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Overview: Show Managers

The Show Managers are responsible for the smooth running of everything except those duties given to the Show Secretary. The Show Secretary receives entries, schedules the show (in cooperation with the Vice President), makes packets, assigns stalls, packages all materials and supplies for judges and volunteers (tests, clipboards, score sheets, stop watches, pens, etc.) to pick up in the show office the morning of the show.

What Show Managers Do The Week Before The Show

- 1) Work with Volunteer Coordinator to make sure that there are volunteers for every position.
- 2) Get someone to design the cones course. (Usually Chris Trentelman)
- 3) Confirm judges with Vice President. The Vice President hires the judges.
- 4) Confirm who will set up and judge the trails classes. Trail courses are posted on line.
- 5) Coordinate with Park food concessionaire to be open from breakfast through end of show.
- 6) Purchase snacks for judges (fruit, candy), and plenty of water for judges, volunteers and competitors and place in refrigerator at Park on Saturday.
- 7) Buy new batteries for Walkies if necessary (AA)
- 8) Confirm delivery of STRIDE show equipment trailer with Equipment Manager Lisa Walsh
- 9) Contact the Treasurer to arrange for checks to pay judges and concessionaire. Karen Kim notified
- 10) Arrange for a volunteer to stay overnight at the stabling area.
- 11) Coordinate with Christ Trentelman re: programs. Trentelman law firm
12. Make goodie bags for Volunteers
13. Order lunch for show office volunteers
- 14) Complete emergency plan (forms attached).

What Show Managers Do Saturday Before the Show

- 1) Meet Show Secretary at office
- 2) Bring programs for Show Secretary to distribute
- 3) Confirm that the Show Secretary has posted stall charts.

- 4) Get complete list of volunteers with cell phone numbers and time of arrival from Volunteer coordinator. Get “Angels” sign-in book from Volunteer Coordinator. To receive credit vouchers, volunteers must sign in on Sunday.
- 5) Be sure show Secretary posts the cones and trail courses on the bulletin board.
- 6) Be sure Walkies have new batteries and all are set to the same channel.
- 7) Work with Equipment Manager to set out STRIDE signs at entrance. Be sure traffic is directed the correct way if there is another event at the Park.
- 8) Inspect arenas for safety (loose boards sticking out along perimeter; nails sticking out of judges boxes, etc.).
- 9) Check placement of judges boxes: On centerline? Room for horses to pass between box and arena rail? Check that there are chairs for judge and scribe, and that there are no bees or ants in the boxes.
- 10) Check that arenas are the correct size and that letters are placed correctly. You can count the number of rails on width and length.
- 11) Post STRIDE Banner on fence near arenas.
- 12) Post emergency plan in barn. Put copy on ring steward’s clipboard.

What Show Managers Do Sunday Before Show Starts

- 1) Bring:
 - Ant/wasp spray (for judges boxes) (it is in trailer)
 - Hammer
 - Charts showing dimensions and letters of arenas: small and large for riders, and driving arena
- 2) Buy ice for water tubs on the way to the show.
- 3) 6:45 am - Be at show office (coordinate with Show Secretary)
- 4) Set up Tents for Arena Stewards. This is a two person job.
- 5) Post volunteer list on bulletin board and in show office. Work with Volunteer Coordinator to make sure volunteers sign “Angels” book (so that they can be awarded STRIDE credit vouchers). Make sure each volunteer knows what and when they will be helping. FULL-day volunteers receive lunch, either via voucher or food (like a sandwich ring). Order lunch for judge and full day scribe from food vendor. Half day vouchers are \$10 and full day vouchers are \$20. Note: Volunteer coordinator may have already written out the coupons which can be given to the volunteers.
- 6) Hand out Walkie Talkies to Ring Stewards, "Fire person", and Show Secretary. Maintain one for yourself. If they don’t work, be sure to give cell phone numbers to ring stewards and scribes.
- 7) Hand out equipment bags to DBTL, Cones, and Trail volunteers.
- 8) Introduce yourself to the judges. Give Judge boxes and bags to scribes. Give them your cell phone number.
- 9) Place water and ice in tubs at entrance gates. Replenish throughout the day.

What Show Managers Do During the Show

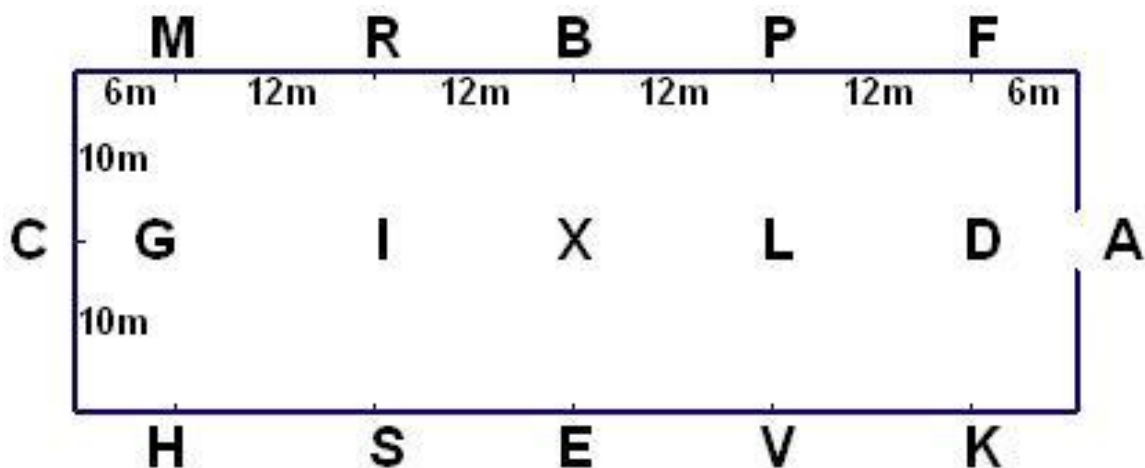
- 1) Drive or walk around to all competition arenas and trail area to check that all is working right and that all volunteers are in place. Check stabling area.

- 2) Smile. Be friendly. Be helpful. Be visible. Introduce yourself. Ask competitors and volunteers whether everything is OK and they need anything. Answer questions. Remember all questions for the judge must wait until after the show.
- 3) Carry your volunteer list with mobile phone numbers so you can call as needed.
- 4) Carry the ride times printouts so you can answer questions.
- 5) Keep competitors and volunteers hydrated: hand out water freely. Replenish water and ice in tubs at arena gates, especially in the PM.
- 6) Check for competitor scratches (cancellations and no-shows) with show secretary and inform ring stewards as day progresses. Runners can also bring this info to the stewards. Ring stewards may get judge permission for competitors to move up into scratched slots. (Competitors are NOT required to move up).

What Show Managers Do After the Show

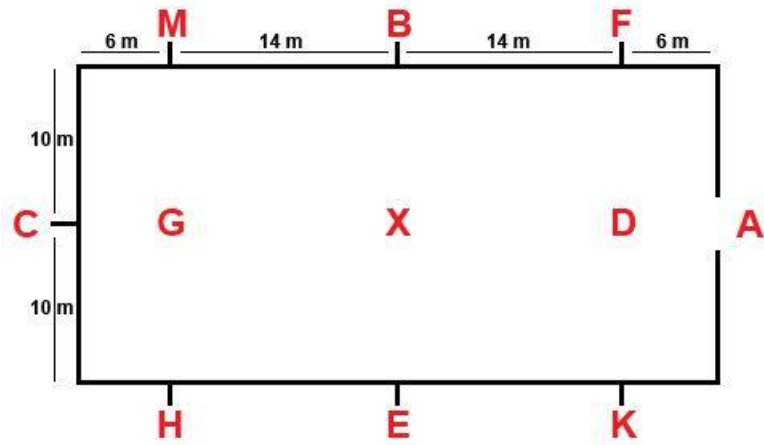
- 1) Ask Treasurer to pay judges, concessionaire and volunteers (i.e., whoever picked up ice, water, etc).
- 2) Make sure that club equipment is picked up by Equipment Manager. (Cones, balls, measuring sticks, Banner, Trails class stuff). Help pack the trailer.
- 3) Help Show Secretary (help load truck, etc.) close the office.

END

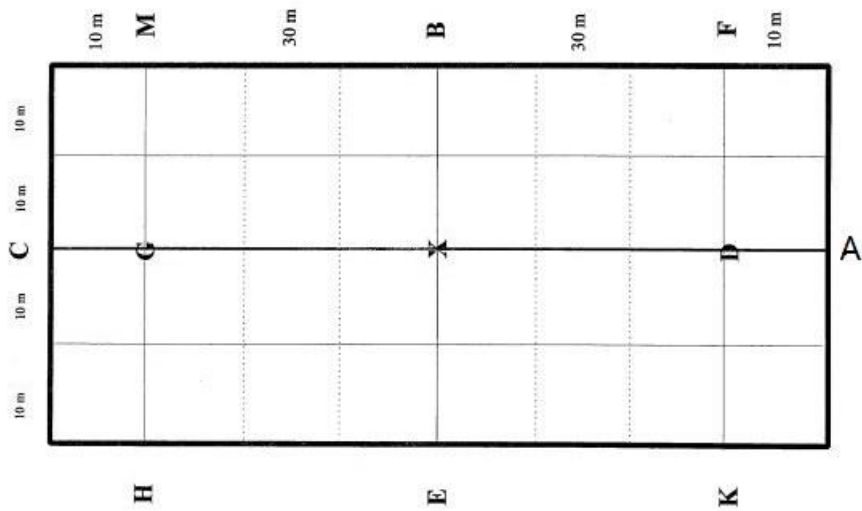


Standard (Large) Dressage Arena

60 meters X 20 meters



SMALL DRESSAGE ARENA



Small Driving Arena

STRIDE Emergency Plan

Overview: STRIDE is a volunteer organization that organizes and hosts equestrian events in the Ocala, FL area. The club is a Group Member Organization under the United States Dressage Association. Equestrian events have an inherent risk due to the partnership between a human and a large animal. The animal is a prey animal, whose natural tendency in a fearful situation is to flee. Horses also have a strong herd instinct, so they seek safety in a herd.

Emergency Plan: Each schooling show and when possible, other mounted events, will prepare an emergency plan, as outlined below. The written plan will be posted in the show office, barn area, and any other location to be accessible to participants. The written plan will include the physical address of the event, as well as the following:

- Safety Officer – a person designated as a central point of action in the event of an emergency. The safety officer's name and cell phone number must be posted in the emergency plan.
- Emergency procedure – all event participants are empowered to call 911 in the event of an emergency needing ambulance, EMT, and/or fire personnel. Provide the physical address of the event and request that no sirens are used on the grounds because of live animals. After calling 911 to report the emergency, the event participant MUST call the Safety Officer to inform them of the emergency and action taken.
- The Safety Officer, a designated volunteer, or the event participant that contacted 911 must meet emergency personnel as they enter the event facility, to direct them to the appropriate location. Again, request that no siren is sounded.
- If necessary, the event activities may be delayed to attend to the emergency. The Safety Officer should discuss options with the event organizers/managers.
- An incident report should be prepared to include a description of the event and the outcome. "Not Applicable" should be stated on all questions not appropriate to the incident. Multiple incident reports may be filed on a single emergency, depending on the situation. But at a minimum, the Safety Officer must prepare an incident report. The report is attached.
- STRIDE Board members should review all incident reports. Corrective action should be taken to prevent future accidents.

EMERGENCY PLAN FOR STRIDE EVENTS

Instructions: Complete as much information as possible/relevant, and post in clearly visible areas for event participants to view. Provide copies to appropriate event personnel.

Date of Event	
Physical Location of Event	
Type/purpose of event (show, clinic, etc.)	
Safety Officer (Name and cell phone number)	

Important Steps to Take in an Emergency

- Secure area (catch loose horse, stop horse and vehicular traffic)
- Contact Safety Officer
- Call 9-1-1 if emergency response personnel may be needed (or let Safety Officer make this determination)



STRIDE Incident Report

Item	Finding
Date	
Person Completing Report (Name, Role, Contact Info)	
Type of STRIDE activity	
Person(s) Involved in Incident (Name, Role, Contact Info)	
Description of Incident (be as factual as possible, without hearsay or speculation)	
Outcome of event (injuries, resolution)	
Recommended Corrective Action (if any)	
Date of Board Review and any action taken	