



Speakers Checklist

The speaker is the front of every competition. A good speaker can lift a competition to a higher level and a bad one can irritate all people listening and in worst case ruin preliminaries or even finals with wrong guidance. So it is very important that the speaker is carefully chosen.

A good speaker has to have a good and calm voice, have good knowledge of the rules and be able to take the responsibilities that are asked of the speaker. This document is supposed to help speakers to know their duties and help those who plan competitions to choose the right person for the job.

The speaker has the responsibility to keep the timetable of the competition so he has to make sure that those who are finished leave the track as soon as possible and next group or next rider arrives soon and without hesitation.

The speaker shall speak calmly and clear and bring all information necessary over the system. However also make sure that information, not related to the competition going on, does not interrupt the discipline going on. Information about other things, like evening programs or similar things, should preferably only be announced between the disciplines. Constant talking can also get too much so do not talk, just to talk.

At all times the speaker shall keep his attention on the competition and what is going on the track.

The speaker has to know the rules very well, and read the rules about the discipline he is speaking before it starts.

1. Before the competitions starts the speaker shall:
 - a. Make contact with the chief judge
 - b. Make contact with the head of the competition
 - c. Read about the discipline coming up.
 - d. Prepare the FIPO Timer for the discipline starting¹
 - e. Introduce what discipline is starting. Including a short description for those in the audience not familiar with our sport.
 - f. Introduce the judges, chief judge and if necessary other employees of the competition.
2. During the competition the speaker shall:
 - a. Introduce every rider and his horse respectfully with full name
 - b. Always keep calm, especially if something unexpected comes up.
 - c. Thank the riders for their shows and introduce the next ones.
 - d. Only speak during a program, when necessary and then only about important things.
 - e. **Always** use the FIPO timer in group disciplines to make sure everybody gets their fair time on the track and the horses are not asked to work too long.
 - f. During finals instruct the riders to walk while the marks are announced. It is a part of the rules and in the spirit of horse welfare and fair play. If riders are not walking

¹ FIPO Timer is a part of the IceTest Software (available from the FEIF website) and an app (available from the Apple App Store). Both versions provide a countdown of the amount of time specified in FIPO for the number of riders on the track in any given section of a group test or final. There are audible signals as the time passes which give the riders and judges a sense of the time left in the current section.

- stop reading the marks and take care of the track first. Riders are allowed to spread themselves on the track, however without disturbing other riders.
- g. Before asking the riders for the next section of a group discipline take care the riders are well spaced on the track. Riders should only make space after the speaker instructs them to do so.
 - h. In group disciplines take care the riders do not start the next section before they are instructed to. If the riders start early, instruct them to continue walking until everything is prepared for the next section and they are invited to begin.
According to the rules the speaker must control the tournament.
3. After a discipline the speaker shall:
 - a. Thank all for their participation
 - b. Introduce the results, after having it confirmed by the people calculating the total marks. When announcing times be clear the times are not final until the Chief Judge has approved them.
 - c. Introduce next things on the schedule.
 4. If something unexpected comes up.
 - a. The speaker shall not introduce what is happening, without a confirmation from the chief judge or the chief of the competition.
 - b. Immediately contact the head judge or the chief of competition.
 - c. Announce calmly about happenings.



5. The speaker must find the balance between being informative for the audience and not acting in the role of a judge. The speaker must never appear to comment on the judgments.

When more than one rider is on the track...

- Make sure there is good space between the riders.
- Make sure the riders are walking the horses in a relaxed manner.
- Do not allow the riders to stop, make extra circles, or start the next section early.

Before the next section starts...

- Make sure the FIPO Timer is ready.
- Make sure there is good space between the riders.
- Make sure all riders are still walking before asking them to start the next section.

Do not be afraid to wait to start the next section if you need to ask the riders to continue to walk.

Always...

- Keep your full attention on the competition.
- Be friendly and informative.
- Avoid making judgements about the performances.
- Ask the riders to walk their horses when the FIPO Timer expires.
- Try not to over-control the riders but keep them “honest” about the rules.

