

## ADS Pleasure Driving Technical Delegate Checklist

- Purpose:
1. To determine that facilities are in proper order for the pleasure driving show.
  2. To make sure that unsafe or unfair conditions do not exist.
  3. To ensure that necessary personnel and equipment have been provided.
  4. To assure that the show has adhered to ADS rules.

NAME OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

DIVISIONS OFFERED: \_\_\_\_\_

MANAGER'S NAME: \_\_\_\_\_ TELEPHONE # \_\_\_\_\_

Personnel: List by name the individuals responsible for the following functions:

Judge(s) \_\_\_\_\_ Dressage Steward \_\_\_\_\_

T.D. \_\_\_\_\_ Obstacle Course Steward \_\_\_\_\_

Secretary \_\_\_\_\_ Stabling Steward \_\_\_\_\_

Ringmaster \_\_\_\_\_ Marathon Steward \_\_\_\_\_

Announcer \_\_\_\_\_ Veterinarian \_\_\_\_\_

EMT \_\_\_\_\_ Farrier \_\_\_\_\_

### **Prize List:**

- a) Are class specifications correctly printed?..... Y N N/A
- b) Are judges qualified for assignments? ..... Y N N/A
- c) Are ADS requirements stated clearly? ..... Y N N/A
- d) Were ADS waivers signed by all participants? ..... Y N N/A

### **General:**

Were there sufficient personnel to perform the following functions?

- a) Timing..... Y N N/A
- b) Scoring..... Y N N/A
- c) Cones Ring Crew ..... Y N N/A
- d) Wheel Measurement ..... Y N N/A
- e) Gate Keeping ..... Y N N/A
- f) Runners ..... Y N N/A
- g) Communications Personnel ..... Y N N/A
- h) Secretary's Office ..... Y N N/A

Were the following provided?

- a) Stabling, watering and feeding of horses ..... Y N N/A
- b) Adequate water pressure in stable area ..... Y N N/A
- c) Was a farrier on the grounds ..... Y N N/A
- d) Was a farrier on call..... Y N N/A
- e) Housing and feeding of officials..... Y N N/A
- f) Housing and feeding of competitors ..... Y N N/A
- g) Feeding of spectators ..... Y N N/A

- h) Viewing area and/or seating of spectators ..... Y N N/A
- i) Sufficient toilet facilities for officials, competitors and spectators ..... Y N N/A
- j) Evacuation procedures for injured competitors, horses, show personnel or spectators ..... Y N N/A
- k) Good communication between secretary's office, stable area, arenas and spectators..... Y N N/A
- l) Fire protection..... Y N N/A
- m) Traffic Control ..... Y N N/A
- n) Parking for competitors..... Y N N/A
- o) Parking for spectators ..... Y N N/A

**Equipment:**

Was the following equipment on hand with back up if necessary?

- a) Score sheets (Pleasure Driving classes, Cones, Dressage, Pleasure Marathon)..... Y N N/A
- b) Timing equipment (Electronic clocks, stop watches) ..... Y N N/A
- c) Communication equipment..... Y N N/A
- d) Lighting, if necessary ..... Y N N/A
- e) Flags & numbers (red & white) for cones courses..... Y N N/A
- f) Cones & balls for cones courses..... Y N N/A
- g) Marathon course markers..... Y N N/A
- h) Dressage arena ..... Y N N/A
- i) Awards and ribbons ..... Y N N/A
- j) Numbers for competitors ..... Y N N/A
- k) Signs for parking, competitors, spectators ..... Y N N/A

**Physical and Terrain Factors:**

Were there any inherent factors in the physical layout or terrain which would preclude adherence to ADS rules or create unfair or dangerous conditions for horse or driver?

- a) Was the ring of adequate size and as level as possible with good footing? ..... Y N N/A
- b) Was the dressage arena level with good footing? ..... Y N N/A
- c) Was the cones arena suitable and with good footing?..... Y N N/A
- d) Was adequate warm up area provided for cones and dressage?..... Y N N/A
- e) Was the route of the pleasure marathon suitable and well marked? ..... Y N N/A
- f) Was the cross country obstacle course footing good and course well marked?..... Y N N/A

**Cones:**

To be inspected at least one hour prior to opening of course for competitors to inspect/walk.

- a) Was measuring of vehicle track width carried out correctly? ..... Y N N/A
- b) Was the addition correct for each competitor? ..... Y N N/A
- c) Was the correct number of obstacles in each cones class?..... Y N N/A
- d) Was the course laid out to allow competitors to drive smoothly, i.e. does the course flow? Y N N/A
- e) Were start and finish the correct distances from first & last cones?..... Y N N/A
- f) Were all obstacles correctly flagged and measured ..... Y N N/A
- g) Was there sufficient warm up area with cones provided?..... Y N N/A
- h) Were there sufficient personnel to handle cone setting, timing, etc.?..... Y N N/A
- i) Was time allowed correctly calculated?..... Y N N/A
- j) Were courses posted at least one 1 hour prior to class? ..... Y N N/A

**Dressage:**

- a) Were arenas proper size? ..... Y N N/A
- b) Were letters properly placed? ..... Y N N/A
- c) Was the letter A sufficiently far back to permit a straight entry? ..... Y N N/A
- d) Was there room for a turnout to drive around the outside of the arena? ..... Y N N/A
- e) Were provisions made to keep spectators back?..... Y N N/A
- f) Were warm up areas provided?..... Y N N/A
- g) Was the time schedule adequate?..... Y N N/A
- h) Was time allowed for judges' breaks? ..... Y N N/A

i) Were competitors notified of their drive times?..... Y N N/A

*Was the following equipment provided:*

j) Sufficient copies of tests ..... Y N N/A

k) Stop Watches ..... Y N N/A

l) Pens, pencils..... Y N N/A

m) Clipboards ..... Y N N/A

n) Shelter for judges ..... Y N N/A

o) Bell or whistle per ring (should be different at each ring) ..... Y N N/A

**Pleasure Marathon:**

A check for safety and adherence to ADS rules.

a) Were the specifications printed in the prize list? ..... Y N N/A

b) Was the course well marked?..... Y N N/A

c) Were course maps made available to exhibitors and was course posted?..... Y N N/A

d) Was sufficient personnel assigned to score, time, provide communication, control traffic? Y N N/A

e) There are several types of pleasure marathons. Does the course conform to the specifications of the marathon type selected?..... Y N N/A

f) Do the scorers know the correct procedures to figure competitors' times?..... Y N N/A

Comments: Please make any comments such as kudos, constructive criticisms, or accounts of incidents that would be helpful to the competition or you feel should be brought to the attention of the ADS. While it is not mandatory, you may forward a copy of this report to the ADS Office and/or give a copy to Competition Management for information and future reference.

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**Signature of Technical Delegate**

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**Date**