



Athletic Equestrian League: Hosting a Competition

Before:

- | | |
|---|--|
| <input type="checkbox"/> Hire Officials | <input type="checkbox"/> Determine other officials |
| - Judge | - Scorers |
| - Steward | - Scribe (If needed) |
| - EMT | - Jump crew |
| - Practicum Judge | - Announcer |
-
- Apply for competition insurance, form is available on AEL website. Please add Athletic Equestrian League as additional insured and submit to Legis at info@legisequine.com.
 - Develop competition invitations and e-mail a copy to athleticequestrian@gmail.com.
 - E-mail invitations to membership teams.
 - Order Medals/Ribbons/Trophies according to instructions on website.
 - Reserve port-o-johns and purchase or rent walkie-talkies.
 - Hire a caterer or determine who will run a food booth.
 - Create competition program and print enough copies for teams and spectators.
 - Send list of athletes competing to jenna@athleticequestrian.com
 - Create horse list with descriptions and crop/spur list.
 - Make copies of all current COLOR flat class scoresheets, all current fences tests and all practicum scoresheets.
 - Prepare judge's clipboard with the correct order of classes (flat and fence tests, judging guidelines, and horse description sheet.)
 - Assign horses to classes.
 - Print horse draw sheets off the AEL website.
 - Prepare team packets with competition programs.

During:

- School all horses...competitors in the competition are permitted to school day of the comp.
- Post official bulletin board with class sheets and master score sheet.
- Post horse draw.
- Mark officials' programs with all scratches and/or additions.
- Collect flat scoresheet after each flat class and take to scorer.
- Collect fences tests after every 2-3 riders and take to scorer.
- Provide officials with food and drink during the day.
- Score individual class sheets for flat, fences and practicum.
- Post scores on master bulletin board on the team totals score sheet.
- Make copies of all tests and score sheet for competitors to take home.
- Award class awards in arena or side of the arena in breaks between classes.

After:

- E-mail official results to jenna@athleticequestrian.com/athleticequestrian@gmail.com
- Send fees to: Athletic Equestrian League PO Box 595 Etna NH 03750

- Once all boxes are checked you are ready to go! If questions arise please e-mail athleticequestrian@gmail.com or jenna@athleticequestrian.com