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**SWVADA Secretary Guidelines**

**One to two week before:**

Secretary schedules ride times (after closing date). See USDF Approximation of Dressage Test Times (included). Adding 2 extra minutes to the schedule every 15 minutes, helps build in extra time. If scheduling Intro rides in small ring, schedule 1st, then change ring or schedule immediately after lunch so ring can change during lunch break. If just a few Intro tests, keep in large ring. Same with Prix Caprilli tests for scheduling so can put up or take down jumps. If need “living letters” for visually impaired rider, schedule immediately after lunch so rider can practice in ring during lunch break. According to USEF/USDF rules, if one rider is riding more than 1 horse in the same class, they are allowed 50 min between horses or secretary must seek permission to shorten that time. May have to schedule a ride at a different level in the middle of another class to accommodate this is ie. Schedule one training level ride in the middle of intro classes to accommodate a rider. At schooling shows, we may have 1 rider only in 2 second level classes on the same horse, many will agree to ride back to back tests, check with rider. Allow 45 min for lunch for judge and 15 min breaks every 2 hours for judge. If running behind, some judges will shorten breaks or lunch to catch up. Check with judge.

If show at GHEP, contact: President or show/clinic members for combination to SWVADA storage room, GHEP gates, and secretary office. Pickup Secretary’s Box and Scorer's Box: with tests from SWVADA storage room at GHEP.

Inventory Secretary's box for: pens, red pens, clip boards, tape, staples and staplers, calculator's etc. Check Secretary’s Box for tests. Confirm you have correct tests for the entries received. Make white copies as needed. Save receipts for copies to turn over to treasurer.

Secretary checks entry forms as they come in for payment of fees, completion of entry, and negative Coggins test within one year of show date. Make a copy of all coggins to be sent into state within 2 weeks of show ending. Can be done online or with enclosed forms. No one can unload a horse at the show site without a current, negative coggins. **No exceptions!** Bring the coggins forms to the show site the day of the show. Technically, if inspected at the show, we are required to have the coggins on site. Assign a number to each competitor.

Judge is scheduled for an 8 hr day before a second judge/ring is considered, if facility has room for second ring (not possible at Flanagan’s location). Consult President if entries exceed 8 Hr day.

Secretary emails ride times by Thursday before the show to webmaster to list on website.

Refunds: before closing date: full refund minus office fee. After closing date: no refunds except stabling.

Secretary creates program and prepares scribe's packet for each test to be ridden. The scribe’s package contains tests, clipboards, day sheets, pens and red pens. **Have an extra copy of each test for judge**.

Competitor’s packets are prepared with program, number(s), any special award sponsors (High Score whatever, sponsored by ...etc), .

Secretary hands out packets to participants and collects any funds not included with entry.

Secretary makes sure tests are scored by scorer, checked, and results posted. Attach appropriate ribbon to test for 1st through 6th place and prize if available. If tied, the Collective marks totals are used to break the tie. If those are tied as well, they remain tied. Score special prizes, HS Jr/Yr, HS AA. At last show of season Series Championship: HS Jr/Yr for Intro, HS AA for Intro, HS Jr/Yr for Training Level, HS AA for Training Level, HS Jr/Yr for 1st level and above, HS AA for1st Level and above. Will need info from first 2 shows of the season for totals. Contact Standings chairperson or clinic show committee for previous info.

2017 SWVADA CONTACT LIST

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 Secretary Check List

One to two weeks before:

1. Picks up and inventories secretary box, USEF Rules Book, test forms box and SWVADA banner from GHEP, need combos.
2. Schedules show after closing date.
3. E-mails manager with list of classes for manager to send to judge.
4. E-mails ride time to webmaster to post Thursday before show.
5. Makes copies of tests needed from SWVADA test box, keep receipts.
6. Puts together competitor’s packages with horse’s #, day sheet, please include SS logo.
7. Organizes scribes packages, with day sheets, classes in order, pens (red pens also), clip board.
8. Has an extra copy of each test for judge.

Day of Competition:

1. Sets up Secretary table: with SWVADA banner, competitor’s entries, pens, staplers, SWVADA membership forms etc. Manager may already have done this.
2. Brings all coggins form to show site
3. Hands out competitor’s packages, collects any unpaid fees and coggins forms.
4. Attaches ribbons/prizes to appropriate tests and displays for competitors to pick up.
5. Posts results from each class for all to see.
6. At end of competition: packs up equipment, arranges to transport back to GHEP storeroom if show not at GHEP.

With in 2 weeks post competition:

1. Sends in coggins forms to Wytheville Lab on appropriate forms: [coggins report form](http://www.vdacs.virginia.gov/pdf/eia-eventreport.pdf)
2. Any denied coggins is reported on this form: [denied coggins report](http://www.vdacs.virginia.gov/pdf/eia-deniedreport.pdf)
3. E-mail results to webmaster to post on website.