille score sheets must be used. Be sure to check in advance that the equipment chairperson has the test that will be ridden and allow enough time for the judge to complete his or her written and oral comments after the test is completed.

### **Entries**

Make certain that you accept entries from **current PVDA members only**. Do not accept membership dues on the show day. Competitors have to be members when entries are mailed to the show manager. Entries postmarked before the opening date are not considered valid. Entries received after the closing date are placed on a waiting list, unless the show has not been filled.

### **Exhibitions**

In 1976, PVDA initiated a program of *optional* schooling show exhibitions if time allows. These have ranged from the performance of an FEI test to a demonstration by an FEI level rider of how he or she schools a horse. Suggestions for exhibitions can be obtained from the Chairperson of the Education Committee. If possible, set the time of the exhibition well in advance so that it can be printed in the PVDA newsletter. Schedule your exhibition somewhere in the middle of your show, preferably during a judge's lunch, so as not to impact ring time and to afford the greatest number of people being present for the performance.

### **Staff Lunches and Refreshments**

It is the responsibility of the schooling show to provide lunch and refreshments for its judges and volunteers. The Schooling Show Manager or a designate can handle this depending on the size of the show. The judge(s) should be contacted prior to the show to ascertain if there are any dietary preferences or restrictions. If

possible, prepare to place a small cooler with drinks and/or fruit in the judge's booth so that the judge and writer don't have to continually send the runner for refreshments. Keep in mind the time of year your show is scheduled for and plan your food and drink accordingly. Local food stores can usually make up a deli platter for a reasonable fee. Catering is far too expensive and is not allowed. If you have any concerns in this area, contact the Schooling Show Chairperson. Keep all receipts for the show's financial statement.

### **Food Service**

PVDA schooling shows have usually offered refreshments to competitors and spectators for a small donation. Refreshments can be as simple as coffee, tea and donuts, or as elaborate as you wish. At the very least, you should have water available for the competitors, especially on potentially hot days. Bear in mind that you do not want to lose money on the refreshments. Proceeds can be donated to the scholarship fund or whatever PVDA fund you wish it to go to. Have small bills and change available for your refreshment coordinator. If no one volunteers to do refreshments, ask a local PVDA chapter if it would be interested. They may keep any profit in return for supplying lunch for your judge and volunteers.

### **Checks**

Arrange with the Schooling Show Treasurer to get a check for the judge's fee prior to the show day, so that you may give it to him/her near the end of the show. This check is for the contracted fee only. Reimbursement for travel expenses will be sent to the judge once your financial report has been turned in. If you have ordered a portable toilet unit, you will need a check to cover that rental. (See details under *Planning for the Show-Show Date Confirmation*.)

### **Finances and Insurance**

As it is important that all expenses are covered, entry fees have been set to cover the following fixed expenses: insurance, judges' fees, ribbons and test sheets. It is the show manager's responsibility to keep records and receipts of what was spent and where. **A financial report is due to the Schooling Show Treasurer within two weeks after the show.** (See *Appendix L*.) You should inform your judge(s) to keep track of their mileage in order for you to include it in your financial report and expedite reimbursement of travel expense.

PVDA has insurance for all of its sanctioned events including schooling shows. If, for some reason, a host facility wants to see an insurance binder in writing, contact the Schooling Show Chairperson for assistance.

In the event of an accident, it is important to collect details of the incident, including the rider and horse name, time of the accident, description of the accident, type of injury sustained, and if the rider was transported to a hospital. All information must be sent to the Schooling Show Chairperson so that an accident report may be made as quickly as possible to the insurance company.

### **Equipment**

If the host facility does not have a judge's stand available, you will need to find a horse trailer in reasonable condition to use for the judge and writer. The host facility may be able to provide one or a volunteer may be willing to loan his or hers.

Arena equipment, tests, scorer's box, show box, first aid kit, ribbons, tables and chairs are all available from your area's equipment custodian. You should arrange to pick up the items you'll need about 5 days before the show. Make certain that you have identified in advance which items you'll need, so that they can be made ready for you. Check all of the items (especially in the show box) before you leave the storage site. Make certain that you have a sufficient number of test sheets available. You will need one sheet per ride per judge and several spares. (Don't forget to supply test sheets for any learner judges.)

In order to facilitate the ease of equipment transfers for both you and the Equipment Chairperson, please respect the following considerations:

- Give at least one-week advance notice on your equipment supply request.
- Do not call before 9:00AM or after 9:30PM.
- Return all equipment in as good or better condition as you received it. Let the equipment person know if something has been broken or did not work so that it can be fixed or replaced for the next show manager. If a consumable item (batteries, correction tape, staples, etc.) is missing, you may make the purchase and submit the receipt with the show expenses.
- Return all of the equipment promptly as someone else may be waiting for it.

*Note: The Equipment Chairperson is a volunteer just like yourself and is trying to manage the equipment throughout the year, serving schooling shows, recognized competitions and clinics. His or her job is to store, stock, and dispense the equipment to you. He or she does not deliver, pick up, or clean the equipment after each use. If you receive a show or scorer box that is a mess or is missing items, it's not because the equipment person did not clean/fix it for you, but rather because the last manager returned it that way. Keep in mind that equipment sometimes goes out the same day it comes in.*

The following equipment is available by contacting the Equipment Chairperson:

- Arena components and chain, letters, triangulators, meter tape, card tables and chairs, scoreboards, tests, ribbons and awards, bridle numbers, volunteer certificates, or gifts.
- *Show Box* which includes markers, pens, pencils and sharpeners, staplers, tape, bell, whistle, stopwatch, rule book, meter tape, erasure tape, staple gun, clipboards, bug spray, etc.
- *Scorer Box* which includes calculator, paper tape, batteries, pens, pencils, and sharpener.
- *First Aid Kit* which contains basic first aid supplies: bandages, band-aids, antiseptic, cotton, etc. (*Please note: there are no headache, sinus or pain medications included as it is illegal for non-medical personnel to dispense even so much as an aspirin.*)
- Information Sign which includes PVDA Schooling Show sign.

## SHOW PREPARATION

### Handling Entries

1. As the entries arrive by mail, check them for completeness. Check each entry to make sure that it is accompanied by a current negative Coggins test and a check made out to PVDA, for the proper amount. Note that a Coggins test is valid for one year only. Check the date read or certified by the lab against the show date. Verify that the name of the horse on the Coggins matches the horse's name listed on the entry form. Competitors are required to submit a copy of their membership card with the entry form or show the card to the secretary on show day. PVDA Schooling Shows are for current PVDA members only. If there is a rider whose membership is in question, you must check with the Membership Chairperson for insurance reasons. All entries must be signed by the competitor, the horse's owner and a parent or legal guardian (if the rider is under 18) in order for the entry to be considered valid.
2. If the entry is missing information, it is considered an incomplete entry and the competitor should be contacted to get the missing information to you by the closing date. If the closing date has passed, complete entries will take precedence over incomplete ones, assuming there is a waiting list. If there is no waiting list and you wish to allow the competitor to bring the missing information with her/him on show day, it is permissible, keeping in mind that you are putting extra work on your show secretary.
3. After the closing date, begin preparing the class schedule. Write the horse/rider name combination in each class so you can keep track of how many rides you have entered for each test and whether or not you will need to split a class. This will assist in determining where to schedule the rider who has requested to ride three or four tests.
4. DO NOT accept telephone entries. DO NOT accept mailed entries with no payment enclosed.
5. If you receive any Volunteer Certificates as payment (full or partial) for entry fees, please forward them along with the checks to the Schooling Show Treasurer when you complete your financial report.
6. All of the closing dates are on Friday, about two weeks prior to the show. Keep track of how many rides you're accepting, as you may have to limit rides and entries or make arrangements for an additional judge. If the number of entries exceeds what your show can handle, and the host site will accommodate an additional ring, contact the Schooling Show Committee for an additional judge. If you are limited to one ring and have received an overflow of entries, it is advisable to limit competitors to 2 rides per horse/rider combination, so that a greater number of competitors have the opportunity to compete. The alternative is to use a small arena (20 X 40 meters) for Intro and Training I classes in order to accommodate more rides.
7. Entries for the Dressage Seat Equitation class may be accepted after the closing date (if you already have at least one entry) in order to have enough entries to hold the class (minimum of 3 entries required to hold the class). This should not impact your class time as everyone in the class enters the ring at the same time.
8. Scratches prior to the closing date are entitled to a refund of all fees. Scratches after the closing date do not receive a refund for any reason, even if the time slot is filled. Competitors are not allowed to give their time slot to any one else. The waiting list must have priority for filling scratches. You may receive calls from competitors who wish to simply arrive on show day to see if there are any scratches to fill. This is acceptable as long as they bring all necessary paperwork with them on show day and understand that they may not get a chance to ride.
9. If it is necessary to begin a waiting list, the following procedures should be followed:

- a. Call all competitors who have not made it into the show and ask if they wish to be placed on the waiting list or have his or her entry returned. Check to see if the competitor is willing to ride a different test if an opening should become available and there is no rider on the waiting list for that test.
- b. Those who wish to be wait-listed should be placed in order of entry date of receipt. As scratches can only be filled in the class in which they occur, there should be a wait list at each level, if possible.
- c. As openings become available, call the wait listed individuals to see if they are still interested in filling the scratch.

### Class Scheduling

1. Determine the total number of rides and classes that you have to schedule. If you have more than 15 rides in a class, split the class. Combine similar classes with fewer than 6 rides. In other words, you may include multiple tests of the same level in the same class. For example, a First Level, Test 1, First Level, test 2 and First Level, Test 3 may be scheduled in the same class. Combining classes reduces expenses for ribbons. Musical Freestyle rides must remain in a separate class, but Freestyle levels may be combined. Dressage Seat Equitation requires 3 rides to hold the class, may not be combined with any other class, and is limited to 11 rides. (You may wish to have an on-site, day of the show, sign up list for Dressage Seat Equitation to encourage participation.)
2. Keep in mind that you will need to schedule a morning and afternoon break (10-15 minutes each) and a 45-minute lunch for your judge for a **full** day show. Judges should not be worked more than 2-2 1/2 hours without a break. Additionally, they are not contracted to judge more than 8 hours per day, nor be on the show grounds for more than 10 hours per day (USEF rule). If there is a problem, ask the judge's permission if he/she is willing to judge a little longer.
3. Assign numbers by horse/rider combinations.
4. Riders riding in two different levels with the same horse don't like to ride the higher level first (although this sometimes cannot be avoided). While it's nice to schedule the classes in order of level, it may not be possible, so start by arranging your classes in the order you'd *like* them to go and begin assigning ride times. (*Approximate times for each test are listed in Appendix A. All of the times are liberal and permit the judge to speak briefly to each rider.*)
5. Pick out any entries of horse/rider combinations which have entered more than one horse per class. Schedule these multiple rides first and try to allow at least 45 minutes between rides to allow time for tack changes and warm-up, etc. Occasionally, a competitor will have to ride her/his tests back to back. Try to contact the competitor ahead of time as a courtesy in those instances.
6. Look over your entries to see if there have been any special requests for ride times (i.e. competitors traveling together and want to ride as close together as possible). You may not be able to honor every request, but do the best you can.
7. Next, try to schedule riders who are close to the show site earlier in the day and those who have a long way to travel later (though this is sometimes impossible if their classes are early).
8. Arrange remaining entries by class.

9. As you arrange the time schedules, keep in mind the following: allow time for the judge's breaks and time for the lunch break for each judge. Remember, if you have a scheduling problem, DO NOT fill in at judge's break or lunch time. **Note: An easy mistake is to forget to add the ride time to the judge's break.**  
*(Example: a break is scheduled for the end of Training Level Test I and the last ride begins at 9:30AM. You must allow 7 minutes for the ride, plus 15 minutes for the judge's break. Thus, your next class begins at 9:52AM.)*
10. If you need to move a judge and writer from one ring to another or switch judges in the same arena, allow enough time for the judge and writer to get organized (8 to 10 minutes is average).
11. If you have a scheduling problem that seems impossible to resolve, contact any member of the Schooling Show Committee for assistance.
12. Mail competitors' ride times after double-checking to ensure you haven't inadvertently given a competitor the wrong times. Make sure that you mail them out by the date indicated in the Omnibus. Competitors should have provided a self-addressed, stamped envelope for the mailing of their times. If they haven't, you're under no obligation to call them. They'll contact you as the show date approaches.

### **Tests. Competitor Packets and Scoreboards**

Make copies of the schedule for distribution to the judge, scorer, gate steward, and secretary. If you are making up a show program, the host facility may advertise for free. There should be no other advertising allowed.

Make up the judge's folders with a test sheet for each ride (name and number written in pencil) and a few spares for each level. Make sure that the tests are in the correct order of go. The judge and scribe **must** have a copy of the class schedule.

Put together individual competitor packets that contain bridle numbers, a show schedule or program, a show evaluation form and any other pertinent information (i.e. parking restrictions, facility layout, etc.)

Make up the scoreboard posters that will be displayed at the show. Leave enough space to handle scratches and (if you're allowing them) late entries. *(See Appendix C.)*

### **Instructions to Volunteers**

Some or all of your volunteers may be new to the task which they are going to perform. You can make their job much easier if you do a little pre-show training by mailing them the following information a week or so before the show:

- Send the scribe a copy of Writing for a Dressage Judge (*Appendix E.*) and Glossary of Dressage Terms (*Appendix F.*)
- Send the scorers a copy of Instructions to Scorers (*Appendix G.*) and Sample Scoreboard (*Appendix C*)

## **FINALIZING THE DETAILS**

### **Phone Calls**

**You must call the judge** to inform him or her of what time the first ride will begin and when the show is to end. Let the judge know about any unusual rides, such as a combined training test or tests above his or her qualification. Inquire about dietary preferences for lunch. *(For example, he or she might be a vegetarian or have to follow a special diet.)* Make sure they have directions to the show grounds and remind them to keep track of the mileage. Inform the judge that PVDA has a relaxed dress code for schooling shows and that show coats are not required.

Contact the host facility to see if any last-minute arrangements need to be made. *(Example: the host may want parking in a different area than originally discussed, if there has been a lot of recent rain.)* Confirm the time for ring set up.

Make one more round of calls to your committee of volunteers, reminding them of their commitments and verifying what time you would like them to arrive. Remember that your early morning competitors will be arriving at least an hour before the show begins.

### **Volunteer Certificates and Gifts**

PVDA offers a Volunteer Certificate or a thank-you gift (such as notepads, mugs, pens) to its volunteers for helping out with the show. The Volunteer Certificate is worth \$10.00 towards a PVDA membership, PVDA clinics or PVDA Schooling Show fees. Prior to the show, you will need to determine how many of each will be needed, so that they can be picked up with the equipment. A good time to ask your volunteers which they would prefer is when you call to confirm their commitments.

PVDA currently requires that a full day (eight hours) of volunteer service be given in order to be eligible to receive a certificate or gift. However, volunteer time can be accrued in four-hour increments.

### **Ring Set-Up and Show Grounds Layout**

It is advisable to set up the dressage ring the day before the show, to allow plenty of time and space to get the trailer on site and your ring crew assigned to their duties. Part of the set-up crew can be working on the ring, while others attend to setting up scoring, the refreshments/lunch area, etc. When setting up the ring, it's usually easiest to set your trailer in place first, then lay your ring out accordingly. Remember to check the inside of the trailer or judge's stand to ensure that it has been cleaned out and is as presentable as possible. It's not fair to expect the judge and writer to have to sit in a dirty environment for the entire *day*. *(When laying out either the small or large arena, refer to the Arena Layout Specification in Appendix D.)*

Try to locate your scorers away from the competitor and spectator areas, so that they will be undisturbed while scoring. Keep in mind that if your scorers and other personnel are going to be out in the open, you may not want to set up their working space until the morning of the show, to avoid dampness from overnight dew or rain.

Locate the judge's lunch and/or break area away from competitors to allow the judge(s) some rest time without being disturbed.

Scoreboards should be located in an area convenient to competitors, spectators and scoring alike, without creating a traffic flow problem or distraction by being too close to the competition area.

### **Cancellation Policy**

If inclement weather or some other type of emergency comes up at the last minute prior to the show, or even during the show, it is the show manager's responsibility to contact the facility owner/manger and make a determination of cancellation. Try not to cancel or reschedule unless it's absolutely necessary. However, keep the competitor's safety as the top priority. In the event that cancellation or postponement is unavoidable, it is imperative that the Schooling Show Chairperson or a member of the Schooling Show Committee be contacted immediately. If the show is canceled prior to the show date, the manager should keep the names and phone numbers of the entrants so that the committee can notify them of change of venue and rescheduling date. If the cancellation decision is made on the day of the show, the manager should have the names and phone numbers of the competitors available, in order to notify them of cancellation before they leave for the show grounds.

If a show receives a small number of entries, and there is a question whether to hold the show or not, call the Schooling Show Chairperson.

Note: If for some reason a judge should cancel, the manager may not find his or her own substitute. The show committee must be informed and the Judge's Liaison will find a replacement.

## **SHOW DAY**

### **Pre-Show Activities**

Get to the show grounds early and make sure that everything is set up properly. Take a few minutes to review the Physical Inspection, Equipment and Show Day checklists. (Checklists are included in Appendix H, I, & J.) Do not assign yourself any duties. You should be free to oversee the show and ensure that everything is kept running smoothly and on time.

Make sure that you have a copy of the PVDA Schooling Show Rules and a copy the USEF Rulebook on the show grounds within easy access.

If you find yourself in a position of being short-handed or volunteers are late in getting to the show, make certain that show secretary, judge's writer and gate steward positions are filled first. That will allow the show to get started on time. The other volunteer positions can then be filled as volunteers arrive.

Make yourself available to greet the judge(s) upon arrival, welcome them and introduce them to their scribe(s).

Check with your show secretary to ensure he or she has all the necessary materials and sign up sheets.

### **During the Show**

Keep an eye on the time schedule so that you can inform the judge, riders and show staff of any delays. You can expect last minute scratches and no-shows. While the show secretary may be able to fill some scratches with competitors looking to get another ride in, there's nothing you can do about the no-shows. Make certain that your show secretary knows to inform the judge and the gate steward of any changes to the schedule.

Be available to observe and enforce the safety rules. (See PVDA Schooling Show Rules.)

Make certain that the judge and scribe have something to drink throughout the show and that lunch will be ready to be served on time.

Before the end of the show you will need to distribute volunteer certificates and/or gifts. Fill in the volunteer's name, the date and sign the certificates to make them valid. You may have time to do that during lunch.

### **Post Show Clean Up**

As soon as the last ride has finished, locate your judge(s) and give them their check. Make sure you have gotten their mileage figures for your financial report. Be sure to thank them for participating.

Supervise the clean-up process. Nothing assures PVDA's return to a facility as much as good care of the grounds. All trash should be removed and equipment returned. The grounds should be left in better condition than before you arrived. PVDA equipment should be stored neatly at the time of tear down so you won't have to spend time after the fact organizing it before you return it to the Equipment Chairperson.

Try to locate the facility host and thank them for allowing PVDA to utilize their facility. Ask them if there's anything else that needs to be taken care of before you leave.

## AFTER THE SHOW

### Thank You Notes

Soon after you have recovered from the show, there are some residual responsibilities. Thank you notes to the judge(s) and the facility hosts go a long way to help ensure the future of the schooling show program. If you have time, notes to volunteers go a long way as well. Thank you notes should be mailed within a week after the show.

### Financial Report

A complete financial report is due to the Schooling Show Treasurer within two weeks after the show. It should include all entry forms and checks, money made from any other sources and any receipts from expenditures for which you expect to be reimbursed. (A copy of the financial report is included in Appendix L). Make sure that you include the judge's mileage, so that a check may be sent out to the judge as soon as possible.

### High Score Report

Send a copy of the complete class results (all competitors scores) to the High Score Awards Chairperson. It is preferable that you send this report in WORD or EXCEL via email and use the following guidelines:

- list the results by horse's name, rider's name, percentage, and score (provide the rider's full name and last name; do not use initials)
- if a rider has ridden two different tests in the same class, indicate what tests were ridden
- send every score of every ride in every class (not just the top six places)
- **include a list of volunteers**

Don't throw your scoreboards or hard copy results away until after the Annual Awards Dinner. If someone contests a score, we need to be able to verify it. This report is due within two weeks after the show.

### Newsletter Report

Submit a brief article, not more than a couple of paragraphs, to the PVDA Newsletter along with a list of the first six places in all classes (horse's name, rider's name, percentage, and score, **with each category separated by one backslash (/)**. **Ex: Horse/Rider/Score %**

It's preferred that newsletter reports be emailed with a WORD or EXCEL attachment or mailed on diskette to showresults@pvda.org. Newsletter reports are due within three weeks of close of show.

The Show Manager should notify the newsletter of any corrections to published reports. Corrections received by the deadline (10<sup>th</sup> of the month) will be posted in the next available newsletter.

### **Show Committee Report**

Send a copy of the financial report and the high score report to the Schooling Show Chairperson within three weeks after the show.

### **Show Results Publication**

All competitors like to be recognized for their accomplishments. It's a nice touch to finish up by sending show results to *The Chronicle of the Horse* who will publish the show results at no charge.

*The Chronicle of the Horse* will accept results for publication upon meeting the following conditions. Results must be received within **two weeks** of the last day of the competition. The results must be typewritten, list each class separately, and include the top three placings. Champions and reserve champions should also be listed separately. Horses' and riders' names and scores must be included.

**Full results will not be accepted by fax;** they must be sent by postal mail. Please include the dates and location of the competition and the names of the judges. Photos of the winners may also be sent along with results. Please contact Results Editor Sara F. Maley for more information, either by phone or via e-mail at [results@chronofhorse.com](mailto:results@chronofhorse.com)

Telephone: (540) 687-6341

Fax: (540) 687-3937

P.O. Box 46

Middleburg, VA 20118

[staff@chronofhorse.com](mailto:staff@chronofhorse.com)

### **One Final Note**

On behalf of the Schooling Show Committee and the PVDA Board of Directors, we would like to sincerely thank the schooling show managers who have put forth so much of their time to make each of these shows a success for PVDA and competitors alike. We are very aware of the tremendous effort and commitment it takes to manage a successful show. The schooling show program could not function without the help and support of the volunteers who have come forward to manage these shows.

Our deepest thanks,

Bonnie Vaden, Chair, Schooling Show Committee

Stephanie Banks, 2008 Schooling Show Handbook Editor,  
on behalf of the PVDA Board of Directors

## APPENDIX A.

### Recommended Time Limits for USDF, USEF and FEI Tests

*(all times listed in minutes and include extra time for judges to speak to competitors)*

<b>TEST</b>	<b>SMALLARENA</b>	<b>LARGE ARENA</b>
USDF Intro 1	6	8
USDF Intro 2	6	8
Training 1	6	7
Training 2	6	7
Training 3	8	8
Training 4	8	8
First Level 1	9	9
First Level 2	9	9
First Level 3		9
First Level 4		9
Second Level 1		9
Second Level 2		9
Second Level 3		9
Second Level 4		9
Third Level 1		10
Third Level 2		9
Third Level 3		10
Fourth Level 1		10
Fourth Level 2		10
Fourth Level 3		10
Quadrille		10
Prix St. Georges		12
Intermediate I		11
Intermediate II		11
Grand Prix		12
Grand Prix Special		12
Musical Freestyle		10
Dressage Seat Equitation		approx. 30 minutes

**APPENDIX B.**  
**Sample Show Schedule Sheets**

**Judge: Peggy Pariso**  
**Ring 1 – Large Arena**

**Class 1 Second Level, Tests 1 & 2**

<u>Time</u>	<u>Number</u>	<u>Horse</u>	<u>Rider</u>
9:00 a.m.	1	Remington (2-1)	Megan Anderson
9:09 a.m.	2	Treyarnon Bay (2-1)	Naomi Hudson
9:18 a.m.	1	Remington (2-2)	Megan Anderson
9:27 a.m.	2	Treyarnon Bay (2-2)	Naomi Hudson

**Class 2 Training Level, Test 3**

<u>Time</u>	<u>Number</u>	<u>Horse</u>	<u>Rider</u>
9:36 a.m.	3	Rollover Beethoven	Laura Kurdziel
9:44 a.m.	7	Absolut	Suzanne Sherwood
9:52 a.m.	8	Winston Churchill	Samantha Smith
10:00 a.m.	9	Equishare Emmit	Ann Zinsser
10:08 a.m.	10	Gala Spinaway	Christine Potocki
10:16 a.m.	13	Dakota's Fire	Kristen Hildenbrand
10:24 a.m.	15	Solitaire	Laura Hildenbrand

10:32 a.m. - 10:50 a.m.

**BREAK**

**Class 3 First Level, Tests 1 & 2**

<u>Time</u>	<u>Number</u>	<u>Horse</u>	<u>Rider</u>
10:50 a.m.	19	Just Clowning Around (1-1)	Jean Rosen
10:59 a.m.	22	Edisto (1-1)	Marcia Mia
11:08 a.m.	23	Northern Exposure (1-1)	Carol Bossone
11:17 a.m.	24	Echo (1-1)	Linda Robey
11:26 a.m.	27	Casino (1-1)	Catherine Humphrey
11:35 a.m.	29	Col. Ralph (1-1)	Joanne Collins
11:44 a.m.	22	Edisto (1-2)	Marcia Mia
11:53 a.m.	23	Northern Exposure (1-2)	Carol Bossone

12:02 p.m. - 1:00 p.m.

**LUNCH**

**APPENDIX B.**  
**Sample Show Schedule Sheets**

**Judge: Deri Jeffers**  
**Ring 2 – Small Arena**

**Class 8 USDF Intro. Level, Test 1**

<u>Time</u>	<u>Number</u>	<u>Horse</u>	<u>Rider</u>
9:00 a.m.	66	Koko Puffs	Tiffany Harvey
9:06 a.m.	67	Equishare Mike	Catherine White
9:12 a.m.	68	Equishare Kye Bay	Jennifer Smolka
9:18 a.m.	71	Dreamboat Annie	Nanci Steveson
9:24 a.m.	72	Sinje	Evy Weaver
9:30 a.m.	79	Jackie	Faith Hannon
9:36 a.m.	89	March Madness	Treena Breinig
9:42 a.m.	81	Bronson del Barrio	Beth Davis Brown

**Class 9 USDF Intro. Level, Test 2**

<u>Time</u>	<u>Number</u>	<u>Horse</u>	<u>Rider</u>
9:48 a.m.	67	Equishare Mike	Catherine White
9:54 a.m.	68	Equishare Kye Bay	Jennifer Smolka
10:00 a.m.	71	Dreamboat Annie	Nanci Steveson
10:06 a.m.	72	Sinje	Evy Weaver
10:12 a.m.	79	Jackie	Faith Hannon
10:18 a.m.	89	March Madness	Treena Breinig
10:24 a.m.	81	Bronson del Barrio	Beth Davis Brown
10:30 a.m.	66	Koko Puffs	Tiffany Harvey

10:36 a.m. - 10:55 a.m.

**BREAK**

**Class 10 Training Level, Test 1**

<u>Time</u>	<u>Number</u>	<u>Horse</u>	<u>Rider</u>
10:55 a.m.	9	Equishare Emmit	Ann Zinsser
11:01 a.m.	82	Equishare Whitney	Ellen Loeb
11:07 a.m.	10	Gala Spinaway	Christine Potocki
11:13 a.m.	13	Dakota's Fire	Kristen Hildenbrand
11:19 a.m.	15	Solitaire	Laura Hildenbrand
11:25 a.m.	7	Absolut	Suzanne Sherwood
11:31 a.m.	8	Winston Churchill	Samantha Smith
11:37 a.m.	3	Rollover Beethoven	Laura Kurdziel
11:43 a.m.	92	T. Folklore	Kim Hawkins

11:50 a.m. - 1:00 p.m.

**LUNCH**

APPENDIX C.

**Sample Scoreboard**

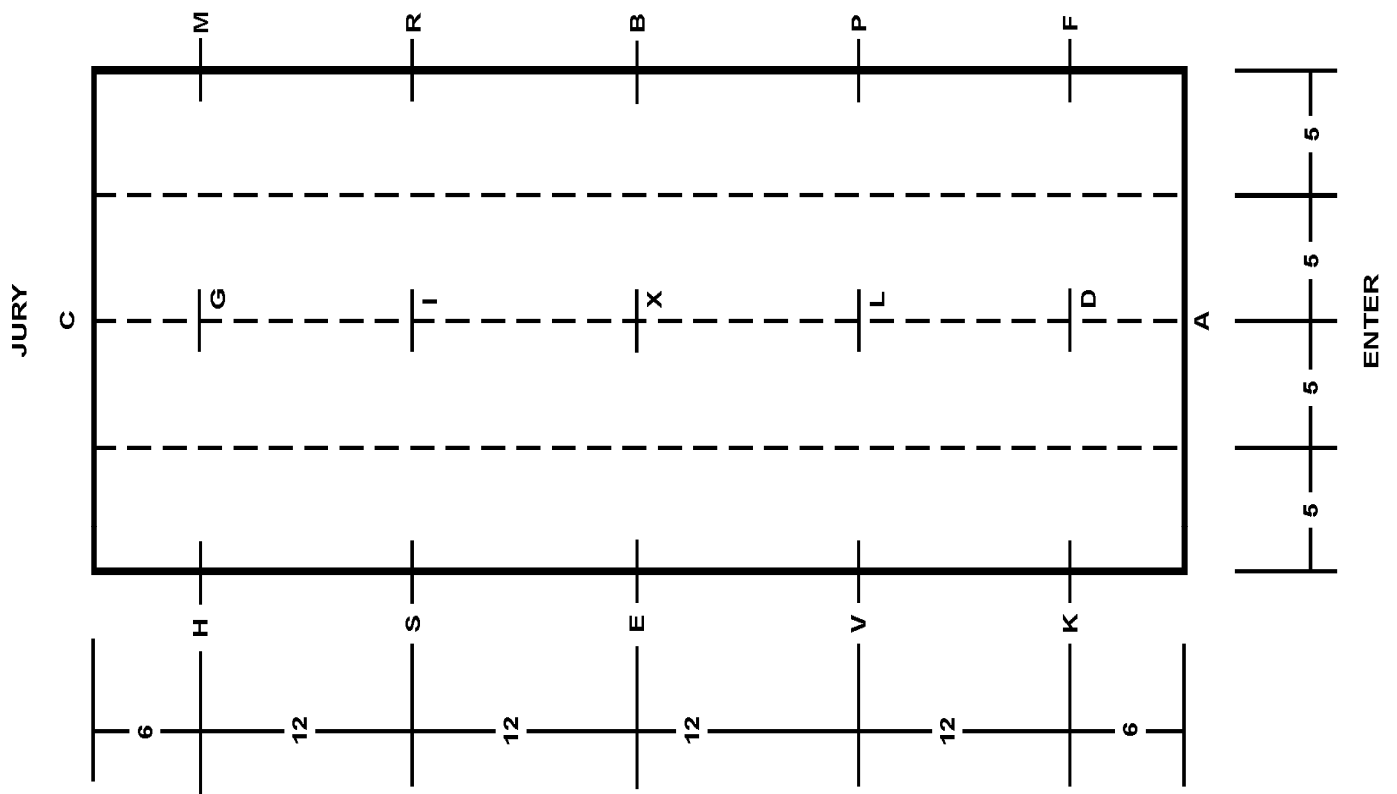
<b>Class Number. 17</b>		<b>First Level Test 2</b>				
<b>No.</b>	<b>Time</b>	<b>Horse</b>	<b>Rider</b>	<b>Score</b>	<b>Percent</b>	<b>Place</b>
36	9:30	Neville	Suzanne Taylor	187	60.323	4
83	9:39	Brandi	Karen Phillips	192	61.935	2
102	9:48	Millionaire	Terri Sloan		ELIM	
23	9:57	Silent Night	Phil Conners	191	61.613	3
116	10:06	Make My Day	Shannon Acker	203	65.484	1
97	10:15	Full Of Beans	Carrie Nation		W/D	
52	10:24	Mister Magician	Tom Price	175	56.452	5
139	10:33	Winsome	Sallie Ann Harris		H/C	
10:42		JUDGE'S BREAK				

**Notes:**

1. **W/D = withdrawn**
2. **ELIM = eliminated**
3. **H/C = hors concours rider has ridden test for no score**

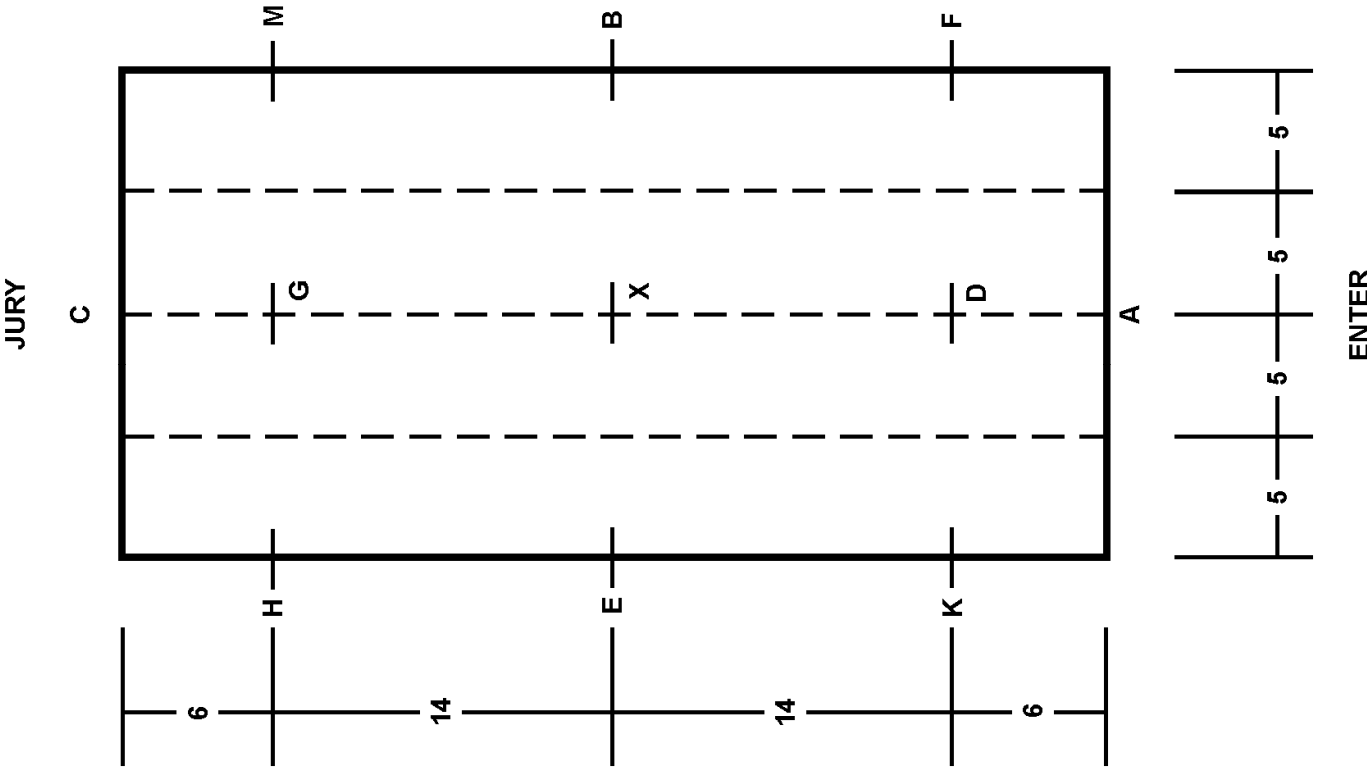
**APPENDIX D.**  
**Arena Layout Specification**  
*(1 Meter = 3.3 feet)*

**LARGE ARENA 20M x 60M**



**APPENDIX D.**  
**Arena Layout Specification**  
*(1 Meter = 3.3 feet)*

**SMALL ARENA 20M x 40M**



## APPENDIX E.

### Writing for a Dressage Judge

The dressage judge should report to management about 30 minutes prior to his or her judging time. It is advisable for the writer/scribe to be present at that time as well. The show manager should make certain that the scribe has been informed that he/she must report at least 30 minutes prior to the beginning of the show.

Scribes should be responsible for the following pre-show duties:

- Report to the show manager upon arrival
- Find out for which judge you are scribing and in which arena. Make sure to obtain the judge's folder with stopwatch, pens or sharp pencils, whistle or bell, tests, program and rulebook.
- Double check that the table, chairs, etc. are set up and that the table top and chairs are clean and dry.

The following paragraphs detail the duties of the scribe:

Make sure that the number on the test sheet and the horse/rider match. Be organized and prepared to concentrate on documenting all the judge's scores and comments on the **correct** test sheet and in the **proper** boxes without altering the meaning of the comments by either not keeping up or abbreviating. **Do not** interrupt the judge's concentration while he or she is observing the performance. If you miss a score, skip that box and continue to write further comments and scores. After the performance, point out to the judge that a score is missing.

Review the test sheet to make certain that there is a score in **each** numbered box, that errors are entered, that comments are correct and legible, and that the judge has **signed** the test sheet, prior to sending it to the scorer. **Scribes must write the judge's comments in pen.**

Be a tactful secretary to the judge. **Do not** state any of your own judgments or make any comments (positive or negative) about the rider or horse before or while they are being judged.

Each performance is given a specific time span. Therefore, the judging documentation also is dominated by time and length of the movement. It is advisable to ease the writing time pressure by using abbreviations. You may create your own shortcuts, but everyone must understand them.

Example:

**Circle:** ○

**Square:** □

**Transition:** *Trans.*

## APPENDIX F.

### Glossary of Dressage Terms

Above the Bit	Elasticity	Magpie (hop)	Scope
Acceptance	Elevation	Marching	Self-Carriage
Activity	Engaged (halt)	Medium	Slack
Against the Bit	Engagement	Mobility	Snatching
Amble	Evasion	Movement	Speed
	Expression		Sticky
	Extension	Obedience	Stiff
Balance		On the aids	Stiffness
Beat	Falling in	On the bit	Straightness
Behind the Bit	Falling on inside shoulder	On the forehand	Stride
Behind the Aids	Falling out	Outline	Strung Out
Behind the Leg	Figure	Outside	Stuck
Behind the Vertical	Flexibility	Overbent	Submission
Bend	Flexion	Overstep	Suppleness
Broken Neckline	Forward	Overstride	Suspension
Blocked	Frame	Overtrack	Swing
Blurred	Freedom	Overtuned	Swinging
Cadence	Gait	Pace	Tempo
Camped	Goosestepping	Parked	Tense
Carriage		Passage-like trot	Through
Chewing the Bit	Half Halt	Passagey trot	Throughness
Clarity	Hollow Back	Pivoting	Through the Neck
Closed halt	Hurried, hasty	Poll	Through the Bridle
Collection		Position	Tilting
Confidence	Impulsion	Purity	Track(s)
Connection	Inside	Pushing Out	Tracking up
Constrained	Irregular		Trailing
Constricted		Quick	
Contact	Late		Uneven
Crookedness	Late Behind	Rapid	Unlevel
Cross Canter	Lateral	Regularity	
	Lengthening	Relaxation	Wandering
Definition	Lift	Resistance	Wavering
Disobedience	Lightness	Rhythm	Weaving
Disunited (canter)	Longitudinal	Rocking (canter)	Whipping up
Dragging		Roundness	Wide behind
			Wobbling

## APPENDIX G.

### Instructions to Scorers

#### General Notes:

- The show records should **never** be left unattended.
- Take your time. More errors are made by hurrying than anything else.
- Double-check everything, no matter how small the detail. If at all possible, score in pairs. It's better to have two people scoring two rings together than to have one person scoring a ring by him/herself .
- Dressage tests are never to be shown or returned to competitors until the class has been placed. Often, a tie must be broken and if **the** tests have been released, it is impossible to check. If the rider must leave before ribbons are awarded, the test may be mailed. Even if the rider insists that he or she will not be in the ribbons, **do not** give out the test.
- Do not make any decisions regarding the final scores of a competitor when the competitor comes with a complaint unless the problem involves an obvious error of arithmetic. Refer the rider to the Show Manager.
- Double-check all scores.
- All percentages should be carried out to 3 decimal places (only 2 decimal places are required for USDF Intro level tests)
- Post scores in a timely manner.

#### Procedure:

1. Check to make sure that the judge has signed the test, that all movements have a score, and that the class and competitor numbers have been marked on the test sheet. If not, send the test back to the judge for correction or signature. (*Exception: If a competitor has begun a test and then has withdrawn or been eliminated, the test may not be complete. However, it will still need to be signed by the judge.*)
2. Check test for any penalties. There are two types of penalties that occur. One is the error on course, which is usually indicated by the notation “**error**” next to the movement where the infraction occurred. The other is the use of voice, which is normally noted as “**voice**” at the point of infraction. The judge may have written “**error**” or “**voice**” by a movement or you may simply find a “**-2**” notation next to a movement. In the latter case, you'll have to read the movement comments for clarification of what type of error has occurred. The point deduction for these penalties is as follows:

ERROR SEQUENCE	PENALTIES
First	Deduct initial 2 points
Second	Deduct additional 4 points
Third	Elimination
Use of Voice	Deduct 2 points for each occurrence

*Total the number of points to be deducted for penalties (except voice errors) and place that number in the ERRORS total at the bottom of the test. Voice penalties are deducted from the score of the movement where the infraction occurred, not from the subtotal with the other errors.*

3. *Begin adding scores. One person calls the numbers, the other person works the calculator. Be sure to multiply by the coefficients where indicated. (If the judge or writer has already multiplied the coefficients, recheck to ensure that they've done so correctly.) Some tests have coefficients throughout the test and you will have to check carefully to be sure that they are correctly computed. If you're not sure whether coefficients have already been applied (an 8 could be a 4 x 2, or it could be an 8, which would then be scored as a 16), check with the judge's scribe between tests to see how they wish to handle the scoring. Never interrupt a judge or scribe in the process of judging a test.*
4. *Double check addition by having the person working the calculator call back numbers from the test while the other scorer checks the numbers on the test to get the SUBTOTAL.*
5. *The ERRORS are then subtracted from the SUBTOTAL to get the TOTAL POINTS. TOTAL POINTS is transferred to the front of the test under FINAL SCORE POINTS.*

*To calculate the FINAL SCORE PERCENTAGE:*

*With one judge per ring - Divide the TOTAL POINTS by the maximum possible points for each test. (Example: a rider scoring 160 total points at Training Level Test 3, which has maximum possible points of 260, will receive a score of .61538 or 61.538 %)*

*With two or more judges per ring - Add the TOTAL POINTS from both (or all) of the judges. Multiply the maximum possible points by the number of judges. Divide the combined TOTAL POINTS by the multiplied maximum possible points. (Example: a rider at Training Level 3 scores 160 total points from the judge at "C" and 170 total points from the judge at "E". Add 160 + 170 = 330. Maximum possible points of 260 x 2 = 520. 330 divided by 520 = .63461 or 63.461%.)*

*Enter the FINAL SCORE PERCENTAGE on the front of the test sheet. When there is more than one test sheet (two or more judges), enter the percentage on first sheet (the judge at "C") and place other tests behind the first.*

6. *Write the total points and percentage on summary sheet in class folder.*
7. *Post scores on scoreboard. (Note: When two judges are judging a class, both total points scores should be posted. The score from the judge at "C" will be posted first.) Try to keep the scoreboards updated promptly. Don't wait for the class to end before posting scores.*
8. *Arrange tests in class folder with the highest score on top. It will facilitate placing the class more easily once the scoring for that class has been completed.*
9. *In case of ties, review the scores under General Impressions. The highest total under this category will win the tie. If the totals of General Impressions are equal, the tie cannot be broken by scoring and must go back to the judge for resolution. In classes where multiple test levels are grouped together in the same class, using the scores under General Impressions cannot break the tie. Either the judge must break the tie or duplicate ribbons must be awarded. (Example: There is a tie for third place, so no one will get fourth. There will be two third places, a fifth and a sixth.)*

10. Once the class is completed, take the results to the announcer in the form of a list showing places one through six (if six ribbons are being awarded). The list should be arranged by horse number, horse name, rider's name and percentage score. Make sure that the placings have been marked on the scoreboard as well.

## **APPENDIX H.**

### **Equipment Checklist**

#### **From the Equipment Chairperson:**

- Ring - including chains, cones, letters, mallet, tape measurer (metric), triangulator
- Canopy (tent)
- Box with bridle numbers
- Scoreboard posters
- First aid box
- Show Box - including clipboards, pencils, magic markers, bells, whistles, conversion tables, rulebook, calculator, bug spray, etc.
- Tables:   1 card table per ring  
                  1 for scorer  
                  1 for secretary  
                  1 for refreshment stand
- Chairs:    2 per ring  
                  1 for secretary  
                  2 for scorers  
                  1 for refreshment stand
- Volunteer Certificates and/or Volunteer Gifts
- Evaluation Forms
- Ribbons
- Test Sheets
- PVDA Sign

#### **From the Treasurer:**

- Check for judge(s)
- Check for portable toilet rental

## APPENDIX I.

### Physical Inspection CheckList

- Do arenas have proper footing?
- Is the arena level?
- Is arena 20 x 60m (198' x 66') or 20 x 40m (132' x 66') with square corners?
- Are letters at 6m (20') and 12m (39'6") or 6m (20') and 14m (46')?
- Is "A" placed about 20' back from entrance?
- Are all letters in the correct order and clearly visible to judge and riders (50cm/20" from arena)? if letters are triangular, point should face in.
- Is judge's stand (or trailer) back 16'? (A stand should be at least 20" high.) Indoors, there is sometimes no room to place the judge and writer correctly. In this event, have provisions been made to protect the judge and writer from a bucking or kicking horse?
- Is judge's chair on the centerline? If there are two judges, are they at "C" and "B" or "E"? With three judges, are they at "C" and "B" or "E" and with the third at the end of arena 5m back and 2.5m from side?
- Are provisions made to keep spectators back 20m from the arena? (*This needs to be enforced for insurance as well as safety reasons.*)
- Are warm-up areas with good footing provided (including one with at least the corners marked)?
- Have alternate plans been made for heavy rain?

Have the following people been properly instructed and briefed?

- Scribes
- Show Secretary
- Gate Steward
- Scorers
- Runners

## APPENDIX J. -

### Show Day Checklist

- Set up ring (preferably done the day before)
- Set up secretary's table:
  - Competitor's packet with rider's numbers and returned Coggins tests
  - Copies of show schedule
  - Evaluation forms
  - PVDA membership applications
  - Notepaper and pencils
  - Ribbons (and other awards, if any)
- Set up judge's table (preferably inside a judge's stand or horse trailer if ring is outside):
  - Test folders with extra sheets
  - Sharp pencils and pencil sharpener
  - Bell or whistle (if two rings, have bell in one and whistle in the other)
  - USEF Rulebook
  - Chairs for judge and scribe (A good chair, the judge must sit there all day!)
  - Card table
  - Schedule of rides
  - Cooler with drinks for judge and scribe
- Set up scorer's table:
  - Calculator
  - Extra batteries
  - Stapler
  - Magic marker for scoreboards
  - Pens
  - USEF Rulebook
  - PVDA Schooling Show Regulations
  - Scorer's Instructions Handout
  - Schedule of rides
  - Pencil sharpener
- Set up scoreboards in prominent place
- Set up public address system (if available)
- Set up lunch area for judge(s) and volunteers
- Set up refreshments location (optional)
  - cash box with change and small bills
  - table and chairs for refreshment coordinator

## APPENDIX K.

### End of Show Checklist

- Give the check to the judge as soon as possible after the last ride has been judged. Don't forget to ask the judge for mileage and thank him or her for their participation.
- Make sure all tests have been scored and posted before the judge leaves.
- Thank the volunteers and make certain they have received their certificates/gifts.
- Assemble the tear-down crew and collect all PVDA equipment and materials. **These supplies are to be carefully packed and returned in as good as the condition in which they were received.** (It is helpful to arrange for a volunteer whose sole job it is to help with equipment packing.)
- Check to make sure that arrangements have been made for the trailer to be picked up (if a loaner was used).
- Return all host facility equipment to its proper place in as good as the condition in which it was loaned.
- Clean up the premises and ensure that nothing has been damaged.
- Notify host that everything has been put away and thank them for the use of their facility.

