



DRIVING EVENT PLANNING CHECKLIST

To be completed by the Competition Organizer, Course Designer and Technical Delegate prior to the event. Each should retain a copy with a working list of responsibilities to ensure everything is in place for a well-run event.

Name of Event:	Date
Organizer & contact:	
Course Designer & contact:	
Technical Delegate & contact:	
Type of Competition: <i>circle all that apply: Pleasure Driving Combined Driving: Training Preliminary Intermediate Advanced</i>	

A. Planning Documents

Yes No

- ☐ ☐ Does the Organizer have and use a current edition of the Rulebooks?
- ☐ ☐ Did the TD proof the Prizelist prior to printing?
- ☐ ☐ Has the previous year's TD report been reviewed and recommendations considered?
- ☐ ☐ Have the correct event permits levels been applied for?

B. Personnel

List by name the individuals responsible for:

1. Head Judge _____
2. Event Secretary _____
3. Stable Manager _____
4. Veterinarian _____
5. EMT _____
6. Steward _____
7. Clerk of Dressage _____
8. Clerk of Marathon _____
9. Clerk of Cones _____
10. Wheel Measurements _____
11. Safety Inspector _____
12. Communications _____
13. Scorer _____
14. Announcer _____
15. Farrier _____
16. Awards _____
17. Other _____
18. Volunteer coordinator: _____
19. Obstacle Judge briefing: _____
20. Section Timer briefing: _____
21. Course walk: _____
22. Competitor briefing: _____
23. _____
24. _____
25. _____

C. Organizing Factors

Yes No Are there practical, workable plans in place for:

- ☐ ☐ 1. Competitor & trailer parking
- ☐ ☐ 2. Stabling for horses (including stallions)
- ☐ ☐ 3. Water supply for horses
- ☐ ☐ 4. Manure handling and disposal
- ☐ ☐ 5. Sufficient toilet facilities for officials, competitors and spectators including servicing
- ☐ ☐ 6. Restaurant or snack bar facilities
- ☐ ☐ 7. Spectator parking / safe viewing areas
- ☐ ☐ 8. Evacuation for injured personnel
- ☐ ☐ 9. Horse ambulance and removal of animals
- ☐ ☐ 10. Fire protection in stabling & spectator areas
- ☐ ☐ 11. Traffic control during event
- ☐ ☐ 12. Water facility at compulsory rest stops
- ☐ ☐ 13. Water facility at end of marathon
- ☐ ☐ 14. Trash barrels and pickup
- ☐ ☐ _____
- ☐ ☐ _____
- ☐ ☐ _____
- ☐ ☐ _____
- ☐ ☐ _____

Checklist continues on page 2

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D. Equipment

- Yes No *Is the following equipment on hand and in good working order?*
- ☐ ☐ 1. Section timer clocks (# required _____)
 - ☐ ☐ 2. Stop Watches (# required _____)
 - ☐ ☐ 3. Hold-up & traffic flags
 - ☐ ☐ 4. Clipboards (# required _____)
 - ☐ ☐ 5. Official Notice Board
 - ☐ ☐ 6. Communications Equipment (# required _____)
 - ☐ ☐ 7. Compulsory Turning Flags (# required _____)
 - ☐ ☐ 8. Yellow direction markers (# required _____)
 - ☐ ☐ 9. Section "Start/Finish" signs (# required _____)
 - ☐ ☐ 10. Obstacle "IN/OUT" signs (# required _____)
 - ☐ ☐ 11. Obstacle gate letters (# required _____)
 - ☐ ☐ 12. Cones (# required _____)
 - ☐ ☐ 13. Cones numbers/holders (# required _____)
 - ☐ ☐ 14. Multiple elements (# required _____)
 - ☐ ☐ 15. Cones measuring sticks (# required _____)
 - ☐ ☐ 16. Wheel measuring setup (Stick, cones)
 - ☐ ☐ 17. Horse bridle numbers (# required _____)
 - ☐ ☐ 18. Carriage (Entry) Numbers (# required _____)
 - ☐ ☐ 19. Stall cards (# required _____)
 - ☐ ☐ 20. Ribbons (# required _____)
 - ☐ ☐ 21. First Aid Kit (# required _____)
 - ☐ ☐ 22. ID Badges for officials (# required _____)
 - ☐ ☐ _____
 - ☐ ☐ _____
 - ☐ ☐ _____
 - ☐ ☐ _____
 - ☐ ☐ _____
 - ☐ ☐ _____

E. Physical and Terrain Factors

- Yes No *Consider safety and current Rulebook*
- ☐ ☐ 1. Area and surface for First Horse Inspection
 - ☐ ☐ 2. Suitable measurement area for ponies
 - ☐ ☐ 3. Warm-up & schooling areas – suitable?
 - ☐ ☐ 4. Dressage field – level, good footing?
 - ☐ ☐ 5. Suitable access between stables & dressage arena
 - ☐ ☐ 6. Cones arena – sufficient size, good footing?
 - ☐ ☐ 7. Marathon – suitable for normal speed maximums?
 - ☐ ☐ 8. Marathon – walk section – good, flat surface?
 - ☐ ☐ 9. Marathon – rest area – shade, parking, water?
 - ☐ ☐ 10. Marathon – end of B – shade, parking, water?
 - ☐ ☐ 11. Natural obstacles – concerns?
 - ☐ ☐ 12. Obstacle locations with vertical concerns?
 - ☐ ☐ 13. Marathon track – average 1 obstacle/km max?

F. Schedule

- Yes No *Consider safety and current Rulebook*
- ☐ ☐ 1. Is the time for First Inspection reasonable?
 - ☐ ☐ 2. Is the Course Walk schedule adequate & appropriate?
 - ☐ ☐ 3. Dressage – reasonable time between tests?
 - ☐ ☐ 4. Dressage – breaks for officials each 2 hours?
 - ☐ ☐ 5. Dressage – maximum of 8 hours judging per day
 - ☐ ☐ 6. Dressage – time allowed for arena size change?
 - ☐ ☐ 7. Marathon – expanded schedule checked for overlaps?
 - ☐ ☐ 8. Marathon – does start time allow for adequate volunteer briefings and time to take positions?
 - ☐ ☐ 9. Cones – time allowed for course walk
 - ☐ ☐ 10. Awards – scheduling: end of class? end of division?
 - ☐ ☐ 11. Awards – who determines the winners and prepares ribbons and trophies?

G. Other Comments

Please make any additional comments or clarify any answers above. (____ additional pages are attached to this report).

Date:

Completed by: