

BSR Quiz Rally Organizer List
(order of completion may vary so please read through initially)

Reserve Venue

- Get quote for fees
- Buy insurance to cover function at this venue (USPC website)
- Get building use guidelines (put in registrant packets)
- Get building map & provide to station organizer with room dimensions (& put in registrant packets)
- Reserve time for Friday evening set up
- Need at least 4 classrooms, gym or large meeting area room for all, kitchen
- Approval for Horse and Trailer on premises
- Internet access (get code)
- Tables and chairs available (enough for all for written exam and for each station room)
- Include tables for tack sale

Develop budget & send to RS for approval (look at previous year budget)

Enroll necessary individuals

- Technical Delegate
- Secretary
- Treasurer
- Phase Organizers (assign club responsibilities, preferably at fall meeting)
- Judges - each phase organizer responsible for assigned phase
- At least 2 scorers
- Check-in volunteers
- Chaperones (# dependent on # of kids)

Identify who will provide trailer & horse for Barn (local club so no one has to haul but local club isn't always in charge of Barn so it may need coordination)

Request RS to get classroom questions & written tests (no one else is suppose to see them)

Reserve Hotel Block for out of town members

Volunteer count –

- Which roles needed and total count needed
- How many from organizing club and how many each other club will bring

Send out notice to all clubs to get their intent to qualify form to RS

Make entry forms for current year (use previous year as template if you like)

Request of local members to host competitors/volunteers if possible (We haven't done much of this in the past but it helps with expenses for some & I know there are a number of us willing to open our homes) If we have some spots the Organizer could send out # available and contact info?

Send out information packet w/ entry forms & deadline to all DCs & RC Leads

- Event announcement (date, time, location, etc), Entry form, Info on Hotel block, who would like a local host & deadline, etc.

Provide soft copies (link) to Quiz Rally Guide & Quiz Rule book to all Phase Organizers. Have a hard copy and internet access to it the day of.

Provide Job Descriptions to Officials (In Quiz Rally Guide provided to each club)

Provide Schedule - to all clubs

- Include; practice time for officials, briefing for officials, briefing for volunteers/chaperones

Food – provide number of people expected at event to club providing food

Determine whether pinneys will be used & if so, get #s available (so they can be assigned ahead of time, entered in scoring data base, & put in check-in packets etc)

Discuss check-in procedure with volunteers (who, how, etc)

- Name tag requirements
- Double check HM rating level for accuracy when checking in
- Competitor packets (welcome letter, map, schedule, building guidelines)
- Extra maps & schedules for volunteers/officials
- Provide felt backing for pins if necessary

Order Ribbons Team, Individual, & Special Awards if any (ASAP as shipping cost go up drastically)

Purchase thank you cards for TD, key volunteers (scorers?, etc?) and small gift (gift cards are always good)

Determine Team Names

Assign individuals to teams (some may be all from one club while others may be scattered teams)

Send out schedule

Prepare and print name tags

Print out check-in packet docs (map, schedule, rules of facilities, etc)

Prepare check-in packets

Populate Excel Scoring File

Names

Age

Rating

Pinney #

Club, etc.

Set up Scoring File to Track Individual Scores

Print scoring sheets for indiv. Phases

Provide to each phase judge the day of quiz

Print Room Labels, Signs, Directions to rooms.

Collect Chaperone Forms at-in

Evaluation Forms

Print and have people fill out **same day** at end of Rally and collect

Activity for participants There is usually a good hour or more at the end, before the ribbons are presented, when the score keepers are tallying scores, reviewing inquiries, etc. An activity to keep competitors interested is helpful. Last year we gave out awards (voted on by participants during the day) for best Team player, Sportsmanship, & Leader. We also printed out cards with colored pics of famous horse (their team name) that they read to the group.

Have someone with Quiz experience review everything you have completed (keep a running list) to make sure you have forgot anything.

Have TD complete TD report

Day of rally

Include all Inquiries

Complete Organizers' Rally report at end of Rally

Thanks TD, scorers, volunteers, give out cards/gifts

Send all documentation to USPC national office.

Clean up venue (We try and leave it cleaner than we received it)

This is an evergreen document for BSR. Please add to it or modify as you see fit.