

TIPS FOR ORGANIZING A RALLY

So you volunteered to organize a rally? It is a big task. However, with careful research and planning, you will succeed. Delegation and communication are big keys to success.

Most likely you will be committing to organizing the rally a year or so in advance. If you have the opportunity, immediately find a show or event in the discipline for which you'll be organizing the rally, and volunteer. It will help to familiarize yourself with the riding parts and assist you with organizing your rally. And, if possible, team up with someone who has organized that type of rally before, or acted as a show secretary in the discipline in question.

What is the goal of a rally?

Every attempt should be made to make a rally affordable to all. Hosting a rally should not be done as a club fundraiser. Selling T-shirts at a rally, however, is a great fundraising opportunity. Competitors can purchase them if they choose to, not as a requirement to compete, therefore keeping rally costs down.

There are several types of rallies: an interclub rally, a D rally, a regional rally, a qualifying rally. Organizers have a lot of flexibility when putting on anything but a qualifying rally. For example, you could choose to omit the written test or jog outs, or have upper rated pony club advisors available as helpers, or? Be sure to specify any modifications in the entry information so competitors know what to expect.

With that being said, organizers must adhere to the specifics of the riding phase with respect to safety. For example, follow the exact specifics for type, height and depth of jumps at their maximum. You may, however, adjust the dimensions downward in order to make the course more user friendly or less intimidating to some or all of your divisions. Keep in mind the intent of your rally, the experience of those participating, the constraints of the arena, etc.

Qualifying rallies must adhere to national specifics and standards, so you don't have the flexibility as with regional, D or interclub rallies. You may incur higher costs for judges and officials. Rallies do not have to follow the qualifying rally criteria EXCEPT in qualifying years IF the Regional Supervisor determines the region has enough interest from committed competitors.

The qualifications the officials need at qualifying rallies depend on the discipline. Each rulebook states what the requirements are. For example, in Dressage a USEF recognized Judge is recommended. For Show Jumping there is the same recommendation for Judges, and course designers should be experienced. For Eventing you are required to have either a USEF licensed Judge or TD. Each official must be willing to read the corresponding Rulebook to learn the specifications for the pony club competition.

Lists of these USEF Officials are in the scoring packets sold in the USPC bookstore. Each pack of score sheets includes a Horse Management Scoring Form, Uniform Officiation Rules, and score sheets that cover 6 teams. You should consider ordering these scoring packets, even if you use a different scoring program, for the rest of the information contained within.

You can also obtain a directory of officials from the USEF.

Locations:

Choose a location with as central access to the region as possible and as practical.

You will be putting a deposit down to rent the facilities and signing a rental contract. Be sure the contract includes what the facility will provide in terms of arenas, viewing areas, stalls, bedding,

show office, cooking facilities, rest rooms, parking, jumps, dressage arenas/letters, and sound system; plus what services they will provide such as bedding stalls, dragging arenas, collection of garbage and manure. Find out what their expectations are concerning how you will leave the facility, i.e., stalls stripped, and exactly what hours the facility will be available to you.

Be sure to check out the stabling situation carefully. Are the stalls safe, do they have secure latches, is there an adequate number?

Is there ample truck/trailer parking and a place for spectators to park? Be sure to have a plan for parking, including someone to direct traffic, and also a plan for loading/unloading horses and rally equipment.

If trailers are used for tack rooms, can they be parked in a convenient location in relation to the stalls?

Sites used in recent rallies:

- Linn County Fairgrounds, Albany
- Lake Oswego Hunt Club, Portland
- Devonwood, Sherwood
- Clark County Fairgrounds, Vancouver, Washington
- Columbia County Fairgrounds, St Helens
- Inavale, Philomath
- Douglas County Fairgrounds, Roseburg

Be sure to check out what activities are taking place around you which might affect hotel availability, parking or traffic. For example, make sure there are no drag races taking place during and adjacent to your rally!

The facility size and amenities also will limit how many teams can be rallied. Stalls, arena availability, sleeping quarters, warm-up areas, food and kitchen services, parking, etc. are all factors that shape how large of a rally you can accommodate. Also take into consideration your organizational experience; a smaller sized rally may be a nice first time rally.

Officials:

Obtain officials at the earliest possible momentmany are booked a year in advance.

Check with the regional HMO early in your planning. The HMO will obtain a Chief Horse Management Judge and, later, the Assistant Horse Management Judges you'll need. Be sure to voice any preferences you have for staffing the rally. Your HMO will draw up an agreement with the CHMJ. Once you have received entries, the HMO will need to know how many competitors you are expecting in order to line up enough AHMJ volunteers.

The regional Rally Coordinator can help you obtain your Technical Delegate and other official Judges. You can, however, obtain your own officials, but before you enter into agreements with them, contact the Rally Coordinator for their approval. You will always want a written agreement for your judge, course designer and TD.

Let the officials know when they should, or when you would really appreciate them to be arriving, i.e., if they need to arrive *an hour* before the rally starts or *a couple of hours* before. Then follow up to get an idea from them when they will be there so the other officials can know when to expect them if a pre-rally issue arises.

You will want to arrange for lodging for your officials if their job requires an overnight stay. Talk to them to determine if they would like lodging or if they live close enough to go home at night. You will also want to provide food, water, snacks, etc. for officials and judges throughout the day. Ask

the officials if there is anything specific in food or beverage they might like to have available to them.

Make sure you have someone check on them if they are tied up judging or otherwise unable to get refreshments.

Occasionally you might enlist the help of experts in their field who are not familiar with pony club. Be sure to give them a current copy of the rulebook and require that they read at least the sections relating to their role. In addition, talk to them about their role in detail and create a written agreement outlining this discussion and terms of their contract. For example, if their position is that of course designer, discuss whether or not you expect them to design a course only, or design a course and set it up, or design, set up and supervise a jump crew. State these details in your agreement.

Certain rallies and/or aspects of rallies dictate a qualified medical response person to be on the scene with the necessary equipment. Be sure to check your rulebook to see what applies to your discipline.

Rulebooks and Newsletters:

Make sure you have the current discipline rulebook and newsletters. Each of the rulebooks have a brief section on how to organize a rally, including how to delegate work, types of volunteers needed, what to put in a packet, etc. Refer also to Appendix A in the HM Rulebook. This informative section will help with general rally organization and should be consulted.

And, of course, the newsletters have the most up to date rule changes. Most of the rulebooks were revised a few years ago and so will not contain rule changes and updates. Check the USPC website frequently to see if there are any new releases to the newsletters.

Everyone involved with the rally should have access to and should READ the current rulebook and newsletters.

It was decided at a USPC activities council meeting in September 2005 that each discipline should attempt to add a *Rally Schedule Template and Scoring Template* to their organizer's guide when revising rulebooks in the future. These additions will be a welcome addition to the rulebooks.

Course Designing for Show Jumping or Eventing rallies

It is helpful to obtain the services of a course designer who is familiar with pony club, although that is not a requirement. For qualifying rallies, the Rulebook *recommends* a licensed Course Designer, but any CD you use needs to accept that PC specifications are different than open competition and must be willing to read the rules and adapt the courses accordingly. Some very knowledgeable people are within our region, and may be able to design courses for you, either for a fee or donation of time. Confer with your RS and Rally Organizer before entering into a contract with the potential Course Designer.

Have a written agreement about what services the Course Designer is providing and for what fee. Be sure to provide the relevant sections of the current Rulebook to the CD. Set deadlines for scale drawings to be ready so that you can submit them to the Technical Delegate ahead of time, preferably two weeks prior to the rally so there is time to make changes, if necessary. Give the CD a list of what materials you have available and the dimensions/orientation of the arena and type of footing; ideally arrange for the CD to meet you at the rally venue so he/she can look over the lay of the land. A good CD will be thinking about all kinds of things: slope of ground, footing, location of the In-gate, location of the warm-up arena, location of spectators, location of car parking (reflections off windows?), time of day jumping will take place (sun in horse/riders eyes?).

Do not assume the CD is also going to be your jump crew boss or for that matter, even present on the day of the rally – if you want this service, agree on it and any additional fee, up front. They should also be briefed on the level of skill you expect at your rally, as many rules give a "range" of height/distance/speed and your specs should be chosen from within this range based on the overall level of competence of the kids who will be participating.

Tell the CD what you need in the way of course plans:

- 1) Do you need different versions for the judge, who may have an entirely different angle of view of the course? And/or,
- 2) Do you need plans marked up with details of course changes such as "move this combination 2 ft closer, make that oxer into a vertical and lower everything two holes"?

The CD should only be expected to provide a master copy of each, it is the rally organizer's responsibility to make photocopies for competitor packets if desired, enlargements for posting, etc.

As Organizer, you will decide what divisions you are running. Make this decision early so your CD has time to prepare courses. As you prepare the schedule of classes, keep in mind that certain orders of divisions will make course changes easy, and some are not logical and will make it difficult. For example, do NOT schedule Horse 3 followed by Unrecognized A, followed by Horse 1, then Horse 2, then Unrecognized B. Generally, start with your highest courses first and work your way down.

Be sure to recruit jump crew to help with course setup, changes between divisions, and servicing the course during the show. Provide some training to them ahead of time. Also remind them to bring water and food for their shift, or provide it for them.

The course designer will determine the optimum time for completing the show jumping and cross country rounds. For show jumping, the Organizer can decide whether to have a specific order of go, or whether to have competitors jump when they are ready, within their division. Be sure to check the rules for qualifying rallies.

Jump Repairs:

Sometimes during the course of competition a jump or portion of a jump is broken. It is important to be prepared to quickly fix the jump so the show can go on. Some thought should be given to the manner in which the jump is fixed. Every attempt should be made to repair the jump to its original appearance. You have an obligation to do whatever you can so that every competitor in the class jumps essentially the same jumps. If half of the class jumps a brightly painted panel (a few of which have refusals or even elimination at that jump) and it is repaired with rustic poles for the remaining competitors to jump, it would be unfair. Try to plan ahead with materials that can repair most jumps to their original appearance, or place patches on the back side of jumps. If a pole breaks you can replace it with a similar pole, or place the non-matching spare as a bottom element and move the matching ones to the top.

Have someone ready to make jump repairs quickly, as needed. Create a repair kit with duct tape, wire, hammer and nails or screws and cordless screw driver, a cordless skill saw, jump materials, extra jump poles, extra flags, extra card stock for replacing numbers, etc. Ideally have this kit handy in a truck or 4 wheeler for mobility.

Warm up Stewards and Safety Checks:

One of the more important volunteer roles is that of Warm-up Steward. The location and size of the warm-up arenas will dictate the number of volunteers needed. Stewards will need to be familiar with the discipline rules and report any unsafe riding, unsportsmanlike behavior, unauthorized assistance or coaching issues to the Ground Jury of the discipline. And, if

applicable, they will need to keep an eye on the warm-up jumps to see that they are jumped in the correct direction. They should have a clipboard, paper and pen, a schedule with order of go, and a walkie-talkie radio.

Riders will have received safety checks prior to arriving in the warm-up arena. The safety checkers should be briefed beforehand as procedure, and should have a clipboard, safety check sheet and pen. Also make sure they know to jot down what rating the competitor is when making any remarks. Make sure competitors know where to get a safety check.

Volunteers:

Make sure you communicate with the folks who sign up to volunteer. Let them know where and when their instructional meeting will be. Check on volunteers several days before the rally to confirm their help and to answer any questions. Set out sign up sheets for day of rally volunteers. Again, make sure they know when and where to go help.

Try to have enough people so they can spell each other. If you are having shifts of volunteers, have the new volunteer arrive at their post 10 minutes early so the retiring volunteer has time to train the new volunteer and the transition is smooth.

Host or Hostess:

Have a volunteer from your club act as Host or Hostess to greet competitors as they arrive at the facility. Direct them towards stabling and the unloading area. Point out any other important places that they should know upon arriving, such as restrooms, parking, camping, etc. Some organizers choose this time to pass out team packets to the first arriving competitors; others prefer to have the team captain pick up the packets when they arrive.

Scheduling:

One of the most difficult parts of organizing a rally, and the part that can "make it or break it" is developing an efficient and thorough schedule. This is where experience really helps.

According to the HM Handbook, the following are guidelines referring to schedules:

The official opening will take place at least one hour before the official briefing.

The official briefing must be at least one hour before the first formal inspection.

Competitors arriving earlier than the published arrival time must make arrangements with the Organizer.

Jog outs seem simple enough to schedule, however, there are some tips which can expedite the process. First of all, determine using the discipline rulebook, who will make up your inspection panel. This panel must be the same panel used for all horses at the rally, i.e., you can not have two stations for jog outs. Generally it is a good idea to have your veterinarian as part of the panel. To speed things up, you can have two people doing helmet checks and two people as horse holders for the competitor having their helmet checked. Competitor make up also plays a part in how much time jog outs take. For example, a qualifying-only C rally will go much quicker because the kids should know how to jog properly and they tend to ride younger, sounder horses. At a D rally, or a mixed rally with lots of D's, it can take much longer because they may need to jog the horse a couple of times to get it moving properly so the panel can inspect it. Ideally have them jog in order of formal, or have them jog the night before the competition if you can. Jog outs are not mandatory for most rallies. The downside of not having jog outs is that, if the horse turns out to be lame, the competitor is sent out of the ring by the riding judge, which is a little more humiliating, plus all the time spent getting ready and warming up.

Organizers should communicate with their Chief when determining the amount of time per formal. Several things should be considered, including how much time do the people actually doing the formals have to dedicate to this task, how many competitors there are, and what time jog outs are finished. Ideally it would be nice to have competitors go straight from formals to their first ride. This, however, could be affected by the schedule of rides, and may not be possible. Generally formals can take between 3 and 5 minutes each, with 5 minutes being the most common.

C's and up should be scheduled with at least one hour for warm-up. D's should be allowed at least one half hour for warm-up. Care should be taken that the schedule allows a reasonable warm up time yet doesn't encourage over-riding of horses.

Once you've developed your schedule, run it by as many people as possible: your CHMJ, your judge, your TD, your course designer. A schedule that looks just dandy to the Chief might set off alarm bells for the course designer who notices you haven't allowed time for course changes, or the judge might notice you have the dressage tests scheduled too close together for her to do collective marks, and so on. The more eyes, the better. That means starting EARLY and not publishing a schedule or entry information until it's been proofed, re-proofed, and proofed again (like an old turnout sheet. ;-)

If you try to use a prior rally's schedule or divisions, you must make allowance for the fact that it was at a different facility with different amenities, or was limited to six teams and you've allowed ten, or was held in March and yours is during the August heat. Using prior schedules and entry packets should be a starting point, not a substitute, for really thinking through how YOUR rally is going to run, and adapting accordingly.

At an overnight rally, in addition to the opening briefing, there should be a briefing at the end of each day (dinnertime is often a good time), with additional time for concluding remarks at the end of the rally.

General scheduling tips and sample rally schedules follow:

Organizer's briefing:

At the first official briefing, the Organizer can take a few minutes to discuss the details particular to this rally. For example, where is manure disposed of? Where are the water sources? What is the location of the longeing area, if applicable? Will stalls need to be stripped at the end of the rally? Where is the neutral zone?

Budgets:

Generally rallies cost between \$400 to \$600 per team, sometimes higher depending on facilities and cost of officials, or lower if it is a horseless or Quiz rally.

Decide whether to advertise your fees as a cost per team or as a cost per individual. Generally, if the rally involves stable managers, it is best to advertise cost per team. Some clubs don't charge stable managers, or charge them less than their riding teammates. If you advertise as cost per team, clubs can determine how much each competitor pays, depending on their club policies.

Have catch riders contact the team they are assigned to in order to determine their actual cost to rally.

Several sample budgets are included in this handout. You will want to submit your estimated budget to the RS as soon as you begin your plans, at least 90 days before your rally and prior to sending out entry packets. You must also send your final budget to the RS after the rally is over.

Run a budget analysis the day before the rally to determine if you have any extra funds which can be spent on the competitors for things like ice cream, gifts and awards or other special treats. But also keep some spare funds for additional water, ice or food shortages.

Write checks for your officials and put them in envelopes to hand to them when you first see them; things will get busy and it's better to take care of your officials first thing.

You will be writing many checks during the course of organizing the rally. Have a plan for depositing entry fee checks in a timely manner. It may be a good idea to open a separate checking account for your rally transactions, and can really help in the bookkeeping.

Sample budgets are included on the next pages.

Food:

You can provide food for the competitors, or you can have them bring their own in. Traditionally the organizers also provide food for the officials (CHMJ, TD, AHMJ) at no cost to them. You may also sell meals to parents and spectators. Inevitably non-competitors will help themselves to food, particularly if the food is in a central location, so you may want to be aware of this to avoid running short on food for the competitors.

Some organizers include a sandwich order form with the entry packet to enable them to more realistically project how many and of what type of sandwiches to make. Options include preparing sandwiches ahead of time and including packets of mayonnaise and mustard with the sandwiches, or setting out the sandwich makings in a buffet style so the diners can make their own.

Water is really important to provide at all times. Competitors get busy and forget to drink, and they dehydrate quite quickly. It is most economical to set out water coolers throughout the rally so competitors can have easy access to water. Paper water cups with coolers are more economical than bottled water; however, there are benefits to both.

Dinners at rallies have been varied over the years. Pizza can be brought in. Facilities with kitchens open up other options such as spaghetti, lasagna, tacos, etc.

Be sure to provide vegetarian options at each meal.

Determining what to buy within your budget can be challenging. First determine how many people you will be feeding. In addition to competitors, add the number of officials and volunteers you plan to feed and the number of paying spectators. Then, put a menu together. Make a list of everything needed to support that menu and price it at a grocery store. Note how many servings were in each item to purchase. Add up the cost based on how many people are to be fed. If this dollar amount is over budget, review the menu to see what could be tightened up to bring the cost down. If there is money left in the budget, "splurge" or upgrade the menu with something extra like adding ice cream or other treats to the menu. Make sure to leave a little buffer in the budget as there are always some last minute things to purchase.

Sometimes rally organizers will ask another club to take care of the food at the rally, as it is a big job. The club doing the food gets regional credit for their contribution to the rally.

Rally food guidelines and a list of food suggestions follow:

Entry:

Sample entry forms from past rallies have been included in this handout. Although they are handy to review as examples of different styles, please use the list below to make sure you include all the details you should address on your entry form. You will save yourself a lot of work answering questions and the entrants from a lot of confusion if you can address every possible question and situation on the entry form.

Always send your entry to all of your officials for their review prior to sending it out to the competitors.

Try to mail out no later than 2 ½ months prior to rally with a closing date for entries no later than one month prior to the rally.

Details to include on an entry form:

Rally name
Hosted by
One day, two day, multiple days
Date
Location
Organizer name, phone, address, email
Closing Date
Brief description of rally
Rulebooks used/rules
Open rally or closed, i.e., will competitors be released to chaperones/parents at the end of the day to go off grounds, or are they required to stay on grounds with their teams?
Nearby lodging
Arrival time on grounds, what they can do when they arrive (set up stalls, unload equipment, set up tack rooms, or not)
Scheduled briefings: Official briefing (who is invited, when/where, coach's meetings, volunteer meetings, etc.)
Unauthorized assistance rule
Food
Stabling (corrals w/shared sides or in a barn or?)
Bedding (type, is more available, cost, where to purchase?)
Pets allowed on grounds?
Team composition
Minimum/maximum number of teams
Eligibility
Divisions
Directions/map
Attire
Stalls
Arena footing
Tack rooms
Awards
Team name
Rider's name, rating, division
Stable manager, minimum rating (if applicable)
Team captain
Chaperone

Coach

Adult volunteers and types of volunteer help needed (Include Horse Management Assistants as a volunteer option.... training is always available. Forward these volunteer names to your HMO)

DC signature on entry signifying all competitors are prepared for and capable of competing at the level entered

Any competitors requiring assistance (reading) with written test?

Mail entries to address:

Fee: decide EITHER per team or per competitor

Checklist for Entry Forms:

Team entry forms

Club check for total

Code of Conduct (Disciplinary Form) for all members/parents (obtain from regional website)

Activity Rally Release (obtain from national website)

Medical Release (obtain from national website)

Equine Release (obtain from national website)

Chaperone Duties form (obtain from national website)

Coaching Guidelines form (obtain from national website)

Ribbons:

Order enough ribbons so that every person on a team earns a ribbon for their team's placing.

If there are enough entries, create two divisions. That way you can give out two sets of ribbons, 1st through 7th, for example, rather than one set of ribbons, 1st through 14th place. (The thought behind this is that a 7th place ribbon is more fun to receive than a 14th place.) If a club is sending more than one team, put the teams in separate divisions so they are not competing against each other in the same division. Randomly place the rest of the teams into the divisions. Don't confuse this *division* of teams with other *divisions* such as Novice, Training or other type of division, for example, you could have two divisions of teams competing in the Novice division of an eventing rally.

In addition to team and individual awards, the Oregon Region would like to have Horse Management awards presented, at least to the top three teams in each division. Traditionally medals are awarded to the three top horse management team scores in each division. Often awards are given to the overall top stable managers, too. Check with your CHMJ to see if they have any particular types of horse management or specialty awards they want to give out.

Pinnies:

The region has a complete set of pinnies available for rally use. Contact the Rally Coordinator to make arrangements for using the pinnies. This may entail picking up the pinnies from the last club using them, and will require washing them once you are finished with them.

Horse Management Paperwork:

You can find originals of all the paperwork needed for Horse Management in the HM Rulebook and on the USPC website, although the website probably has the most current version. Each form indicates what color paper it should be copied on, for example, Safety Check Sheets are copied onto pink paper. Prepare and bring the appropriate paperwork to your rally.

Also in the HM Rulebook and on the USPC website are the HM Evaluation forms. Copy the appropriate forms onto white paper and have them available to distribute towards the end of the

rally. Have the evaluations filled out by the TEAM and not by every individual competitor. After you have reviewed the completed forms, forward them on to your HMO, who then forwards them to the National Office.

Scoring:

You will want to find a volunteer who is comfortable working with numbers, preferably computer proficient. It is often a good idea to have two volunteers working together on the scoring, and have one of them be a volunteer from outside of the hosting club. This is just good protocol in case the hosting club's teams end up winning the rally!!

Contact the Regional Rally Coordinator to find out if there is a scoring program available in the region for your discipline.

Office Supplies:

Have the following items available for office or general use: Clipboards, extra tests and forms, pencils/erasers, bell/whistle, red correction pencils, highlighters, stapler, adding machine, paper clips, sticky notes, clock, Rulebooks. Also have a scoreboard, large bulletin board or dry erase board available for use where needed.

The organizer should create a folder with competitor's Medical Release forms, Rally Release forms and Chaperone forms. This should be available at all times in the event of an emergency.

Suggested Time Line:

9-12 months ahead:

- _____ Select site, obtain approval of RS (fill out contract, deposit, etc.)
- _____ Obtain officials (contact HMO and Reg. Rally Coordinator for candidates)
- _____ Organize rally committees in your club (see discipline rulebooks for suggestions)
- _____ Secure services of photographer, videographer (optional)
- _____ Order/read current rulebooks, try to attend/volunteer at local discipline events for experience
- _____ Order Organizer's Packet from USPC Bookstore (includes score sheets)

6-9 months ahead:

- _____ Obtain current rulebooks and provide to officials, stewards and judges
- _____ Begin collecting the "props" you will need: dressage ring/letters, jumps/numbers, stop watches, bells and/or whistles, jump flags, etc.
- _____ Procure radios for announcer, gatekeepers, judges, timers, CHMJ, TD and organizer.
- _____ Examine facilities to draw up plans for location of: arenas (warm up/competition), stalls, parking, neutral zone, HM offices, scorekeepers office, jog outs, formal inspections, safety check areas, manure disposal, etc. Invite your CD and CHMJ
- _____ Create initial budget, forward to the RS and the regional rally coordinator
- _____ Arrange for "jog out" vet, on-call vet and on-call farrier.
- _____ Contact other clubs to find a club to handle the food and/or written test, if you plan to get help with those tasks.

3-6 months ahead:

- _____ Establish schedule for rally, review with CHMJ and TD
- _____ Create entry packet, forward to your officials, the RS, the regional rally coordinator; mail out/forward to webmaster once approved
- _____ Obtain USPC insurance for the days of the rally, including the day prior if people haul in the day before the rally.
- _____ Make arrangements for the Written Test through RS
- _____ Obtain services of emergency medical people
- _____ Make arrangements for regional pinnies
- _____ Arrange for toilet facilities (order porta-potties, if necessary)
- _____ Arrange for audio system/speakers or bullhorn
- _____ Obtain the course designs from your CD
- _____ Locate adequate jumps, flags and cups, including warm-up.
- _____ Plan for optional greenery/flowers to dress up course or dressage ring
- _____ Confirm the services of your officials, send out rule books and all updates.
- _____ Check with your club committee people to see if they are on track
- _____ Obtain computer scoring program for your discipline and have your scorers start familiarizing themselves with it

2 months ahead:

- _____ Make copies of HM forms on appropriate colored paper. Some, such as dressage tests or paperwork that is rating specific, may have to wait until all entries are in
- _____ Create food menu, shop for dry goods
- _____ Make signage (directions from road, parking, stall signs, arena notices, neutral zone, etc.)
- _____ Check with your club committee people, (including other clubs handling food, etc.) to see if they are on track
- _____ Arrange for on-call vet and farrier
- _____ Arrange for housing for officials, and transportation, if needed.

1 month ahead:

- _____ Entries should be received by this time. Make sure all entries are complete and everything is signed correctly. Notify DC's of anything missing or that needs to be changed on entries.
- _____ Set up divisions based on entries.
- _____ Work out scheduling and master time sheets for rally. Have these reviewed by at least one other person in your club for accuracy.
- _____ Send the time sheets to the CHMJ, TD and judges for review.
- _____ Order ribbons and awards.
- _____ Copy rating specific HM forms.
- _____ Give number of entries, by rating, to RS and request ordering of written tests.
- _____ Review final budget based on entries and forward copy to RS.
- _____ Determine at this time if the rally will pay for itself. If not, discuss issue with RS.
- _____ Confirm arrangements with facility or other parties for set-up and preparations of facility
- _____ Hold a washing and/or painting of jumps party. Make plans for transport of jumps to facilities, provide jump crew training

1 week ahead:

- _____ Purchase food this week
- _____ Make arrangements for water for competitors: in barn, warm-up arenas, etc.
- _____ Make plans with your club committees for arrival / set up times, who is bringing what, etc.
- _____ Prepare competitor's packets (name, number, schedule, time-tables, XC map, stabling information)
- _____ Email competitor's numbers and schedule to participating club DC's
- _____ Confirm arrangements for grass mowing/sand-raking/arena working and watering.
- _____ Create stall map
- _____ Write checks to pay officials, put in envelopes to hand out when officials arrive at the rally
- _____ Send final time schedules to all officials and verify what time you expect them to be at the rally

Day before rally:

- _____ Set up judge's stands and horse management headquarters
- _____ Allow several hours to set up, flag and label jump courses, rings or stations
- _____ Set up trash containers in convenient locations
- _____ Label stalls, tack and feed rooms

During the rally: _____ On the final day, put out Thank You notes for all officials so competitors can sign them.

After the rally:

- _____ Clean up facilities
- _____ Pay outstanding bills, settle accounts with fairgrounds/facility staff
- _____ Send your final actual budget and rally results to the RS
- _____ Review Horse Management evaluation forms, send them to the HMO
- _____ Send out thank you notes to volunteers, receipts for donations, etc.
- _____ Keep all your notes, receipts, schedules, contracts, budgets, etc. in a Rubbermaid type of container. Who knows, you may want to do it again!!