

Thought prompters for beginning Technical Delegates



A living document to be added to as you develop your own system

Prior to the Event

Confirm with the Organising Committee (OC) when you want to arrive.

Inform OC of any potential/perceived conflicts of interest you may have.

Check with Secretary:

- Who are the other officials for the event? Ask for contact details if necessary – if you do not hear from your Snr TD then you contact them.
- Who are the medical team and their qualifications, when they will be arriving/departing.
- Who are the scorers?
- Is all XC on one day or over two days – what veterinary requirements are there on different days?
- Who is organising fence judges?
- When is the SIM meeting – what will need to be discussed and minuted?
- Ask for a copy of the H & S Plan for the event. What is being sent to riders?
- What is the weather forecast for the weekend? What might you need to consider of there is heavy rain/ thunder/lightning possible?
- Ask for a copy of the draft timetable look to you? Have you noticed any glitches?
- Contact the CD if you have not heard from them. Confirm when you will receive course plans, when you are arriving to walk/ measure courses.

The Event

Are you doing measuring/ wheeling with Snr TD / separately/splitting up tracks?

What do you need to discuss with the XC Judge?

Dressage arenas?

Jumping courses?

Any potential concerns that need group discussion?

Who is briefing the Dressage judges? What might they need to be made aware of?

Who is checking in with Jumping Judges? Do they know about the difference in Jumping time penalties?

Teamwork - who is doing what where?

If there is a particular jump that you want to watch on XC ask to be positioned there for a class

Who is handling queries?

Whose role is the checking of medical/veterinary attendees/ forms filled out/placement

Check in with the scorers.

Be involved in team discussions, ask to listen in on anything that you are not sure about.

Discuss fence judge placement for any fence judges/video takers needed?

Are there back up timers on first & last fence? Are there enough clocks?

Be involved with discussion on stopping points for the higher-level classes.

Before you go home

Have all the appropriate forms been completed? – check with the lead TD, who is responsible for submitting event paperwork to ESNZ.

Check scores as they are completed with particular attention to Missed Jumps, 100 penalty points per fence, 3 MJ = E. Four refusals also = E. Cross Country analysis to be printed when results are printed and attention paid to XC scores, any errors to be corrected before scores are posted, or you leave the grounds.

Any debriefing that needed to happen has happened.

Have you asked any questions of other officials that have arisen for you?

Keep a record of all events you officiate at and what your role has been.