

# Before Rally

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Working with the Organizer  
Recruiting the Chief  
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Preparing the HM Office Equipment

## Working with the Organizer

Working with rally organizers is less stressful if you have guidelines in place for your region regarding HM at rallies. If it is possible, present a brief outline of the JTP to your Regional Officers and the DCs at your annual Regional Meeting. It is an opportunity to explain what the JTP can do for your region, how you plan to implement it, and it gives you an opportunity to discuss the subject of payment for Chiefs & qualified HMJs. Many regions are not paying HM staff. No matter their reason for not doing so, it is an important issue that must be addressed – the HM staff are the people who are keeping the competitors and their horses as safe as possible, throughout the rally. No other job at rally is more important!

The first contact you make with the organizer will hopefully be at least four months before the rally date. It is important to discuss the following:

1. Date of Rally
2. Location of Rally
3. Maximum number of competitors expected
4. Qualifying or not
5. Your expectations (your duties, organizer duties)
6. Organizer expectations

Once you have established those items, ask your organizer to notify you of any changes, and let him/her know you will do the same.

In the Samples section of this binder, I have included a number of documents that may be useful to you when working with the organizer. They are also included on the cd that comes with this binder, should you wish to use them in your region.

The documents are:

1. *Handy Hints for Rally Organizers* (covers HMO duties, Organizer duties (in regard to HM), and Hospitality)
2. *Sample Budgets for Rallies* (covers payment, mileage reimbursement, meals, & lodging for HM Team)
3. *HM Score Sheets & Evals for Rallies* (lists necessary score sheets and evals and where to find them)
4. *Chief Confirmation Letter* (letter introducing chief to organizer)

## 5. *HM Team Confirmation* (letter listing team)

### **Recruiting the Chief**

As soon as you know the dates for your rallies, start recruiting chiefs! Ask other HMOs for their recommendations for chiefs, and have at least three names to ask for each rally. It is important to let the chief know the following when you ask if he/she can chief for you:

1. rally date
2. rally location
3. rally discipline
4. max # of competitors
5. rating levels
6. what payment will be offered
7. lodging, meals, and mileage reimbursement/airfare will be taken care of

Once you have a confirmed chief, be sure to send a confirmation letter to the organizer and the chief, introducing one to the other.

Before rally, be sure to discuss:

1. the size & experience of the HM Team you have gathered for the chief
2. weather expectations
3. details of lodging & transportation
4. equipment that will be available in the HM Office
5. scheduling suggestions for the HM Team

Sample documents are:

1. *Chief Recruitment Letter*
2. *Chief Confirmation Letter* (letter introducing chief to organizer)
3. *HM Team Letter* (letter introducing chief to team, and expectations for team)
4. *HM Office Equipment List* (lists equipment, resource materials, etc.)
5. *HM Team Info for Chief* (lists HM Team members for rally & their experience)
6. *JTP Flow Chart* (explains rating of HM Team members)
7. *Scheduling Chart* (suggested scheduling of HM Team)

### **Recruiting the HM Team**

Team recruitment begins with communicating to your existing Regional HM Team members that there is a rally coming up. I send out an email to the team in December or January, letting them know which rallies will be held during the season, and where. I ask that they let me know which rallies they would like to attend, and which ones they already know they cannot attend.

In my HMO Book, a classification folder that I use to keep everything organized, I fill out a pre-rally information sheet for each rally. On this sheet, based on a

maximum number of competitors expected for the rally, I list how many of each rating of judge I will need. For example, when our region holds a one-day, Qualifying Games Rally, with a maximum of 60 competitors, I plan to recruit the following, in addition to the required approved Chief: one J3, two J2s, and four J1s & NTs combined. A one-day Games Rally is simple for Formals and Equipment Checks, so I don't feel that I need as many J3s as I would for another discipline.

For a three-day, Qualifying Dressage or Show Jumping Rally, with a maximum of 100 competitors, I plan to hire the following, in addition to the required approved Chief: at least four J3s, four J2s, and four J1s & NTs combined. When the organizer is working with a tight budget, or I am having difficulty recruiting enough of the upper-level judges for the whole rally, I often hire a J3 just for Formals day. We don't need as many staff for the day(s) after Formals because the days are much more low-key, and the NTs are feeling more confident and knowledgeable.

JTP sessions are another venue for recruiting judges for rallies. Usually at least half of the attendees at our region's JTP sessions sign up for one or more rallies on the day of the JTP. One of the most wonderful things about a program like the JTP is that it creates an excitement about working at rally, and JTP attendees become eager to bring more people into the program.

About two weeks before rally, I send out a confirmation email to everyone who has signed up for that rally's HM Team, including the Chief. In the email, I again list all of the information about time & place, as well as listing their names. I include information about what to bring, and what the expectations are regarding their attire, footwear, etc. I ask them to reply to the email so that I know they have received it, and also I ask them to let me know if they will need housing, or have special dietary needs. We typically only offer housing to judges who do not have any children in the rally, because parents who are on the HM Team usually have arrangements to share rooms with their kids.

This final email is a great place to be enthusiastic. You want the team to be looking forward to working together at rally!

Sample documents are:

1. *HM Recruitment Letter* (first notice of rallies to HM Team)
2. *Pre-Rally Info* (form for keeping track of rally specifics)
3. *HM Team Letter* (letter introducing chief to team, and expectations for team)

## Preparing the HM Office Equipment

One of the best ways to make a Chief happy (and willing to come back to your region!) is to have everything the HM Team needs, organized conveniently & efficiently in the HM Office. The office itself need not be palatial, as long as it is protected from the elements, has enough table & chair space, and is near the competitors.

Gathering the equipment can be an irksome, time-consuming task – if you have to do it before each and every rally. However, if you are willing to find a little room to store a set of HM Office equipment, and get your region to spend a little money to purchase it, you can eliminate this stressful job. Stocking and replenishing the HM Office Equipment is a line item on our region's HM Program Budget.

I have an outdoor Rubbermaid storage locker that I use to store everything that the HM Team needs for rally. I've grouped things together into easy to transport Rubbermaid storage tubs labeled in large, permanent-penned letters. Loading up before rally, unpacking at rally, repacking, and unloading at home are simple and quick to do. Another advantage is that if I can't make it to rally for some reason, all I have to do is let my substitute know, and he/she can come and pick up the stuff.

If you check the equipment after each rally, make a replenishment list, and re-fill the kits right away, you'll always be ready for the next rally. I cannot emphasize enough how important it is for the HM Team to have enough tools to do the job!

Sample documents are:

1. *HM Office Supplies* (comprehensive list of materials for the HM Team)
2. *HM Office Fun Stuff* (nice to have, but not crucial)
3. *HM Office File Box* (for keeping paperwork organized)