

EVENT ORGANIZERS CHECK LIST

BEFORE THE SHOW

- | | |
|--|------------------------|
| <input type="checkbox"/> Confirm Date | Executive |
| <input type="checkbox"/> Advertise for volunteers | Newsletter/Phone |
| <input type="checkbox"/> Confirm judge(s) | |
| <input type="checkbox"/> Advertise event (radio, newspaper, posters) | |
| <input type="checkbox"/> Confirm any restrictions or guidelines or licenses needed for event | |
| <input type="checkbox"/> Check current AERC regulations | President or Treasurer |
| <input type="checkbox"/> Ensure familiarity with risk management | |
| <input type="checkbox"/> Pick up Cash Float | Treasurer |
| <input type="checkbox"/> Radios (charge the evening before event) | |
| <input type="checkbox"/> Obtain Revenue and Expense Form | |
| <input type="checkbox"/> Obtain Volunteer Form | |
| <input type="checkbox"/> Obtain HCBC Application Forms | President or Treasurer |
| <input type="checkbox"/> Obtain Waiver/Entry form if needed | |
| <input type="checkbox"/> Confirm Concession (if applicable) | |

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for outside PA system, south door for

trail equipment

concession hook up, trail equipment

PA system from Parks and Rec (indoor)

PA system from club

PA system from club (outdoor)

Arrive Early to Open Facilities and handle last minute details

AFTER THE SHOW

Remit completed volunteer list to Points Person

Remit Revenue and Expense form with monies and bills to the Treasurer *within 10 days*

Submit an after action report to Executive or General meeting

VOLUNTEER ROSTER

Ring Clerk _____	Gate/Ribbon
_____	Entry Sec.
_____	Announcer
_____	Ring Crew/ 1
_____	Timers
2 _____	Concession

DO YOU HAVE.....

___ Keys to facilities	___ Current Membership List
___ Entry & Waiver Forms	___ HCBC Forms ___ Copy of Rules
& Regulations	___ Cash Float(s) ___ Table for Entry Secretary
___ Judges Score Sheets	___ Clipboards
___ Pins	___ Pens
___ Tape	___ Competitors Numbers
___ Stop Watches	___ Radios
(games & trail)	___ P/A System(s) ___ Patterns
needed (eggs, spoons, etc.)	___ List of Equipment needed ___ List of props

Volunteer List

Event: _____

Date _____

Held: _____

Organizer: _____

Committee Members:

<i>Hours worked</i>	<i>Volunteers Names</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

FUN DAY RULES & REGULATIONS

(to be posted at event)

All riders must be a member of the AERC and have current HCBC insurance to ride. Number must be displayed on riders back. This number is to be used by same exhibitor throughout the year. Please make sure to turn your number in to the secretary at the end of the day. No other person may be mounted on your horse, unless they are an exhibitor. *This includes parents, siblings, friends, owners, etc.* Participants **MUST wear heeled boots and long pants **No riding****

double or bareback or in a halter Approved helmets MANDATORY for junior riders and recommended for all riders No junior may handle a stallion at any time WALKING ONLY in warm-up area NO CANTERING OR GALLOPING ON THE GROUNDS No participant may enter more than one horse in a class. Horses may be ridden only once in each age group in each class. Fun Days run under CEF Rules, including dress. Riders may be marked down for not following rules. Clean up hay and manure around your trailer before you leave.

HAVE FUN AND RIDE SAFE!

ARMSTRONG ENDERBY RIDING CLUB REVENUE AND EXPENSE FORM

FUNCTION _____ DATE _____

REVENUE	ITEM	AMOUNT
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

EXPENSES	ITEM	AMOUNT
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____

Please provide as much detail about revenue items as possible. Please include all bills for expenses and clearly mark any item that has been paid already. Bills should be paid by cheque whenever possible, so please make arrangements with the treasurer in advance if they cannot be paid after the event. If you need a float for the event please call the Treasurer at least 5 days in advance. It would be greatly appreciated if you could get this form and all bills and monies collected to the Treasurer within five days of the event. If not all bills have been received, then please indicate approximate amount and when expected. Your cooperation is appreciated in keeping AERC finances in order.

NAME _____

SIGNATURE _____

SHOWMANSHIP

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1 st	1 st	1 st	1st
2 nd	2 nd	2 nd	2nd
3 rd	3 rd	3 rd	3rd
4 th	4 th	4 th	4th
5 th	5 th	5 th	5th

ENGLISH PLEASURE

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1 st	1 st	1 st	1st

2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd
4th	4th	4th	4th
5th	5th	5th	5th

ENGLISH EQUITATION

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd
4th	4th	4th	4th
5th	5th	5th	5th

REMIT THIS COMPLETED FORM TO POINTS PERSON

WESTERN PLEASURE

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd
4th	4th	4th	4th
5th	5th	5th	5th

WESTERN HORSEMANSHIP

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
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1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd
4th	4th	4th	4th
5th	5th	5th	5th

TRAIL HORSE

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd
4th	4th	4th	4th
5th	5th	5th	5th

REMIT THIS COMPLETED FORM TO POINTS PERSON

BARRELS

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1st	1st	1st	1st
2nd	2nd	2nd	2nd
3rd	3rd	3rd	3rd
4th	4th	4th	4th
5th	5th	5th	5th

GAME #2

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1 st	1 st	1 st	1st
2 nd	2 nd	2 nd	2nd
3 rd	3 rd	3 rd	3rd
4 th	4 th	4 th	4th
5 th	5 th	5 th	5th

GAME #3

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1 st	1 st	1 st	1st
2 nd	2 nd	2 nd	2nd
3 rd	3 rd	3 rd	3rd
4 th	4 th	4 th	4th
5 th	5 th	5 th	5 th

REMIT THIS COMPLETED FORM TO POINTS PERSON

GAME #4 _____

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1 st	1 st	1 st	1st
2 nd	2 nd	2 nd	2nd
3 rd	3 rd	3 rd	3rd
4 th	4 th	4 th	4th
5 th	5 th	5 th	5th

GAME #5 _____

SENIOR	JUNIOR A	JUNIOR B	JUNIOR C
1 st	1 st	1 st	1st
2 nd	2 nd	2 nd	2nd
3 rd	3 rd	3 rd	3rd
4 th	4 th	4 th	4th
5 th	5 th	5 th	5th

REMIT THIS COMPLETED FORM TO POINTS PERSON

EVENT _____ DATE _____

HORSES NAME RIDER

-

FUN DAY EVENTS

CLASSES RUN IN THIS ORDER –

SENIORS, JUNIOR A, B, C & D

IF ONLY ONE ENTRY IN AN AGE GROUP THEY WILL BE RUN AS A CLASS WITHIN A CLASS IN THE NEXT AGE GROUP EXCEPT FOR JUNIOR C, WHICH WILL ALWAYS BE RUN BY ITSELF, UNLESS THE RIDER REQUESTS OTHERWISE. DOES NOT APPLY TO JUNIOR D RIDERS.

SHOWMANSHIP ENGLISH PLEASURE ENGLISH
EQUITATION WESTERN PLEASURE WESTERN
HORSEMANSHIP TRAIL GAMES – 5 MINIMUM
RUN IN ANY ORDER BARRELS, POLES AND 3
OTHER GAMES AT DIRECTORS DISCRETION –
TIMED EVENTS