

## CHEF d' EQUIPE GUIDELINES

- Is willing to learn and become knowledgeable of competition requirements and rules
- Responsible to contact all team members to introduce themselves
- Confirms that all entries were received by the show secretary and are in order. Provide any missing information if necessary.
- Coordinates team meetings so that all members (including the coach) are fully informed about the rules/regulations and procedures for the team competition
- Coordinates provisions (food) for the show and on-site set-up (curtains, flowers, etc.)
- Coordinates volunteers for the show
- Confirms with team members that they have contacted the team coach and scheduled their lesson
- Offers support to all team members should they need help in their preparations concerning traveling, hotels, directions, etc.
- Coordinates the schedule for the show with the team coach
- Informs team members of the training schedule with the coach at the show
- Coordinates with team members the traveling to and arrival times for the show
- Once on site, collects and distributes entry packets, site information and additional equipment if necessary.
- Scopes the show grounds to ensure all members know where they will be showing
- Posts the rider's times on a board in the barn
- Ensures that team members are aware of any changes or delays at the show
- Coordinates the sponsorship tables and distribution of sponsor information
- Reports to the officials at the show any withdrawals or protests by the team
- Upon evaluation of the current Chef d' Equipe's performance by the Adult Team Committee and Team participants, the Chef d' Equipe may be offered the position for the next year before opening it to the membership.