

## **CHAMPIONSHIP SHOW MANAGEMENT**

**Management of the 2013 and 2014 Great American and RMDS Sport Horse Championships and the Rocky Mountain Dressage Society Championships to be held at a suitable location in late September 2013 and 2014.**

All management responsibilities will be conducted in concert with the RMDS Executive Board or their designated representative.

- Facility- 4 arenas, 2 warm-ups, 200 stalls minimum.
- Identify and contract with all officials, (licensed officials, EMTs, farrier, veterinarian), necessary for the show.
- Communicate with the facility to ensure proper ground maintenance and arena grooming. Arrange for dressage arenas and decoration of the arenas. Arrange suitable area for awards ceremonies and follow RMDS, USDF and USEF rules regarding arenas, decorations and award ceremonies.
- Work with the RMDS Executive Board to determine and establish a high level of customer hospitality for competitors, judges and officials.
- Coordinate the ordering of ribbons, trophies, and other awards.
- Identify and contract with a volunteer coordinator whose work will ensure that adequate volunteers/staff are available throughout all phases of the competition.
- Secure all support services, including but not limited to, food for officials, photographers, volunteers and competitors.
- Develop marketing, sponsorship opportunities and present them to the RMDS board for follow up.
- Maintain a balanced budget and provide detailed breakdowns for the RMDS BOG meetings following Championships
- Design class posting options, various other details as they arise will be attended to by the management team.
- Posting, creation and editing of the prize list, entry forms and other required documentation.. In additional, post the schedule, judges schedules, menus, special events, and results (that will be posted on a daily basis) to the RMDS website, [www.rmds.org](http://www.rmds.org).
- Develop and maintain online posting of all scores in real-time format and possible integration of online entry capabilities.
- Submit Prize list to RMDS, USDF and USEF for approval and publication within the guidelines of each organization.

The Show Secretary will process all show entries, ensuring proper documentation and fees are included with each entry, scheduling and mailing ride times, preparing competitors packets, preparing master score sheets and on-show-grounds check-in of all competitors beginning at least one day before the start of the show.. Her office will be well staffed, and she will be in constant contact with the scoring office and monitor their responsibilities. She will also prepare all after competition reports and submit reports to RMDS, USDF, and USEF within specified time limits.

All show related expenses (direct costs) will be paid or reimbursed by RMDS within 10 days of the submitted reimbursement request.