

Horse Evaluation CDE – Advisor Assignments

Committee	Members	Time to Report	Duties/Responsibilities
State Staff	Darin Spelhaug and Nikki Fideldy-Doll	7:30 AM	<ol style="list-style-type: none"> 1. Report to the Twin Buttes Fairgrounds Arena to assist with event setup. 2. Check in teams at registration, distribute all materials, and direct contestants to their assigned seating based on squad and number (A, B, C) and (1, 2, or 3). 3. Use the microphone to welcome participants to the State Horse CDE. Announce squad numbers and introduce each squad leader. 4. Provide a brief overview of contest timing, procedures, and expectations.
Co-Chairs	Iris Dukart David Leier Taylor Jurgens	7:30 AM	<ol style="list-style-type: none"> 1. Report to the Twin Buttes Fairgrounds Arena to assist with event setup. 2. D. Leier and T. Jurgens will meet with officials to ensure accurate and consistent scoring.
Squad Leaders	<p>Squad A – Victoria Moreno Kia Ward Joe Oderman</p> <p>Squad B – Cassidy Jernigan Cora Smith Kristi Tonnessen</p> <p>Squad C – Amber Krapp Cassidy Bishop Audra Montgomery</p>	8:50 AM	<ol style="list-style-type: none"> 3. Report to the Twin Buttes Fairgrounds Arena and locate your assigned squad. Direct squad members to their designated bleacher section and ensure they correctly transfer their assigned number and letter to all scan cards. 4. Follow the ringmaster’s instructions for contestant movement throughout the event. 5. Remain with your squad at all times and actively monitor for any cheating or misconduct. You are authorized to void a contestant’s scan card if they are not completing their own work. 6. During reasons, one leader will stay in the bleachers with the squad, the other two will be stationed near the reasons rooms to ensure students are going to the correct room at the correct time.
Written Test	Danielle Hannon Mike Kamrath Anna Kemmer	8:50 AM	<ol style="list-style-type: none"> 1. Distribute written test materials to all contestants. 2. Collect scan cards and verify that each includes the contestant’s full name, chapter name, and chapter number, with no missing or incomplete information. 3. Completed materials will be delivered to the tabulation team by State Officers.
Reasons Routing	Squad A – Becky Sundstrom Katherine Duchsherer	11:50 AM	<ol style="list-style-type: none"> 1. Report to the Twin Buttes Fairgrounds Arena 2. Contestants will have assigned seating prior to the event. Review the seating chart and contestant

	<p>Squad B – Rebekka Bummer Bailey Hawk baker</p> <p>Squad C – Calista Ringler Jana Costa</p>		<p>movement routes to and from the reason stalls.</p> <ol style="list-style-type: none"> 3. Ensure contestants check in with you and sit in their designated seats (A, B, or C). Be familiar with the reason stall locations for your squad and assist with guiding students to and from them. 4. Due to the large size of the facility, each squad will have two assigned advisors: please station yourselves along the route to direct students and monitor for cheating. 5. After completing their reasons, contestants must return to their assigned bleacher seats.
Arena Supervision	<p>Haley Filipek Carissa Spelhaug Desi Severance Amanda Huettl</p>	9:00 AM	<ol style="list-style-type: none"> 1. As squads enter the arena, position yourselves strategically around the space to effectively monitor students and judging classes. 2. Walk throughout the arena to actively observe for any signs of cheating or misconduct. Squad leaders must stay with their assigned squads at all times.
Arena Cleanup	<p>Stetson Urlacher Carson Houser Adam Riddle</p>		<ol style="list-style-type: none"> 3. The Twin Buttes Fairgrounds Arena takes pride in their facilities and requires those who use the facility to clean up after themselves and horses. 4. Maintain cleanliness during class judging and after the horses have been removed from the arena.

JUDGING CARD: TABULATIONS

Members	Time to Report	Duties/Responsibilities
State Staff: Darin Spelhaug and Nikki Fidely-Doll	7:30	<ol style="list-style-type: none"> 1. Assist Tabulations Team 2. Release results on judgingcard.com after awards 3. Post results on social media
Tabulations Team: Emily Casner and David Leier	Throughout event	The tabulation team will collaborate with State Staff to organize scorecards and input CDE results into JudgingCard.com . They will be responsible for accurate data entry and, once initial tabulations are complete, must thoroughly review and verify the results. Finalized results will be inserted into the script by State Staff.