



# UNITED STATES DRESSAGE FEDERATION™

## Dressage Technical Delegate's Checklist

### Essential Telephone Numbers

United States Equestrian Federation (USEF) ... (859) 810-8733  
USEF Weekend Hotline Phone ..... (859) 312-5186

United States Dressage Federation (USDF).. (859) 971-2277  
USEF Drugs & Medications ..... (800) 633-2472

### Official Arrangements

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

### In Your TD Kit

- Cell phone with calculator and camera functions
- Red (or other brightly colored) and white tape for temporary arena length adjustments
- Pocket-size note pad (duplication is handy) and pens
- USEF Rule Book downloaded to tablet if wifi service is at all questionable. (Find out beforehand!)
- Rain gear with change of shoes and socks
- 2-3 sets of disposable protective gloves, 2 small packages of white tissues and small clear plastic bags to secure any blood evidence
- Technical Delegate identifying badge
- Small measuring tape for whips; caliper or sewing gauge for bits and spurs
- Helpful extras: hand sanitizer, sunscreen, sun hat, insect repellent, clipboard, personal computer, black electrical tape for equipment emergencies

### Before the Competition

- Review the prize list, including local rules.
- Be sure that you have received and reviewed USDF Prize List Comments emails; communicate with management about any requested changes. Verify that these changes were made.
- Download last year's TD report and review.
- Review guidelines and tack/scheduling requirements for special classes.
- Review guidelines for competition's USEF dressage level.
- If bio-security is a concern, remind management to secure prior permission from USEF for partial or visual-only equipment checks.
- Fill in and print 'I'm Your TD' flyer to post at show.
- Remind management to print Ring Steward and Equipment Checking Guides on relevant clipboards.

- Request day sheets/ride times and check. Check that judges are licensed for assigned classes.
- Encourage management to post outside the show office *before* the competition starts:
  - Emergency telephone numbers (fire, etc.) plus directions to the competition which could be quickly relayed to the off-site responder.
  - Names and phone numbers of Manager, Secretary, TD and/or other competition contacts.
  - Name, address, phone number and directions to closest veterinary emergency surgical facility.
  - Name, address, phone number and directions to closest human emergency medical facility.
  - Veterinarian on call emergency number.
  - Farrier's name and telephone number.
  - Ride times
- Request and review Accident Preparedness Plan; request a copy of the Isolation Protocol.
- Remind management to locate nearest Veterinary Pathology laboratory prior to competition, should a post-mortem be necessary. GR843.5
- If pony measurements are planned, ask if Mgt. has arranged for an approved measuring stick.
- Inspect judge's stand(s). Is judge's chair in line with A-C centerline? Is the stand elevated, with views of the complete arena?
- Are provisions in place to keep spectators a recommended 15 meters away from the arena?

### At the Show: Emergency Preparedness

- Meet with the Safety Coordinator ASAP after your arrival on the competition grounds. Possibly discuss the provisions of GR847, especially "what ifs" if dealing with an equine fatality or a bio-security event.
- Introduce yourself to the EMT or other emergency personnel; confirm that they have the accident preparedness plan, a current state license meeting the requirements of GR848, competition communication device(s) and proper medical equipment.

***Show should not start until EMT is on grounds!***

### At the Show: Staff, Schedule and Volunteers

- ❑ Plan to arrive at the competition at least one hour before the first class is scheduled.
- ❑ Ask if competition management has agreements with veterinarian and farrier to be on call.
- ❑ Confirm what type of communication devices will be used by staff.
- ❑ Receive current schedule. If schedule has changed from previous day, has proper notice been given to those affected?
- ❑ 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.
- ❑ Confirm that *all* show personnel, including ring and warm up stewards, judge/scribe, announcer, and other TDs (if applicable), have received the accident preparedness plan from the Safety Coordinator.
- ❑ Do ring stewards have current copies of relevant materials on their clipboards? Current day sheets?
- ❑ Are the scribes in place with tests, pens and the current competition schedule? Bell/whistle?
- ❑ Is 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, Dispensation Certificates, letters authorizing nose nets; share info with ring stewards, verify copies are with tests.

### At the Show: Arenas

- ❑ Inspect all dressage arenas.
- ❑ Are arena letters in proper order and placed about 0.5 meter from fence?
- ❑ Is there a marker on the fence itself level with, and in addition to, each letter?
- ❑ Is letter A at least 5 meters from the arena opening?
- ❑ Check the footing. Is footing maintenance staff and equipment present and scheduled appropriately?
- ❑ If arenas are within earshot of each other, is there signage indicating which signaling device (bell, whistle) will be used in each?
- ❑ 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?
- ❑ Is there a separate lungeing area and is it supervised?
- ❑ Are the schooling and lungeing areas in compliance with USEF DR126 and Dressage Levels Chart?

### At the Show: Equipment/Bit Inspections

- ❑ Is the equipment/saddlery inspection area suitable? Safe? Have legal whip measurements been marked for warm up and competition arenas?
- ❑ Do equipment checkers have current Equipment Checking Guides for the correct level of the competition? Correct day sheets?
- ❑ Have equipment checkers been briefed on their responsibilities? Equipment must be inspected on a third of the horses/competitors *in a class*, after they exit the arena. (For championships, it is *every ride*.) Review prize list or day sheets for classes with special tack and inspection requirements. Remind checkers of proper protocol for detaining an entry and radioing (or phoning) TD if their inspection reveals a problem.
- ❑ Horses selected for equipment inspection must have their fly hood removed by the competitor or his/her representative. USEF DR121.8
- ❑ Are proper tools provided (gloves, tissues, trash can, measurement tape, calipers)?
- ❑ **Safety Notice:** If a horse resists bit inspection, equipment checker shall detain the horse and call the TD, who will follow it back to its stall for inspection.

### At the Show: Stables and Grounds

- ❑ Are information cards *with legible emergency phone numbers* posted on the stall doors?
- ❑ Where are stall charts posted?
- ❑ Is the night lighting adequate in the stable area? Correct night hours? And, if applicable, in warm up and 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.
- ❑ Check the number and location of extension cords people have run for fans, etc. Safe?
- ❑ Location and adequate number of water faucets and distance to water access. Any wash bays? Manure disposal? Is everything safe and clean?
- ❑ Are toilet facilities adequate?
- ❑ 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 unloading? Is there camping on site? Where do spectators and other people park? Is this safe?
- ❑ Is the food service in compliance with requirements of the dressage levels?

### At the Show: More to Be Posted

- ❑ Post “TD Flyer” in high visibility areas such as the show office or where scores are posted.
- ❑ Any updates/corrections specified in the Prize List Comments emails.
- ❑ Scores must be posted on a public scoreboard, either paper or on-line, as soon as possible after each ride.
- ❑ Final results must remain posted throughout the entire competition.

### Throughout the Competition

- ❑ **Be readily available for questions or concerns and remain a visible part of the competition.**
- ❑ Periodically check in with show management, officials, volunteers, and competitors.
- ❑ Can the announcer be heard in the barns?
- ❑ Do runners pick up tests in a timely manner while approaching and leaving judge's stand quietly?
- ❑ Are the scoreboards kept up-to-date in a timely fashion? Is the scoring office working efficiently?
- ❑ Are *Scratched, Excused, Eliminated* and *No Show* properly posted on the results sheets?
- ❑ Are scoresheets available for competitors promptly after the class has been placed? Is each scoresheet being handed directly to the competitor or his representative?
- ❑ Are ribbons, trophies, and prize money available and properly awarded?
- ❑ If there are any issues, share with the competition manager to try to sort them out.

### Dressage Sport Horse Breeding (DSHB) including Materiale classes

- ❑ Be familiar with USDFBC Program Rules, found at <https://www.usdf.org/competitions/competitions-championships/sporthorse/index.asp>
- ❑ Note that announcements of USDFBC Qualifying Class Champion, Reserve, and 3<sup>rd</sup> place must identify USDFBC sponsors and horses' breeding information.
- ❑ *Safety is paramount!* Pay special attention to in & out gates and separation by age/gender in designated warm up/lunging/schooling areas.
- ❑ Have all handlers, assistant handlers and whip assistants been issued color-coded wristbands or other easily-seen ID, of a type that can't be transferred to another person?
- ❑ Confirm all handlers, assistant handlers and whip assistants are wearing protective head gear.
- ❑ Confirm all riders, handlers, assistant handlers and whip assistants are old enough to compete in the particular class.
- ❑ If needed, close inspection of saddlery and/or equipment will be done at the horse's stall.

### 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 USEF Dressage TD Report within 14 days of the competition.
- ❑ Scan additional documentation and send it electronically with the TD Report or by email, mail or fax within the 14 day rule. Make reference in the TD Report to the additional documentation and how it is being sent.
- ❑ Keep copies of the TD Report, all supplemental documents submitted, the emails you send and acknowledgements you receive from USEF.