

# Events Checklist

## VENUE

- Check booking confirmed & times allowed in arena(s)
- Check stabling/turnout is confirmed & areas/system explained to competitors
- Check arrival instructions on parking with venue & explain to competitors

## EQUIPMENT

- Check Equipment Trailer is at venue/ organise getting to venue if not
- Check electrical requirements are correct for Arena
- Check access to arena with Equipment trailer
- Check if venue has own commentary system/ area to set up PR system if not supplied

## REFEREES

- Ensure Referees are available for event
- Ensure latest set of rules are printed & available during all matches (at chair ref)
- Check GJ available for event & identified
- Check GJ record book up to date & available during all matches (at chair ref)

## VETERINARY

- Check Vet is available & present during event Trot up times
- Identify Vet assistant for Trot Up
- Ensure Vaccination reminder has been issued on Sportity 2 weeks prior to Event
- Print Vetting sheets & give to Vet Assistant

## H&S & LEGAL

- Risk Assessment for venue
- Paramedic Cover Booked & times confirmed
- DBS check up to date for any officials to include Photographer & Paramedics
- Check Safeguarding officer is identified and on site during event
- Check accident forms are printed & available
- Ensure safety protocol for Vetting is in place & communicated

## OTHER

- Check all printed: Vetting, Match & Commentary sheets, Copies of Timetable
- Rosettes & Prizes available if applicable
- Rosette inventory up to date, day after each event & ordered for next event
- Score Sheets uploaded, day after each event to Google Drive
- Copies of Timetable emailed to Photographer & Paramedics