Obstacle Challenge Manager Packet 2016

Challenge Manager

- Plan a Budget (Attachment A); get approval from region/club.
- Secure a location. Get permits/approval from land owner. Decide one or two day challenge.
- Secure Judges, depending on amount of obstacles, one judge can judge 3-5 obstacles.
- List as "save the date" with the State Obstacle Challenge Chairman
- Sanction the challenge, form must be complete with Manager, location and Region approval, approximate mileage/time, insurance provider, etc.   Mail completed form and $25/day fee to Sanction Chair. Form must be approved by your Region Obstacle Challenge Chair or if no chair, send a copy to the State Chairman.
- Send Sanction State Chair a copy of flyer, entry and directions with address for the Challenge as they are developed, email preferred.
- Order awards and ribbons
- If 2 day challenge decide if you are going to have a BBQ or Pot Luck on Sat. night.
- Register/Send riding information to USDA Drug Form address http://www.cdfa.ca.gov/AHFSS/Animal_Health/EMMP.html **Per EMMP, 2 day events which are entered by the same rider/horse and using the same judges need only pay one day event fee.**
- Secure Obstacle Judges (one judge may judge 3 to 5 obstacles)
- Secure date and time with Obstacle Manager to pre-ride the course.
- Make copies of Go Order. Rider's numbers, entry forms, Release of Liability, copies of rules, score sheet.
- Bring at least 3 tables and chairs.
- Lap Top computer to input scores. Official score sheets are on the website** in Excel format with formulas embedded for calculations.
- Incident Reports must be completed for any occurrence that our insurance provider needs to be aware of. Do not think any incident is too small to report.   Notify Obstacle Judges to complete and place a copy in each scorebox, bucket, etc.
- Indicate when and where smoking is/is not allowed, suggest not allowing at group meetings like rider meeting or awards.
- Rules require that Your Riders (under 18) must have parents written consent to participate (signed Release) and wear and ASTM/SEI approved equestrian helmet. Obstacle judges are to be instructed that a helmet is mandatory for the junior rider to proceed through the obstacle.
- If you choose to include a "rain date" on your entry, be clear what that means…or you keeping entries and monies and requiring participation in the

new date? Are riders required to state on their entry whether they want monies returned in case of an alternate date? A rain date is defined as an alternate/postponed date for your event within a few weeks of your original date.

- Be clear on your entry form what happens if a rider has to cancel if they have pre-entered your ride. Example: Entry fees are non-refundable. Entry fees are non-refundable without a doctor or veterinarian certificate. Riders must contact challenge manager within 24 hours of the challenge start, etc.
- Suggest giving your local fire department/ranger station a heads up regarding your event as far as location, number of riders, etc. In an emergency it will save time for them to be forewarned. Print up emergency contact information along with directions to your event and leave with registration and "in charge" person at challenge location.
- Suggest contacting a local veterinarian and ask if they can be your "on call" vet in case of horse emergencies. Are they a mobile vet or would riders have to haul in? Again, give directions, number of riders and an example of potential emergency calls (colic, stitches). Print up the veterinarian's name and contact information and leave with registration and "in charge" person at challenge location.

1 Event Manager Delegates

- Suggestion: 12 to 15 obstacles. More obstacles on Saturday and less on Sunday for 2 day challenges.
- Lay out course design ahead of time for ease of flow. Once you decide on obstacle course, make maps for the riders, along with instructions.
- It is encouraged to provide a "Judges Day" one day prior to challenge date. They may ride the course and help adjust any obstacles as needed.
- Make sure obstacles can be accomplished in accordance with the rules.
- Make sure the judges are in place for the walk through.
- It is a benefit to obstacle judges to include a section below the obstacle directions to list the rule/skills covering judging of the obstacle. Make sure that those rules/skills are not visible to a contestant (Attachment B). Copy in large print (18-20 point font) for ease of reading.
- Secure Obstacle Props: Cones, ropes, flags, etc. for each obstacle.
- Include a copy of the current rules with each obstacle scoring box.
- Have obstacle necessities for each judge ready before the judges' meeting. Have all items in a bag or bucket with obstacle number visible so everything is together for them to grab. Clipboard, official score sheets, pens, whoa sign, obstacle number, all props needed for obstacle, extra ribbon, Incident Reports.
- Make sure each obstacle judge knows the Event Managers' name.
- Event Manager must determine tie breaker obstacles in advance and let the scorekeeper know.

- Coordinate with Event Manager for the Obstacle Judges' meeting. Usually about ½ hour prior to Challenge start.
- Avoid using terms in obstacle directions that may have different definitions. Be clear what you are wanting the rider to do. The word **serpentine** has multiple definitions. Therefore, when applying the work **serpentine** in an obstacle, clarify in the obstacle directions whether rider and horse need to ride in one direction from a specified beginning and ending or if they are to ride a complete circuit, ending where they began. For example:
    - "…starting at the red flag ride a serpentine pattern through the cones and ending at the green flag…"
    - Or
    - "…starting at the orange flag, ride a serpentine pattern through the trees, ending where you started at the orange flag…"

2 Course Starter

- Instruct this person to watch that each rider is in a saddle, is wearing a bridle and has appropriate footwear. Not ok to perform "safety check" on equipment.
- If using a Go Order have this person make sure each rider is in the correct time slot.
- Log each number as they go out so Event Management knows they are out on the course.

3 Event Secretary & helper

- Check-in pre entries and new entries.
- Recommended that every challenge has every rider complete and In Case of Emergency (ICE) card with contact information for someone other than themselves, type/description of vehicle they arrived in, license number, description of horse, any medical conditions, and whether they have other pets in camp with them. It is encouraged that the rider carry the ICE card ON them, not their horse.
- Box of supplies like stapler, binders, hold punch, pens, etc.
- Rider numbers and liability releases, check with property owner to see if they have a release or are ok with adding their name to the CSHA release.
- Get Insurance
- Make signs to get people to your site.

4 Score Keeper

- Input scores from score sheets and determine placements. Benefit to have two people and a quiet location offering few interruptions. Official Ride Results forms are available under "Forms" on website. Form is in Excel so a scorekeeper with knowledge of Excel is beneficial.
- A good "second check" of scores is to have the computer add the obstacle scores for that obstacle (auto sum) and add the scores on the original score sheet to make sure the total is the same.

- Before scoring, get tiebreaker obstacles from Event Manager.

5 Raffle

- Collect Raffle items from vendors, members, riders or anyone that wants to donate. Bring Raffle tickets, paper bags, felt tip marker, change box, can for tickets, sell tickets, pick winning numbers.

6 Judge's Lunches (including, Event Manager, helpers and yourself)

- Shop for lunch items, plastic wrap, plastic bags and lunch bags to put lunches in. Make lunches early the morning of each ride and deliver to the Judge's Meeting. Hand in your receipts for re-imbursement. Keep a copy.
- Example: Turkey, roast beef or ham sandwiches on a roll, fruit, chips, mayo and mustard packets, napkin, hand wipes, cheese stick and 2 waters. Extras can be pickle slices, tomato, lettuce in separate baggies.
- If lunch is provided on site, include judges in lunch count.

After the Event

- Email a copy of the Official Ride Results to the State Chair within 14 days of your event.
- Fill out State Obstacle Challenge Rider Fee Remittance Form and mail with a check to the State Chair within 30 days of your event.
- Keep all records (entry, release, score sheets, etc.) for one year. Shred releases and entries after one year.

State Program Chair

Gail Bloxham, email: cottonwoodcreekequest@gmail.com

Sanction Chair

Gail Bloxham, mail to: cottonwoodcreekequest@gmail.com

530-347-0212

18550 Evergreen Rd., Cottonwood, CA.96022

**www...............com (Obstacle Challenge website*

Website is currently being developed along with the new CSHA website as of 12/5/15

ATTACHMENT A — Event Managers Packet

<u>Sample</u> Proposed Budget

Date

Based on 30 Riders

	Expenses
Sanction Fee	25.00
Printing & Postage	20.00
Obstacle Construction	50.00
Lunches	75.00
Ribbons	100.00
Judges	200.00
Facility Fee	400.00
Insurance	75.00
1st place awards	100.00
2nd – 3rd place awards	75.00
State Rider Fee	90.00
EMMP Fee	150.00
Total Expense	$1,360.00

	Income
Rider @ 45.00 (1 day event)	1,350.00
Late Fees @ $10 x 5 riders	50.00
Raffle	200.00
Donations/Sponsors	200.00
Total Income	$1,800.00
Net Profit	$ 440.00

ATTACHMENT B – On Line EMMP Event Registration

Good afternoon Event Managers for California Equine Events

The Equine Medication Monitoring Program (EMMP) announces a new online event registration system for event managers to register equine events (horse shows, rides, and public sales) in California. The online event registration system allows the event manager to register a new event, view previous events, and copy previous recurring events. Once all the required event data is provided, event managers will receive their event number and have the ability either to view or print registration forms.

Event managers interested in becoming a user of the new online event registration system, must first set up an online user account. This will enable you to view events you have previously registered.

Follow the steps below to activate an account.

1. Visit the website – http://apps4.cdfa.ca.gov/emmppublic/eventregistration.aspx
2. Click on the Register button
    a. Enter you First Name, Last Name, Mailing City and Email. (WARNING – use the email you have previously registered events with the EMMP)
    b. The system will match the information you provided to the current database.
3. If the information you have entered matches the information we have in the current EMMP records, you will receive an email from EMMP with a link to create your password. Once you create your password, you will have access to register an event or view previously registered events.
    a. To view or print previously registered events, click on the "View Events" button. This will allow you to select a previous event or print the registration form for that event.
4. If the information you have entered does not match our EMMP database (ie mailing city and email does not match exactly what is in the current EMMP records), the database will notify you that a match is not found. This will require the EMMP office staff to create an account. Once the account is created you will receive an email with instructions for completion of the process (ie set password). This process may take up to 2 business days.
5. Once you have registered an account, you can log in anytime to register an event. If you forget your password, you can reset it by entering your email at the login page and clicking on reset password.
6. To register a new event using similar event details from a previous event:

a. Select an event from the list of previous events by clicking the "select" option on the left side of the event. By clicking "select", the information for that particular event will appear.
b. If you Choose to use this event template, update the event dates for the new event and submit the application to register this new event. This will save you time and not require you to enter all the similar details.

If you have any questions regarding this new online email EMMP@cdfa.ca.gov or call Nancy at 916-900-5045.

Thanks for your time and efforts.

Katie Flynn, BVMS, MRCVS

Equine Staff Veterinarian

916-900-5039

916-900-5333 (fax)

Mailing address:

CDFA-EMMP

1500 W. El Camino #215

Sacramento, CA. 95833

NOTE: If same rider and horse combination enter a 2 day event, only 1 drug fee is paid.