Dressage Technical Delegate’s Checklist

Essential Telephone Numbers
USEF Weekend Hotline-Phone: 859-312-5186 (on back of your USEF membership card)
USEF Drugs and Medications: 800-633-2472 Fax: 614-299-7706
United States Equestrian Federation USEF-Phone: 859-258-2472 Fax: 859-231-6662 www.usef.org
United States Dressage Federation USDF-Phone: 859-971-2277 Fax: 859-971-7722 www.usdf.org

Official Arrangements

- Enter into a written contract that specifies fees, housing arrangements, method of transportation, and reimbursement expenses. If you fly, make sure you have contact information and pick up instructions.

Essential Equipment

- Red or other brightly colored tape.
- Pocket size note pad (duplication if possible) and pens.
- USEF Rule Book (paper or electronic format).
- Rain gear with change of shoes and socks.
- Two to three sets of disposable protective gloves, two packages of small white tissues/small clear plastic baggies to secure any blood evidence.
- Technical delegate identifying badge.
- Arena measuring tape and small measuring tape for whip measurements
- Helpful extras: cell phone, calculator, camera, hand sanitizer, sunscreen, sun hat, insect repellent, personal computer, black electrical tape for equipment emergencies.

Before the Competition

- Review prize list, including local rules.
- Be sure that you have received and reviewed USEF and USDF comments to prize list and communicated with management about any requested changes. Check whether these changes were made. Be sure you received last year’s TD report.
- Review guidelines for special classes and review the competition’s relevant USEF dressage level guidelines. Ensure that the judges for the competition meet license requirements.
- Contact management to determine bio-security level for equipment checks.
- Encourage management to use you as a resource by email or telephone prior to the competition. Record the email addresses and phone numbers of any key individuals in case you need to contact them.
- Confirm with management if there are any pony measurements scheduled.
- Request to see day sheets and ride times prior to posting, and discuss any potential concerns.

Daily First Inspection

Emergency Equipment and Personnel during the Competition

- Ask to meet with the safety coordinator ASAP after your arrival on the competition grounds.
- Introduce yourself to the EMT or other emergency personnel; make sure they have a copy of accident preparedness plan, current state license, communication and proper equipment.
- Verify that competition management has written agreements with on-call veterinarian and farrier.
- Discuss the “what ifs” if dealing with an equine fatality or a bio-security event.

Staff, Schedule and Volunteers

- Plan to arrive at the competition at least one hour before the first class is scheduled.
- Receive current schedule. Verify if the schedule has changed from the previous day. If the schedule has changed, has proper notice been given to those affected?
Confirm that the ring steward, warm up steward, and other technical delegates (if applicable), have received a copy of the accident preparedness plan.

Introduce yourself to the judges; give them your cell number, and request that they report any problems to you ASAP, via cell phone or test runner.

Discuss with your ring stewards a plan of action regarding a horse or rider fall that may occur in warm up or competition, as well as the necessity of alerting the EMT and TD.

Are the scribes in place with tests and the current competition schedule?

Confirm what type of staff communication devices will be used.

Is the warm up arena steward in place or planned to be in place at least 30 minutes before first scheduled ride?

Check if there are para-equestrian classes and/or dispensation certificates, or letters authorizing nose nets, share information with ring stewards, make sure copies are with tests.

**Arenas**

- Measure and inspect all dressage arenas.
- Are arena letters in proper order and placed about 0.5 meters from fence?
- Is there a marker on the fence itself level with, and in addition to, each letter?
- Is the letter A placed at least 5 meters away from the arena?
- Check the footing. If arenas are close to each other, is there a sign indicating which will have a bell and which will have a whistle?
- What is management's policy regarding schooling in and/or around performance arenas? Is this information posted in the prize list or at the show? If arenas are not open for schooling, have the arenas been physically closed with barriers or signs?
- Are provisions in place to keep spectators a recommended 15 meters away from the arena? Are the schooling and lungeing areas in compliance with USEF DR126 and dressage levels chart for the arenas, warm up and lungeing areas?
- Is footing maintenance staff/equipment present and scheduled appropriately?
- Inspect the judge’s stands. Are judge’s stands centered, elevated with views of the complete arena?
- Is there a separate lungeing area and is it supervised?
- Is there an area suitable for equipment/saddlery inspection? Is a legal whip measurement marked for warm up and competition arenas?

**Inspection of Stables and Grounds**

- Are information/emergency cards posted on the stall doors? Where are stall charts posted?
- Is the night lighting adequate in the stable area, warm up area, and for evening sessions in the competition arenas?
- Are electrical connections available in the barn? Are the stalls at least 9’ x 9’ by 7’ tall?
- Are there a sufficient number of sharps containers provided? Find the locations.
- Walk the stable areas to check for safety and quality.
- Is the food service in compliance with requirements of the dressage levels?
- Are toilet facilities adequate?
- Location and adequate number of water faucets and distance to water access. Any wash bays? Manure disposal? Is everything safe and clean?
- Determine how the horse trailer loading/unloading areas function and any safety issues that might surround horses arriving and departing. Where are trailers parked after loading/unloading? Any camping on site? Where do spectators and other people park? Is this safe?
- Take a look at the number of extension cords people have run for fans, etc to be sure this seems safe.
- Has the Isolation Protocol been received?

**Items to be Posted by the Office:**

- Management must post by the office emergency telephone numbers plus directions to the competition which could be quickly relayed to the off-site responder.
- Name, address, directions and telephone number of closest veterinary emergency and surgical facility. Veterinarian on call emergency number. Farrier’s name and telephone number.
- The time schedule must be posted by noon the day before the competition.
- Scores must be posted on a public scoreboard as soon as possible after each ride.
- Final results must remain posted throughout the entire competition.
- Notice of Penalty for improper disposal of needles and other sharps.
- USDF Statement on Animal Welfare.
Throughout the Competition

- Schedule with secretary for a time to verify entry forms. Assign a designated competition office representative to receive Medication Report Forms if needed. Do runners pick up tests in a timely manner while approaching and leaving judge’s stand quietly?
- Can the announcer be heard in the barns?
- Are the scoreboards kept up to date in a timely fashion? Is the scoring office working efficiently? Are “scratched, excused, eliminated and no shows” properly posted on the scoresheets? Are tests available for competitors promptly after the class has been placed?
- Is each scoresheet being handed directly to the competitor or his representative? USEF DR123.
- Are ribbons, trophies, and prize money available and properly awarded?
- Are evaluation forms (USEF forms for officials, competition, and USDF forms), available and publicly displayed? Are announcements made once each session for availability and location of evaluation forms? USEF GR1210.
- Throughout the day, periodically check in with show management, officials, volunteers, and competitors.
- Select designated rider and judge to complete competition evaluation forms with the option to be mailed in or sent in with the TD report. Complete show information on report.

Equipment/Bit Inspections

- Have equipment checkers been briefed of their responsibilities? Equipment must be inspected on a third of the horses/competitors in a class, after they exit the arena. Note: For championships, it is every ride. Review prize list or daysheets for classes with special tack and inspection requirements.
- Horses wearing fly hoods which have been selected for equipment inspection must have them removed by the competitor and/or the competitor’s representative per USEF DR121.
- Are proper tools provided (gloves, measurement tape, calipers)?
- Management should provide USEF/USDF booklets as guides for inspection, bring your copies.
- Safety Notice: If a horse resists bit inspection after exiting the competition arena, request equipment inspector to detain the horse and call the TD.

After the Competition

- Thank the volunteers for their good and hard work.
- 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.
- Electronically file the USEF Dressage TD Report and evaluation with USEF within 14 days of the competition.
- Forms are sent to USEF by regular mail.
- Scan additional documentation and send it electronically with the TD Report or send the additional documentation by mail or fax within the 14 day rule. If the TD Report is electronically filed make reference in the email whether the additional documentation is attached as scanned attachments, is mailed or faxed. Keep copies of the emails you send and acknowledgements you received from USEF.

Dressage Sport Horse Breeding (DSHB) Classes

- Per USEF DR207, additional public announcements relating specifically to USDF Breeders Championship qualifying and series final competitions can be found on the USDF website.
- Do handlers and assistant handlers have some form of identification, and is the identification of a type that cannot be transferred to another person?
- Confirm all handlers, assistant handlers and whip assistants are wearing protective head gear, DR206.
- When close inspection of saddlery and/or equipment is required, the TD will follow horse to inspect per DR206.