



Please Report to Secretary's at least 15mins before your shift starts.

**Helpers: Please ensure that you are WHERE you are supposed to be, WHEN you are supposed to be. If you can no longer make it, it is down to you to inform your Club Chef d'equipe so that they can find a replacement. It is possible to use more than one person to cover a role but it is down to the clubs to ensure that anyone taking over understands their role (they must get a briefing form the person they are taking over from). Any roles that are left unattended will risk elimination for their club.**

**If anyone fails to turn up or leaves the post without informing anyone then that Club may face elimination.**

## Saturday

What needs doing	Who is doing it	Comments
Jumps	RVRC	Will be on site from 1:30pm
Marquee	Mike & Lynda Kine, Emma Forster, Jean Bywater, Sam Prior, Jo Cocker	
Scoring		
Signs		
Scoreboards		
Dressage arenas	Sevenoaks	

## Sunday

What needs doing	Who is doing it	Comments	
Road crossing	Clair Bryant - Warlingham	Need to be in place by 8:30 (finish time when SJ has been finished ~15:50) Bring a chair!	
Road crossing	Caroline Jaycocks - Warlingham		
Parking steward gate	Annabel Gallagher - Warlingham	Need to be in place by 8:00 (tabbards will be in secretary tent)	
Parking steward	Nikk Fowler - Warlingham		
Dressage Chief Steward	DDRC	Report to secretary's by 8:15 am for briefing	
Dressage writer arena 1	Julia Van Den Berg, Bradbourne	Chief Steward briefing at 8:30am by dressage arenas. All to be present. At the finish of the dressage phase all dressage helpers to help take down the arenas	
Dressage writer arena 2	DDRC		
Dressage writer arena 3	DDRC		
Dressage steward arena 1	DDRC		
Dressage steward arena 2	DDRC		
Dressage steward arena 3	DDRC		
Dressage tack check	Christine Watkins - Invicta		
Dressage score runner / dressage bun run	DDRC		
Show jumping Ring 1 collecting ring steward	RVRC		Chief Steward briefing at 10:00am, ring side. All to be present. At the finish of the SJ phase all SJ helpers to help take down the jumps.
Show jumping Ring 1 tack	RVRC		
Show jumping Ring 1 arena party	RVRC		
Show jumping Ring 1 arena party	RVRC		
Show jumping score runner / SJ bun run	RVRC		

XC fence judge Pair 1	Viv Howie - Fawkham	Jump Judge briefing at 10:15am in Judges food tent. All to be present.
XC fence judge Pair 1	Natalie Scott - Fawkham	
XC fence judge Pair 2	Lesley Story - Maidstone	
XC fence judge Pair 2	James Story - Maidstone	
XC fence judge Pair 3	RVRC	
XC fence judge Pair 3	RVRC	
XC fence judge Pair 4	RVRC	
XC fence judge Pair 4	RVRC	
XC fence judge Pair 5	RVRC	
XC fence judge Pair 5	RVRC	
XC fence judge Pair 6	RVRC	
XC fence judge Pair 6	RVRC	
XC fence judge Pair 7	Lindsey Tong - Maidstone	
XC fence judge Pair 7	Carrie Allen - Maidstone	
XC fence judge Pair 8	Steph Terry - Invicta	
XC fence judge Pair 8	Annie Iveson - Royal Oak	
XC fence judge Pair 9	Vanessa Martin - Maidstone	
XC fence judge Pair 9	Stacey Chapman - Maidstone	
XC fence judge Pair 10	Mandy Williams - Hailsham	
XC fence judge Pair 10	Stacey Clay - Hailsham	
XC fence judge Pair 11	TBC - Hailsham	
XC fence judge Pair 11	TBC - Faversham	
XC fence judge Pair 12	Chelsham	
XC fence judge Pair 12	Chelsham	
XC fence judge Pair 13	Chelsham	
XC fence judge Pair 13	Chelsham	
XC fence judge Pair 14	Chelsham	
XC fence judge Pair 14	Chelsham	
XC fence judge Pair 15	Cathy White - Invicta	
XC fence judge Pair 15	Mandy Davis - Invicta	
Footpath steward 1	June Punyer - T. Wells	Need to be in place by 11:15 (tabbards will be in secretary tent) Bring chairs!
Footpath steward 2	Rose Richards - T. Wells	
Starter Team 1	Sevenoaks	Chief Steward briefing at 11:00am in XC control
Starter Team 2	Sevenoaks	
Starter Team 3	Sevenoaks	
XC Steward	Di Baker	
XC Steward Assist / XC Bun Run	Di Blackman	
XC Control	Sevenoaks	
XC Control	Sevenoaks	
XC Control	Sevenoaks	
XC Collecting ring	Sevenoaks	
XC tack checker	Sevenoaks	
Secretary	Jo Cocker - Moat View	Need to be in place by 08:00
Declarations	Lynn Bright - Bradbourne	
Flu vacc / Numbers	Jan Barlow /Jo Cottee - Maidstone	
Flu vacc / Numbers	Gemma Swift - Maidstone	
Hat check	Jo/Andy/Lynn	Lead scorer will arrange team
Lead scorer	Abby Bourn - Folkestone	
Scorers	Folkestone	
Score board writer	Folkestone	