

CHECKLIST AND TIMELINES FOR TOURNAMENTS

Here are some hints that can help you get organized. The first thing you should do is check with the APA Secretary for date conflicts with your chosen tournament date. Sanctioning forms will be provided for you.

Four months prior to event

Form Tournament Committee

--Chairman	Telephone: Email:
--Secretary	Telephone: Email:
--Grounds Chair	Telephone: Email:
--Registration Secretary	Telephone: Email:
--Sponsorship Team Chair	Telephone: Email:

CHECKLIST

Name/Phone

Date Booked

- Stabling
- Toilets
- EMT
- Vet On Call
- Farrier On Call
- PA System
- Bar/License
- Catering
- Entertainment
- Publicity

CHECK:

--Field Grass

--Water Supply to site; make sure there are adequate sites for water supply for all participants.

--Organizer should identify an appropriate place for a helicopter landing should it be needed in case of emergency.

Two months prior to event:

--Have sanctioning form arrive to APA Secretary 60 days in advance of your tournament.

--Establish Publicity Contact Numbers

--Liaise with sponsors Contact Numbers

--Arbitration Committee (3 members)

--Tournament Contact Contact Number

One month prior to event:

--Send out information/registration forms that include:

- Tournament contact name, contact number and email
- Route maps and site plans
- Agenda-format, briefings, start and finish of play
- Camping facilities-specify what is provided with the entry fee and include details for camping and horse pen/stall areas; specify what you expect people to do at the end of tournament in terms of cleaning camp/stall sites, fines for lack of doing so, etc.
- Catering; what is available and at what cost
- Contact info for veterinarian and farrier
- Indicate proposed arrangement for umpire horses; will they be provided or are you asking clubs to bring horses; is there a penalty for a club not bringing an umpire horse

--Be sure to set an entry deadline if that is what is planned. Doing this allows the committee or organizer to plan divisions for the tournament with the knowledge of those players attending. Decide if you will charge a late fee for late entries.

--Determine how many umpire horses will be needed; check the number available and plan for a shortage.

--Confirm all bookings.

--Check field condition.

Make or Obtain

Person Responsible

Site Plan

Signs

Flags

White Goal Posts

Roping/Stakes if needed

Balls (3 per field)

Stopwatches/Buzzers

Scoresheets

Scoreboard Keeper if needed

Announcers

Timekeepers/Scorekeepers

Umpire Horse Manager

48 hours before event:

Person Responsible

Ensure Field is Ready to Play

Grass and Lines

White Goal Posts/Flags

Soil—for filling holes

Erect PA System and Test

Signs

Roping if Necessary

Secretary's Table/Tent

Location for Central Information

Announcer's Table/Tent

Water for Horses/People

Identify Location for Umpire Horses

Ensure early arrivals have all necessary facilities and information available

On the day of; early

Display	Timetable and score board together with other information (umpire schedule, umpire horse schedule etc.)
Field-side	Timekeeper/Scorekeeper tables, chairs, watches, buzzers and sun protection
Briefing	Include all appropriate people and all players
Timetable	Give out schedule sheets to players

Helpful Hints

- | | |
|--------------|--|
| Water | - at stables for horses drinking and washing
- at field for horses drinking/washing
- at camp/catering areas |
| Shade | - Timekeepers/Scorekeepers/Announcers may need it |
| Toilet | - Estimate 40 people per toilet |
| Litter | - Place ample trash cans everywhere |
| Dogs | - All dogs MUST be on a leash at all times |
| Safety Zones | - Field ends must space of at least 20 feet; field sides should be 30 feet; side by side fields should be 30 to 40 feet apart for spectators and field officials to have safety room |