

NAMEF SHOW ORGANIZER CHECKLIST



1	Stabling Requirements
2	Grooms Facilities
3	Arena
4	Catering
5	Sponsors
6	Ablutions
7	Farriers & Veterinary
8	Stewards
9	Prize money
10	Medication Control
11	Vet Check
12	Jumping Equipment
13	Spectators & Competitors
14	Judges Box

1. STABLING REQUIREMENTS CHECKLIST

		YES	NO
1.1	Is there a stable manager		
1.2	Is the stable area fenced (Restricted area)		
1.3	Is there 24 hour security at the stables		
1.4	Is a horse watch service for night organised		
1.5	Are the stables safe and suitable (4 sides and roof)		
1.6	Is there electricity		
1.7	Is electricity working		
1.8	Is the electricity cabling out of reach of horses		
1.9	Is there adequate ventilation, water and bedding		
1.10	Are the water points sufficient		
1.11	Is there a list of horses and stable numbers		
1.12	Are the boxes labelled		
1.13	Do the stables have enough fire fighting equipment		
1.14	Are there no smoking signs		
1.15	Minimum size 3m x 3m		
1.16	20% of stables should be 4m x 3m (For large horses or Stallions)		
1.17	Are exits kept clear for emergencies		
1.18	Is there adequate manure disposal		
1.19	Are the trucks outside the stable area		

NOTES

2. GROOMS FACILITIES

		YES	NO
2.1	Are there rooms available		
2.2	Is there hot and cold water		
2.3	Are there Shower facilities		
2.4	Is there electricity for the grooms		
2.5	Is there potable water		

NOTES

3. ARENAS

MAIN ARENA

		YES	NO
3.1	Is the ground suitable for the level of jumping/dressage		
3.2	Is there a time table for the main arena		
3.3	Is the ground maintained		
3.4	Are the arenas labelled		
3.5	Horse ambulance,screen,halter and ropes		
3.6	Is the arena entrance suitable for horse ambulance		
3.7	If something goes wrong is there a plan		
3.8	Who is in charge		
3.9	Human ambulance and doctor or (para medic)		
3.10	Can the entrance to the arena be closed		

WARM UP ARENA

		YES	NO
3.11	Is there enough schooling space		
3.12	Is lunging on a separate place or at special times		
3.13	Are stewards available for the daily schooling		
3.14	Is there a time table for schooling		
3.15	Is the ground maintained		
3.16	Is it similar to the competition ground		
3.17	Are the arenas labelled		
3.18	Are the stewards briefed according to schedules		
3.19	Are there shelters for stewards if it rains		

NOTES

4. CATERING

		YES	NO
4.1	Is there a food hall		
4.2	Is there food for the grooms		
4.3	Catering facilities for officials		

NOTES

5. SPONSORS

		YES	NO
5.1	Is there a VIP area for the sponsors		
5.2	Is there TV coverage		
5.3	Has the merchandise for the sponsors been arranged		

NOTES

6. ABLUTIONS & GENERAL HYGIENE

		YES	NO
6.1	Are there ablutions in close proximity to the arenas		
6.2	Are there ablutions in close proximity to the Stables		
6.3	Are there ablutions for the grooms		
6.4	Are there dustbins available		
6.5	Venue neat & tidy		
6.6	Arena surrounds in good condition and painted		
6.7	Is there old rubble lying around		

NOTES

7. FARRIERS & VETERINARY

		YES	NO
7.1	Is there a farrier on site during show hours		
7.2	Is there a veterinarian on standby 24 hours a day		
7.3	Are isolation boxes available		
7.4	Are ambulances, doctor and veterinarian available during training		
7.5	Is there a specific place or box available for MCP		
7.6	Have the vets been informed of the location		

NOTES

8. STEWARDS

		YES	NO
8.1	Do you have the names of all officials		
8.2	Will meals be available for the stewards		
8.3	Will there be radios available for the stewards		
8.4	Will there be a office for the stewards		
8.5	Will there be a covered area for the stewards at the warm up arenas		

NOTES

9. PRIZE MONEY,ROSETTES & TROPHIES

		YES	NO
9.1	Is the prize money in accordance with the regulations for the event		
9.2	Are the rosettes and trophies in place?		

NOTES

10. MEDICATION CONTROL

		YES	NO
10.1	Is there medication control for the horses (drug testing kit)		
10.2	Will the testing be done locally		
10.3	Will testing be done internationally		

NOTES

11. HORSE INSPECTION

		YES	NO
11.1	Are the Id numbers available for the horses (NMN)		
11.2	Is the site flat		
11.3	Is the ground firm		
11.4	Is it a non slippery surface		
11.5	Are there enough stewards available		
11.6	Is there a holding box		
11.7	Are starting lists available		

NOTES

12. JUMP EQUIPMENT

		YES	NO
12.1	Is the jumping equipment up to the standard of competition		
12.2	Is there a water jump		
12.3	Is the water jump up to standard		
12.4	Is the jumping equipment aesthetically pleasing for TV purposes		
12.5	Average weight of a jumping pole in KG		
12.6	Is there adequate jumping equipment for the warm up arena		
12.7	Is the warm up arena jumping equipment of a good standard		
12.8	Are there safety cups		

NOTES

13. SPECTATORS & COMPETITORS

		YES	NO
13.1	Is seating available for spectators/competitors		
13.2	If so how many can be seated		
13.3	Is there seating under cover		
13.4	Is there parking for cars		
13.5	Is there parking for horseboxes		
13.6	Is there sufficient space to off load horses		
13.7	Is there shade for horses		
13.8	Is there sufficient space to turn a horse box around		

NOTES

14. JUDGES BOX

		YES	NO
14.1	Has the judges box been cleaned		
14.2	How many people can it seat		
14.3	Air ventilation if closed		
14.4	Chairs&Table		
14.5	Bell		
14.6	Can the full arena be observed by the judges box		
14.7	Is there a P.A system		
14.8	Speaker - Loud and clear		
14.9	Can the announcer be heard in practice arena		
14.10	Is a backup system available		
14.11	Is there communication from the judges box to the marshal		
14.12	Is the timing device in place		
14.13	Are the correct score sheets in place		
14.14	Has every invited judge got their envelop with programs etc		
14.15	Is there a drop-off point for the passport controls in place		

NOTES
