

**Ontario Society of Working Equitation – Show Organizers Handbook**

**This handbook is intended as a guide only. Our goal is to simplify the process of hosting a Working Equitation Schooling Show. Our mission in creating a Schooling Show Series is accessibility, affordability, education and fun for all! Feel free to be flexible in creating your obstacles. Obstacles can be easily constructed from materials already available at your site or borrowed, and many can be used twice in a course. Also, courses can be custom designed with the obstacles you have available. Please feel free to view sample obstacles on the OSWE website, or to ask OSWE re: any details or modifications that would be helpful for your site.**

**Part One**

***Minimum Competition Site Requirements for an OSWE Schooling Show***

**Dressage arena** \*: grass or sand ring, good footing

 -minimum size: 20m x 40m with appropriate 8 letters

 -accessible mounting block

 **Ease of Handling arena** \*: safe footing, no hard or slippery surfaces

 -minimum size: 20m x 40m

                          -obstacles: -be creative, see OSWE website for ideas!

 L1 ->10 minimum, L2 and above->12 minimum

                                -some obstacles may be used in both directions in a course

                                -minimum 10' between obstacles"

**Speed Trial arena** \* **(only for Level 2 and above)**

 **-**same ring requirements as EOH

                              -obstacles: L2-3 ->10 minimum (often similar course to EOH trial)

-\*NOTE: Dressage, Ease of Handling and Speed Trial can be run in one arena, especially for a small show

**-Warmup Ring**- safe for competitor warmup, footing similar to that in show arena if possible.

**-**Must have parking/trailer parking appropriate for show size

Also:

-Must have Liability Insurance for farm to host event

-Use both OSWE Liability Waiver and Host Liability Waiver

-Host needs to be an OSWE member

-Host/Organizer to sign up Judges

-Host/Organizer to decide the number of entries based on location of show

-Host/Organizer requires reliable internet for GIRA scoring

\*If listed as an OSWE show-one of our board members must be present\*

***OSWE WILL PROVIDE*** *(IF NEEDED):*

-Course maps

-List of Qualified Judges

-Organizer Handbook (PDF)

-List of Responsibilities of Show Secretary, Show Management, required personnel

- OSWE support for Host/Organizer includes Training Webinars, Zoom Calls, and a Pre-Show Review session (virtual or in-person)

- OSWE Competition Committee member reviews course is set up correctly in advance

-Training and support for GIRA Online Show Registration/Scoring



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**Part Two**

 ***Hosting an OSWE Schooling Show***

Listed below is a guide to assist organizers with requirements prior to, during and after the competition:

***Facility***:

* Porta-potties
* Stabling/stall map (if providing stabling), (ensure enough shavings available )
* Awards: Ribbons and prizes

***Judge(s):***

* Provide transportation to and from airport/venue, accommodation, lunch, and refreshments
* Payment is arranged before event is over (cheque, money order in appropriate funds)

 ***Courses/Arenas:***

* Dressage ring - fences and letters
* EOH +/- Speed Trial courses/obstacles - ensure the Judge(s) have reviewed and approved
* Table, chairs, and shelter for Judge(s) in arena
* Public address system
* Washroom facilities with supplies
* Volunteers: Scribe(s), In-gate Staff, Paddock Steward, Timers, Course setters/re-setters, Scorer
* Medic on-site or staff with First Aid Certification

***Office:***

* Have copies of OSWE Forms available – (Memberships, Incident/Injury/Accident Form)
* \*Riders must be OSWE members or pay OSWE Day Fee to enter show\*
* Create a Competitor’s Packet for each entry to include Horse/Rider competition number, OSWE membership, OE membership, contact numbers for Vet and Farrier.
* If not received with entry, have a Liability Waiver available for each rider to sign before receiving packet.
* EOH /Speed Trial Course maps***:*** Email to competitors 3 days before competition.

 -Provide paper copies at show.

 -Have original entry on hand in case of disputes.

* Bell and/or whistle for judge
* Stop watches
* Walkie Talkies and spare batteries
* Printer/copier
* Copies of Dressage Test Score Sheets for appropriate level for each Rider, completed with Rider/ horse info. (Provide a couple of spares for each level also)
* Copies of EOH Test Score Sheets for appropriate level for each Rider, completed with Rider/horse/obstacles info. (Provide a couple of spares for each course also ).
* (Copies of Speed Trial Score Sheets for appropriate level for each Rider, completed with Rider/horse/obstacles info. (Provide a couple of spares for each course also ).)
* Clip board and pencils / pens (include a red pen for Judge’s use.)
* Judge(s) and Scribe - Order of Go, Dressage tests/ EOH /(Speed Trial ) Score sheets
* In gate / Paddock Steward - Order of Go
* Photographer - Order of Go, list of competitors by number
* Timers – Order of Go, Stopwatches

***SECRETARY***

* Copies of Master Score Sheets for each level/class for Scorer.
* Area for Scorer to work (with laptop/reliable internet).
* List of Competitors with OSWE, Rider &Horse numbers,
* Pencils, pens, calculator
* Order of Go for Dressage – (be sure to schedule breaks)
* Order of Go for EOH – (be sure to schedule breaks)
* Order of Go for Speed Trial– (can be reverse order of placings after EOH or same order as EOH )
* Print/post Volunteer schedule. Ensure Volunteers are trained for their roles.

***DAY BEFORE THE SHOW***:

* **SCHOOLING CLINIC** (optional): Host/Organizer may consider offering a Schooling Clinic on the day prior to the show to allow competitors to familiarize themselves with the show grounds, rings, courses and obstacles***.***

***DAY OF SHOW***

* Management, Secretary, Volunteer Coordinator should arrive early.
* Check arena/course is ready.
* Scribe should arrive at least 30 minutes prior to start.
* Judge(s) should arrive at least 30 minutes prior to start to meet their scribe and view facility
* EOH/Speed Trial Course Walk: to be held 30 minutes prior to the first ride in the trial. During this time, the Judge will be available to answer rider questions.
* Scorer to post scores as soon as they have been approved by Judge(s)
* Make copies of all completed/scored Dressage Tests and EOH/Speed Trial sheets to keep with show records. Riders are provided the originals.
* Remember snacks and refreshments throughout the day for Judge(s) and volunteers

***AFTER COMPETITION:***

* Submit results to OSWE secretary secretary.oswe@gmail.com for Year End points.
* File copies of all Score sheets.