

1. BEFO	DRE THE FINAL – PREPARE			
	Meet with the USHJA Equitation Coordinator			
	Prize List – include up to date program ads/flyers and up to date program specifications (https://www.ushja.org/competition/equitation)			
	Coordinate Judges and Course Designers			
	A panel of two (2) "R" or Registered status judges licensed	in Hunter/Jumping Se	eat Equitation are required for the USHJA events. One of the "R"	
	registered judges must be approved by the USHJA Equitati	on Task Force prior to	the final.	
	Advertise competition schedule, with the Final emphasized!			
	Week of Final — Display Sponsor Banners and Jump Signs i	n competition ring, m	ake sure all awards and swag have arrived on site	
2. WA	RM UP DAY			
PLEASE	SEE ATTACHED: WARM UP DAY SCHEDULE AND GUIDLINES			
3. COM	PETITION DAY			
	Have table set outside of competition ring for final award	s to be displayed		
	Post Order of Go (make available online and ringside)			
	Set time that course will be posted (make sure that course	matches program spe	ecifications)	
	• a.mp.m.			
	Set specific times for (setting specific times creates clarity for		them to schedule to take their horses back to the barn in between rounds	
	Course walk	. □ a.n □ p.n	n.	
	First horse in the ring	. □ a.n □ p.n	n.	
	Drag breaks	. □ a.n • □ p.n		
	2nd round course setting and walk	. □ a.n • □ p.n		
	2nd round start time			
	3rd round start time			
	Please note, there needs to be an audible tone that signals the until the first horse is on course.	end of the course walk, f	following the tone, there will be 15 minutes	
4. AW	ARDS CEREMONY – FORMAL CEREMONY WITH HORSE			
	Pre-determine where winners will be pictured at		and	
	their placement in the competition ring at		during the ceremony.	
	Announce for trainers and owners to join the riders, have	photographer ready f	or individual pictures of the top 10 or 12	
	(dependent on final specifications). Winners are announce	d in the arena, end w	ith a Victory Gallop!	



WARM UP DAY SCHEDULE & GUIDELINES

	Provide a ticketed warm up for final entries only, the day prior to the final		
]	The warmup format should be timed, with a set course, with one rider on course at a time		
	□ a.m. □ p.m.		
	• If as a result of a disobedience a competitor displaces or knocks down any obstacle or in all cases where the nature of the obstacle is changed		
	by knocking down, the tone is sounded, and the time is stopped until the obstacle has been rebuilt. When the obstacle has been rebuilt, the		
	tone is sounded to indicate that the course is ready, and that the competitor can continue the warmup round		
	Only one horse per final entry may be entered in the warmup round.		
	Determine a specific time for final entries only to hack in the competition ring the morning of the final		
l	Set specific time that horse declarations must be in at the show office (once declarations are in, determine and post order of go)		
	. □ a.m. • □ p.m.		