

## **Requirements for a Combined Driving Competition**

### **6 Months Before**

Select Venue  
Contact land owners  
Check facilities yards paddocks water etc  
" " Camping, toilets, showers etc  
Convenor  
Secretary  
Organise President of Ground Jury  
Dressage Judges  
Technical Delegate  
Marathon Course Designer  
Cone Course Judge  
Cone Course Designer  
Scorer  
Vet  
Novice and Training Safety Inspector  
Writers  
Sponsors  
First Aid person

Start list of Stewards  
Apply for Affiliation  
Send Approved Schedule and Entry Forms to Swingletree and NZCDS  
Website  
Order Ribbons  
Arrange Caterers  
Stewards' labels

### **6 Weeks Before**

Arrange Officials' Accommodation  
Scorer's Office  
Transport for Officials at event  
Working Bee and Transport of Required Gear  
Advertising  
Collection of Prizes  
Measure Marathon Course

### **2 Weeks Before**

Confirm All Officials  
Draw Marathon Map including Obstacle Plans if possible  
Photocopy  
Dressage Tests  
Stewards Sheets Start and Finish of Sections  
Obstacle Sheets  
Cone Course Sheets  
Marathon cards  
Clipboards and Pens and Pencils  
Stop Watches

## Notice Board

Re-Measure Marathon Course

Arrange Start times for all Three Competitions

Print and Post Programme to Competitors and Judges

Competitors Numbers

### **1 Week Before**

Working Bee

Build Dressage Arenas

    Cone Course

    Marathon Obstacles

Check with Caterers

Fill Folders and Allocate Stewards and Writers

Put competitors lists into relevant folders

Rubbish Bins

Co-ordinate Stopwatches

### **Event Weekend**

Official Inspection of All Courses

Arrange Course Viewings

### **After Event**

Thank You Letters and Payment for Officials (if not handed out)

    Land Owners

    Sponsors

    Vet

    Results to Swingletree

        NZCDS Website

        Points Prize Co-Ordinator