Guide to organising a show

1. Venue

Locate and secure venue well in advance of show. The venue **must** be risk assessed by the club safety officer*.

2. Judges

Find and book appropriate judges well in advance of show. A list of show jumping judges and course designers approved by the AIRC is available to download from the AIRC website.

3. Course builder

Find and book appropriate course builder well in advance of show. Course builders must be qualified.

4. Ambulance, doctor, vet

An ambulance **must** be present at all cross country events. At all other events, the safety officer should have contact details for a doctor and vet on call.

5. Show schedule

Decide on classes, prizes and entry fee. Instruct club secretary to forward to other clubs.

6. Prizes and rosettes

Check within club for existing stock before ordering. Consider sponsorship.

7. Facilities

Ensure that the following basic essentials are available on the day. If they are not, it should be clearly noted in the show schedule:

— Water for horses
— Toilets
— Food
— Parking

8. Equipment required

(Refer to club equipment log book.)

— Jumps	— Cups & safety cups
— Jump numbers	— PA system
— Timing equipment	
— Power/generator	
— Judge's box	— Entire box
— Dressage arena	— Dressage markers
— Litter bins	— Directional signs
— Money float	— Warm-up rules sign
— Walkie talkies	— First aid kit

9. Paper work

— Dressage scribe sheets
— Show jumping/cross country score sheets
— Entries book
— Pens

10. Personnel required

— Safety officer
— People to help get the venue ready before the show
— Arena party
 (to attend to the arena during the show)
— Arena gate and call up
 (to inform riders of their jumping order)
— Warm up steward
— Parking steward
— Dressage and show jumping scribes
— Fence stewards
 (to mark fences in cross country event)

After show requirements

Entries books and results must be given to show secretary* for submission to AIRC.

Advise club treasurer* of income and outgoings from show and any other monitory issues.

Return and log all equipment.

Ensure venue is in pre-show state.

* If you're unsure who this is, check in the 'Meet the Club' section of our website.