

# Obstacle Challenge Event Manager Packet

## Challenge Event Manager

- Plan a Budget (Attachment A); get approval from region/club.
- Secure a location. Get permits/approval from landowner. Decide one or two day challenge.
- Secure Head Judge & Course Judges, depending on amount of obstacles, one judge can judge. (Follow Judge's Commission Dress Code)
- List as "save the date" with the State Obstacle Challenge Chairman.
- Register/Send riding information to USDA Drug Form address 60 days prior to event.

[http://www.cdfa.ca.gov/AHFSS/Animal\\_Health/EMMP.html](http://www.cdfa.ca.gov/AHFSS/Animal_Health/EMMP.html)

Sanction the challenge. Form must be complete with Event Manager, location and Region approval, approximate mileage/time, insurance provider, etc. Form must be approved by your Region Obstacle Challenge Chair or if no chair, mail completed form to Sanction State Chair.

- Send Sanction State Chair a copy of flyer, entry and directions with address for the Challenge as they are developed, email preferred.
- Order awards and ribbons.
- If 2 day challenge decide if you are going to have a BBQ or Pot Luck on Sat. night.
- Secure date and time with Obstacle Event Manager/Head Judge to pre-ride the course.
- Make copies of Go Order. Rider's numbers, entry forms, Release of Liability, copies of rules, score sheet.
- Bring at least 3 tables and chairs.
- Laptop computer to input scores. Official score sheets are on the website\*\* in Excel format with formulas embedded for calculations.
- Incident Reports must be completed for any occurrence that our insurance provider needs to be aware of. Do not think any incident is too small to report. Notify Obstacle Judges to complete and place a copy in each scorebox, bucket, etc.
- Indicate when and where smoking is/is not allowed, suggest not allowing at group meetings like rider meeting or awards.
- Rules require that Youth Riders (under 18) must have parents written consent to participate (signed Release) and wear an ASTM/SEI approved equestrian helmet. Obstacle judges are to be instructed that a helmet is mandatory for the junior rider to proceed through the obstacle.
- If you choose to include a "rain date" on your entry, be clear what that means...are you keeping entries and monies and requiring participation in the new date? Are riders required to state on their entry whether they want monies returned in case of an alternate date? A rain date is defined as an alternate/postponed date for your event within a few weeks of your original date.
- Entry form should include a place to indicate if they are a CSH• Be clear on your entry form what happens if a rider has to cancel if they have pre-entered your ride. Example: Entry fees are non-refundable. Entry fees are non-refundable without a doctor or veterinarian certificate. Riders must contact challenge manager within 24 hours of the challenge start, etc.

A Member and Obstacle Challenge Program Region member.

- Suggest giving your local fire department/ranger station a heads up regarding your event as far as location, number of riders, etc. In an emergency it will save time for them to be forewarned. Print up emergency contact information along with directions to your event and leave with registration and "in charge" person at challenge location.
- Suggest contacting a local veterinarian and ask if they can be your "on call" vet in case of horse emergencies. Are they a mobile vet or would riders have to haul in? Again, give directions, number of riders and an example of potential emergency calls (colic, stitches). Print

up the veterinarian's name and contact information and leave with registration and "in charge" person at challenge location.

## Suggested Event Management Staff

1. Challenge Event Manager/Head Judge

2. Course Judges

3. Scribes

4. Volunteers

### 1 Event Manager Delegates

- Suggestion: 10 to 16 obstacles. More obstacles on Saturday and less on Sunday for 2 day challenges.
- Lay out course design ahead of time for ease of flow. Once you decide on obstacle course, make maps for the riders, along with instructions.
- It is encouraged to provide a "Judges Day" one day prior to challenge date. They may ride the course and help adjust any obstacles as needed.
- Make sure obstacles can be accomplished in accordance with the rules.
- Make sure the judges are in place for the walkthrough.
  - Secure Obstacle Props: Cones, ropes, flags, etc. for each obstacle.
- Have obstacle necessities for each judge ready before the judges' meeting. Have all items in a bag or bucket so everything is together for them to grab. Clipboard, official score sheets, pens, all props needed for obstacle, extra ribbon.
- Make sure each obstacle judge knows the Event Manager/Head Judge's name.
- Event Manager/Head Judge must determine tie breaker obstacles in advance and let the scorekeeper know.
- Coordinate with Event Manager/Head Judge for the Course Judges' meeting. Usually about 1/2 hour prior to Challenge start.
- Avoid using terms in obstacle directions that may have different definitions. Be clear what you are wanting the rider to do. The word **serpentine** has multiple definitions. Therefore, when applying the work **serpentine** in an obstacle, clarify in the obstacle directions whether rider and horse need to ride in one direction from a specified beginning and ending or if they are to ride a complete circuit, ending where they began. For example:
  - o "...starting at the red flag ride a serpentine pattern through the cones and ending at the green flag..."
  - Or
  - o "...starting at the orange flag, ride a serpentine pattern through the trees, ending where you started at the orange flag..."

### 2 Course Starter

- Instruct this person to watch that each rider is in a saddle, is wearing a bridle and has appropriate footwear. Not ok to perform "safety check" on equipment.
- If using a Go Order have this person make sure each rider is in the correct time slot.
- Log each number as they go out so Event Management knows they are out on the course.

### **3 Event Secretary & helper**

- Check-in pre-entries and new entries.
- Box of supplies like stapler, binders, hole punch, pens, etc.
- Rider numbers and liability releases, check with property owner to see if they have a release or are ok with adding their name to the CSHA release.
- Get Insurance.
- Make signs to get people to your site.

### **4 Scorekeeper**

- Input scores from score sheets and determine placements. Benefit to have two people and a quiet location offering few interruptions. Official Ride Results forms are available under "Forms" on website. Form is in Excel so a scorekeeper with knowledge of Excel is beneficial.
- A good "second check" of scores is to have the computer add the obstacle scores for that obstacle (auto sum) and add the scores on the original score sheet to make sure the total is the same.
- Before scoring, get tiebreaker obstacles from Event Manager/Head Judge.
- Score sheet should include the rider's Obstacle Challenge Program member Region in the Region Column

### **5 Raffle**

- Collect Raffle items from vendors, members, riders or anyone that wants to donate. Bring Raffle tickets, paper bags, felt tip marker, change box, can for tickets, sell tickets, pick winning numbers.

### **6 Judge's Lunches** (including, Event Manager/Head Judge, helpers and yourself)

- Shop for lunch items, plastic wrap, plastic bags and lunch bags to put lunches in. Hand in your receipts for re-imbusement. Keep a copy.
- Example: Turkey, roast beef or ham sandwiches on a roll, fruit, chips, mayo and mustard packets, napkin, hand wipes, cheese stick and 2 waters. Extras can be pickle slices, tomato, lettuce in separate baggies.
- If lunch is provided on site, include course judges in lunch count.

### **After the Event**

- Email a copy of the Official Ride Results to the State Chair within 7 days of your event.
- Fill out State Obstacle Challenge Rider Fee Remittance Form and mail with a check and the Signed Results to the State Chair within 10 days of your event.
- Keep all records (entry, release, score sheets, etc.) for one year. Shred releases and entries after one year.

**State Program Chair / Sanction Chair located on CSHA Obstacle Challenge Website:**  
<https://californiastatehorsemen.org/programs/obstacle-challenge/>

**Like CSHA Obstacle Challenges on Facebook:**

<https://www.facebook.com/groups/811832908949735/>

## ATTACHMENT A – Event Manager’s/Head Judge’s Packet

Sample Proposed Budget  
Date  
Based on 30 Riders

	Expenses
Sanction Fee	25.00
Printing & Postage	20.00
Obstacle Construction	50.00
Lunches	75.00
Ribbons	100.00
Course Judges	200.00
Facility Fee	400.00
Insurance	75.00
1st place awards	100.00
2nd – 3rd place awards	75.00
State Rider Fee	90.00
EMMP Fee	<u>150.00</u>
Total Expense	\$1,360.00

	Income
Rider @ \$45,00 (1 day event)	1,350.00
Late Fees @ \$10 x 5 riders	50.00
Raffle	200.00
Donations/Sponsors	<u>200.00</u>
Total Income	\$1,800.00

Net Profit \$440.00

## ATTACHMENT B - Forms Needed – Obstacle Challenge Program

1. CSHA Obstacle Challenge Rules
2. Forms needed
3. Obstacle Challenge Event Managers Packet
4. Request for Obstacle Challenge Event Sanctioning
5. Obstacle Challenge Results
6. State Rider Fee Remittance Form
7. Region Program Registration Form
8. Challenge Score Sheet & Directions
9. CSHA Incident Report
10. CSHA Membership
11. CSHA Release of Liability
12. Event Manager Ride Evaluation Form

### Additional Forms

Spreadsheet to track riders

## ATTACHMENT C – Score Sheet and Directions

Scoresheet and Directions are a form on the Obstacle Challenge Website at:  
<https://californiastatehorsemen.org/programs/obstacle-challenge/>