

UNITED STATES *Dressage* FEDERATION INC

DRESSAGE
Technical
Delegate

Checklist



The knowledge and responsibilities of a Technical Delegate are a critical component to the success of dressage competitions. This booklet from The United States Dressage Federation is a product of the USDF Technical Delegate Council whose mission is to provide educational tools to the dressage community. Knowing the rules is not an exclusive requirement of technical delegates; therefore we encourage all competition management, competitors and volunteers to familiarize themselves with its content.

Revised December 2003.

The USDF Technical Delegate Council strongly recommends that you consistently check the USA Equestrian web site for regular or extraordinary rule changes.

*United States Dressage Federation 859/971-2277,
USA Equestrian 859/258-2472.*

For USA Equestrian's weekend "Hotline" check the back of your USAE card & for Drugs and Medication Information, 800/633-2472.



Before the Show

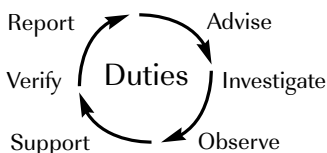
- Ask for a written contract. (If, for any reason, you find yourself unable to attend, it is your obligation to help the competition find an acceptable replacement. If you have signed a written contract, be sure to get a written release.) Inquire about the estimated number of rings, horses and rides. Determine whether the competition has evening sessions; some run 16 hours. Set fee and establish overtime agreement.
- Establish method of transportation and reimbursement schedule, and make sure it is spelled out in the contract. Agree upon lodging. If travel is by air, and you make reservations, do it early enough to secure best fare, make sure everyone is clear on when and how you will be reimbursed. Advise management of the arrival and departure times, and the price of the fare. Do this before you book the flights. If the competition organizer arranges travel, make certain that it is convenient for you. Make sure you know who is meeting you, what they look like, and where they will be, and mobile phone numbers to call in case no one shows up (it has happened).
- Where are they housing you and the judge? If in private homes, have you been asked if that is OK? Is the host also riding, or own a horse in competition? Watch out for conflicts of interest.
- Request that a tentative prize list including any local rules be sent to you prior to final printing and mailing and make sure that the final prize list is to be sent to all officials (USAE rule). The prize list will prompt you to ask whether they have all the current tests and guidelines for the classes offered, (ponies, freestyle, sport horse, dressage seat equitation, etc) and it will clue you into the experience level you will be working with. If this is a new management team encourage them to use you as a resource.
- Before you leave, download from the USDF website, the USDF rules and guidelines for special programs or classes being held at the competition (i.e. Quadrille guidelines, Cosequin®/USDF Breeders' Championship Series rules.)
- If pony classes are offered, do they have an official measuring stick and a correct area defined to measure ponies? Are you eligible to measure ponies, prior to January 1, 2005, a USA Equestrian steward and the Competition Veterinarian and/or a Judge must measure the pony.
- Verify that the show has an insurance certificate and that the same policy covers all officials; that it is in effect one day prior to competition, and names USA Equestrian.

(USA Equestrian Comments on the Prize List that you should receive before the competition will indicate whether the show is in compliance with insurance requirement; follow up with the show if it is not.)

- Order TD report, drug declaration medication report forms. Make sure you have copies of all other forms in use by the show office, and always have a set of all the new tests.
- Try to arrive the day before the competition so that you may inspect physical conditions in time to make changes if necessary. (Arenas should be set-up by now, but don't count on it). If possible, avoid arriving during rush hour or late at night.
- Check the USA Equestrian web site to make sure you have all the latest rules and download the current list of suspensions.

Duties and Demeanor

Protect the interest of exhibitors, judges, and management



INVESTIGATE - all alleged rule violations.

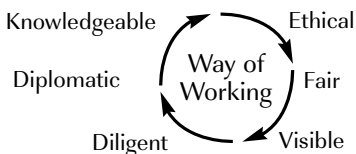
REPORT - to the Show Committee and document any violation or offense.

VERIFY - that all the entries are compliant.

CHARGE - only when violations are not properly acted on.

OBSERVE - all arenas and stay in touch with the officials.

ADVISE - and inform.



KNOWLEDGEABLE - Keep current on the rules; you are there to clarify and inform.

SUPPORTIVE - Understand the issues and solve problems. Listening skills promote understanding and minimize conflict and confrontation.

FAIR - Don't let personalities distract from your need to do the right thing. Be clear and firm.

DIPLOMATIC - You are an advisor in name and function.

ETHICAL/PROFESSIONAL - Always be clear in your communications and requests of management. For example, it's not ethical to write a glowing report to USA Equestrian then complain to your friends how badly you were treated, and how dreadful the show was. Be alert to conflicts of interest, and be aware of the phrase in the Sportman's Charter, "That the exploitation of sport for profit alone kills the spirit and retains only the husk and semblance of the thing."


VISIBLE - More is always better.

If invoking a specific rule violation cannot easily solve an issue, the solution should lie in a principle that follows as nearly as possible the spirit of the rules and the Sportman's Charter.

First Inspection

- Have plans been made for heavy rain or baking sun?
- Are arenas, warm-up, trailer-in, parking, etc. well marked with secure signs?
- Are all banners/flags securely attached and capable of withstanding expected weather?
- Are fire lanes clearly marked and provisions to control parking in place?
- Are phone location(s), emergency numbers, and directions to the facility posted in the barns, in and outside the show office, by the telephone and /or emergency call system (see Art. 1213.6)?
- Is the arena 20 x 60 meters (65 feet 7 inches x 196 feet 10 1/3 inches) for the large arena or 20 x 40 meters (65 feet 7 inches x 131 feet 3 inches) for the smaller arena. To ensure that the arena is a rectangle and not a trapezoid, check the diagonals. The hypotenuse ($a^2 + b^2 = c^2$) of a large arena is 63.25 meters, small: 44.725 meters.
- Do all arenas have satisfactory footing? What is it, and is it level?
- Do warm-up areas have good footing (including one with at least the corners marked)?

-
-
- Is there a marked "Lungeing Only" area?
 - Are all letters in the correct order and clearly visible to judge and riders (50 cm/20" from arena) and indicated by a special marker (traditionally red tape) inside the arena? (If letters are triangular, point should face in.) Is 'A' placed at least 5 meters (16 ft.) - more is much better - back from entrance?
 - Is the judge's booth large enough to accommodate 3 people, and do the booths at E/B have side windows?
 - Is the judge at 'C' placed a maximum of 5 meters and a minimum of 3 meters from the arena? (In an indoor arena, judges should preferably be placed a minimum of three meters from the arena.) The stand/trailer must be at least (.5m) 20" above the ground. Can the entire arena be seen from judge's sitting position in the stand/trailer, and is their seat in line with the centerline? If there are two judges, are they at 'C', and 'B' or 'E'? With three judges, are they at 'H', and 'C' and 'B' or 'C', 'M' and 'E'? The judges at 'H'/'M' have to sit on the short side, 5m back and 2.5m in from the long side.
 - Is there equipment to mark the centerline for Championships, USET Selection Trials, (and remark after approximately every 6 rides) and to maintain the footing in all riding areas? Do knowledgeable workers have access to a water truck, sprinklers? Are there water pressure (drought) issues that need to be considered?
 - If arenas are close to each other, is there a sign indicating a 'bell' or 'whistle' will be used?
 - What is management's policy regarding schooling in and/or around performance arenas. Does their policy conform to the rules?
 - Are provisions in place to keep spectators back 15m from the arena? (This is a recommended distance). An Official Show Photographer may be closer, but needs permission from management. Permission also has to be granted for the use of flash in indoor/covered arenas.
 - If pony classes are offered, is there a suitable area for measurement. Are you eligible to measure, if not, will a veterinarian and steward be available to do it - does management have an official measuring stick with metric scale, and dressage/driving pony measurement forms?
 - If possible, review the schedule. Now would be a good time to alert management to scheduling problems (test times, breaks, arena maintenance breaks, is there sufficient time allocated for riders with two horses, or the same horse in a different class - a minimum of 50 minutes between rides unless the rider has agreed in writing to less time?


-
-
- 
-
-
- Ask management when the EMT or other qualified medical person is expected to arrive on the grounds (you might be surprised at the answer). They should be able to show you a contract for the EMT or other qualified medical personnel services.
 - Get together with the competition secretary to ascertain what method is in place to verify all documentation, including Foreign Competitor Licenses, as applicable. Determine whether dispensation certificates/Presidential Modifications if applicable, have been attached to the tests for the judges to see.


Day of Competition

- Arrive early, at least one hour prior to the first ride; much earlier if you couldn't inspect the day before.
- Recheck all arenas to make certain there have been no changes due to arena maintenance ('A' is never where you left it.)
- Introduce yourself to all show management personnel.
- Introduce yourself to the judge(s) - if you didn't meet the night before - verify their eligibility for their assigned classes, and that they are the same as advertised in the prize list. It is essential that the judge(s) and technical delegate establish a working relationship right from the start. Emphasize that you are there to help, and for the judge to let you know if concerns or issues occur.
- Depending on the type of competition and level of expertise, observe the preparation process: stand by to point out significant problems that have to be attended to before the first ride - like the absence of a scribe. Be prepared to offer support where needed, without stepping into inappropriate roles, and onto highly stressed toes!

Personnel Present and Accounted For

- THREE-MEMBER SHOW COMMITTEE - should have been identified in the prize list, and must be present on the grounds. It is their job to enforce the rules from the time when entries are admitted to the grounds until their departure. Their names should be in the program, posted at the score board and/or show office.

-
-
- 
-
-
- **MANAGER** - must be senior member of USA Equestrian, (can ride hors de concours HdC) if assistant is appointed for the duration of the ride: usually not a good idea although permitted), can't leave the grounds, can't be an official, and can't have family members judging or officiating.
 - **SECRETARY** - must be a senior member of USAE, can't be an official, and can ride HDC if a qualified assistant is in place.
 - **EMT** or other qualified medical person- easily found (must be visible with radio support if grounds are large) with required supplies and **NO** other duties (no, they can't do gate or hand out ribbons). Introduce yourself and discuss their emergency procedure plan.
 - **VETERINARIAN** - If on call, the office must have a copy of the contracting letter. Advise management to have a written agreement in case of problems with veterinary support. USAE Vet form now required to be submitted by competition management in lieu of AAEP membership. The phone numbers must be posted in the barns and the show office plus by the phone/emergency call system.
 - **SCRIBES** - with tests, latest order of go class list; bell and/or new whistle, black/blue and red pens (not pencils). Do they know that the judge has to initial changes? Can the riders read their writing? Is the judge comfortable with the scribe? Check back frequently to ensure everything is OK.
 - **GATE KEEPERS** for Finals and Championship - do they know how to "do" the gate; are they in place for the first (and every) rider in the class?
 - **GROUND CREW** - Centerline (rake, roller, tape/string), arena maintenance schedule, watering schedule. Is there sufficient and appropriate equipment?
 - **RING STEWARDS** - Were they in place 30 minutes before the start of competition? Introduce yourself. Check that they are prepared for tack inspections with the right equipment: that they are confident and knowledgeable of saddlery rules and warm-up equipment/procedures (such as keeping the arenas on time). If not- train them. Are bridle numbers on all horses? Explain the use and misuse of warm-up time; observe their communications with show office and announcer. Mark allowable whip lengths on arena fence.
 - **TACK CHECK STEWARDS** - Do they know how to check bits, and are they comfortable doing it? Are they using new disposable surgical gloves each time. Remember to point out that there are two sides to a horse; both spurs and both sides should be looked at, and always the checks are after the performance ride - not before.

-
-
- 
-
-
- **ANNOUNCER** - Official show time announcements. Is the PA system set up for musical freestyle, if offered? Is there a two-way radio system in place for key personnel communications? Ensure that an announcement is made via the PA system, at least once each session, regarding USA Equestrian Members' Show Report Forms and USA Equestrian & USDF Judge Evaluation Forms. If applicable- is the announcer up to speed on the rules for announcing sport horse competitions?
 - **SCORERS** - Are they located in a quiet, restricted area? Are scores being posted within a reasonable time (within 20 minutes of the last ride)? If not, observe and determine if support procedures are adequate (consistent runner support; efficiency of judge(s); schedule, sufficient number of scorers/checkers /poster), and share your thoughts with management for improvements. Do they know how to score freestyles? Are the words "scratch" or "retired" (or abbreviations) appearing on the result sheet after the competitor's name, when appropriate? Are they posting points and percentages (to three decimal points)?
 - **HOSPITALITY** - Are there sufficient refreshments and snacks available for the judges, are they being looked after properly? Are you?
 - **AWARDS** - Are dressage tests given out only after final placings are posted and only to rider or agent? Are they kept confidential? Are the tie-breaking procedures (for placing and when prize money is involved) consistent with the prize list, and according to the rules? Are safety procedures being followed (USAE Art. 1923.9)?
 - **RUNNERS** - Are they running or resting? Are they remembering to pick up tests from all judges, are they reading the tests (inappropriate) on their way back to scoring? If they are using a golf cart-how's their driving?

Facilities

- Is the night lighting adequate, i.e., stable area at night or ring and warm-up area at twilight and during evening sessions?
- Are the water facilities convenient and ample?
- Are sanitary facilities adequate (including toilet paper)?
- Concessions and Food? Are the hours of operation consistent with the prize list and USA Equestrian rules?
- What's the trash disposal arrangement, and are there enough trash containers?

-
-
- Are the names and phone numbers of the veterinarian, farrier ambulance, police, and fire department, along with directions to the show grounds, posted conspicuously (i.e., at the public phone outside the show office, and the competition secretary's desk, in the barns and in the program)?

Stabling, Barns and/or Trailer-in

What's the stall construction (temporary or permanent), are they safe, what size, do they have doors, and is this consistent with the prize list? If also a CDI, are FEI horses in separate facility, are the stalls at least 10 ft. x 10 ft., and if so, is there a barrier between USA Equestrian and FEI horses? Is there a system of identification for permitted access? Also check:

- Can the announcer be heard in the barns?
- Feed and shaving supplies, how is it being done - is it working?
- Emergency phone numbers for veterinarian, farrier, ambulance, police and fire department
- Lighting
- Fire extinguishers and/or water supply
- Sharps containers (1 for every 50 horses)
- Stall charts
- Manure disposal procedures
- Stall cards complete with owner emergency phone numbers
- Water and wash racks


Competition Secretary's Office

- Was it open early enough before the first ride (at least 60 minutes)?
- Is the staff knowledgeable and sufficient for smooth operation?
- Are they up-to-speed on all the HID and USDF and USA Equestrian membership rules?
- What procedure are they using to keep the judges, scribes, stewards and announcer informed of scratches and changes?
- Is the competition secretary available at all times?



Paperwork

- Check every entry thoroughly. Proof of all applicable memberships and horse registrations must be available to you, including any change of horse ownership. Check the citizenship box on the entry form: are Foreign Competitor Licenses attached, make sure that only US citizens are in qualifying classes? How about Dispensation Certificates and Residential Modifications - did the judge receive a copy attached to the test?
- Does the office have a copy of the current USA Equestrian Rulebook available during competition hours, and applicable USDF Rules and Guidelines (Did they give you a copy of the current Great American Insurance Group/USDF Regional Championships booklet?) Do they have adequate supplies of all the forms?
- Although not a USA Equestrian requirement, has the secretary checked the Coggins test reports as required by state law?
- Is management aware of the "Official Veterinarian Form" that has to be filled out by the show vet and sent to USA Equestrian by competition management?
- Is the certificate granting USDF recognition on display at the secretary's desk? (USDF requirement)
- Is the FEI Code of Conduct and/or USA Equestrian displayed?
- Make certain the blank medication forms are available at the secretary's office, they must be returned directly to you or your designated representative at the show office.
- If stabling is not offered, is there a Sharps Container in the office?
- Has veterinary and farrier care been provided for, and are they close by? (On call agreements must be in writing. Ask to see them.)
- If the total number of horses at the previous year's show was more than 200, a treating vet must be present on the grounds during all competition hours.
- Were all entry forms signed by the owner (or his/her agent), trainer, and rider or handler coach, (parent/guardian if under 18)?
- Determine if all USA Equestrian fees are to be forwarded to the USA Equestrian. In the case of scratches, certain fees must be returned to the exhibitor (drug fee).
- Are USA Equestrian non-member vouchers used correctly, and are there enough?
- Are affidavits issued for USA Equestrian and USDF members without proof of membership, and for members without the "permission to compete in dressage" discipline fee? (Junior Active members are exempt)


-
-
- 
-
-
- Does the schedule specify junior/young rider, adult amateur, open and qualifying and has the show secretary established a system to assure that these divisions were identified prior to competing? Do the scorers also have a printout of classes and divisions?
 - Do your numbers and totals agree with those generated by the secretary? If not, find the discrepancy.
 - Remind secretary to send all reports within 10 days (sent by certified mail, return receipt requested). Memberships received at the show need to be sent within 2 days.

After the Competition

- Don't bother organizers with a detailed critique immediately after the competition. They are tired and want to go home.
- Thank the volunteers for their good and hard work. Regardless!
- If lodging was in a private residence, be sure to send a thank-you note to your host/hostess and any other persons who were unusually helpful.
- Be factual and professional in the technical delegate's report. Indicate areas for improvement, applaud, and recognize good procedures. Report all rule violations and explain in detail if the violation did not incur a charge. Any charges should be filed on official forms, and procedures followed precisely according to the rules.
- Mail the Report to USA Equestrian well within 10 days of the competition. (Certified mail with return receipt).

Equipment and Supplies

- USA Equestrian Rule Book, latest edition with supplement(s).
- Current suspension list.
- Warning Cards.
- USDF brochures on Great American Insurance Group/USDF Regional Championships, Freestyle, Quadrille, Pas de Deux and dressage sport horse breeding class guidelines.
- Pocket size note pad and pen.
- USA Equestrian Technical Delegate's Report Form (have it with you. It's a good checklist).

-
-
- 
-
-
- Blank Forms for Protests/Charges and USA Equestrian forms on suspected cruelty.
 - Competition and Officials evaluation forms.
 - Blank USA Equestrian Medication Report forms, and current guideline booklets.
 - Names and all phone numbers of organizers and hospitality chairperson.
 - 100-meter tape (or make sure the competition will have one for you). USA Equestrian emergency weekend phone number and drugs and medications 800 number.
 - Rain gear (with change of shoes and socks).
 - Small measuring tape with centimeters and/or caliper/wrench.
 - Disposable surgical gloves (in case management forgets to provide you with them.)
 - Red tape or other colored tape (management should have marked letter locations)
 - Complete set of all USA Equestrian and USDF dressage tests and freestyle score sheets with corrections.

Clearly mark your stuff that you lend out, and try to remember to collect it all at the end of the day.

- Handy extras
- Current FEI Rule Book on dressage
- TD identifying badge-don't count on the show providing this for you. It's a good idea to have one made for you that stays in your TD bag.
- USDF calendar of competitions with all tests
- Pocket size calculator
- Sunscreen, sun hat and insect repellent
- Stopwatch
- Pocket size packet of tissue
- Small pocket camera
- New whistle

Most experienced technical delegates keep a briefcase (or bag) well stocked that travels to each competition. Be sure to check the supplies before you leave for a new engagement because more than likely you will find yourself without something that you lent out or gave away at the last competition.

UNITED STATES *Dressage* FEDERATION, INC.

220 LEXINGTON GREEN CIRCLE, SUITE 510, LEXINGTON, KY 40503

PHONE: 859/971-2277, FAX: 859/971-7722

E-MAIL: usdressage@usdf.org, INTERNET: www.usdf.org