

CHAPTER 8 – CHIEF JUMP JUDGE STEWARD

Cross-country Jump Judges are a wonderful group of volunteers that arrive at horse trials laden

with umbrellas, folding chairs, funny hats and clothing for all types of weather. They can sit at

fences for hours in rain, sleet, snow and blistering sun and still volunteer year after year.

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Chief Jump Judge is the coordinator of this invaluable group.

The key to tackling this assignment is organization. The Chief Jump Judge will need at least one

assistant to help with the various aspects of the job. Advance planning and organization will

ease the burden on the days just prior to the event and prevent delays of the worst kind on cross-country day.

Three Months Prior to the Event

1. If you are a first time Chief Jump Judge try, if possible, to attend a couple of events, to see what is involved.

2. Study the section of the USEF Rules for Eventing that pertains to jump judges and read USEA's "Instructions for Cross-country Obstacle Judges" available from the USEA office – see Event Supply Order Form.

3. With Organizer and Volunteer Coordinator determine the following:

a. How many jump judges are needed based on the number of obstacles per level.

b. What will be provided to the judges as hospitality: Courtesy breakfast and/or lunches or meal tickets (if budget allows). Availability of Snacks, cold or hot drinks (depending on the weather). Refreshments served during 1/2-hour wait after judging.

c. Will transportation for jump judges be necessary the day of cross-country?

d. Will judges be supplied with stopwatches? If not, ask them to bring them or wear watches with second hands.

4. Confirm with Event Secretary

a. That the supply order from USEA will include copies of "Instructions for Cross-Country Obstacle Judges" (one per judge). Consider sending copies to first-time fence judges before event. Ask them to please return them afterwards. The rest can be put on their clipboards. Consider marking these with the name of the event and request they are returned. You'll not get all of them back and will need to reorder some each year.

b. Confirm that an adequate supply of cross-country jump books have been ordered or created. Score Collectors will pick up score sheets in regular intervals and at the end of each level. Make sure jump judges don't move to their next jump until scores are picked up.

c. Confirm that there will be clipboards available, equipped with pens, scratch pad, program, updated list of competitors, adequate score books, course map, instruction book, and bug repellent wipes (in foil packets). If there is a possibility of rain, these clipboards can be placed in a large plastic baggie.

Organizers Guide Page | 43

The Chief Jump Judge should assume responsibility for the clipboards and

supplies" providing the Organizer has authorized the expenditure - clearly establish at this time who shall be responsible for what; i.e., ordering of items, assembling the clipboards/equipment, etc.

5. Recruit Jump Judges - A good Volunteer Coordinator will have done most of the groundwork for you as far as recruiting your volunteers. Once they have established how many volunteers are needed to fill your requested positions, they can give you the contact information to do the following duties:

1. Contact by email or telephone. State clearly the date of the event and general idea of job. They must be willing to report, regardless of weather conditions.
2. Inform them that they are required to attend the fence judge briefing, generally 1 1/2 hours before competition begins. They also should be advised at this time that they are required to remain at a designated place for 1/2 hour after the final scores are posted. Use every opportunity you can to repeat this requirement. Too often there is someone who does not understand and leaves the event site before judges are released.
- c. Tell them what they will need to bring: Lunch, rain gear, bug spray, sunscreen, chair, etc.

Two Weeks Prior to the Event

1. Confirm that clipboards and supplies are ready.
2. Discuss with Safety Coordinator the final plan in event of emergency. Determine plan for radio contact during Cross-country and how Jump Judges will be involved (if they will be given a radio or if person with a radio will be in their vicinity). If the Organizer is using Area Stewards there should be one located within view of every jump. The Area Stewards are generally the radio contact in case of an emergency.
3. Arrange for vehicles and driver(s) to transport Judges to fences, if plan calls for this.
4. If lunches are to be provided for Judges, arrange with Hospitality Steward or Organizer for their preparation and delivery method. Be sure you communicate clearly the quantity needed and delivery time on day of Cross-country to allow for distribution to Judges. Bagged lunches can be given out at Judges' briefing if weather is not hot (spoilage) or can be delivered to Judges while on course, providing you have the manpower and vehicle.
5. Find out from the Organizer what fences might cause problems and put your experienced judges at these fences. Likewise, with fences that are any distance away from the main part of the course - in case of an accident or fence is broken.
6. The week before the event will undoubtedly be hectic. Try to do as much advance work as possible to avoid last-minute rush.

One Week to Day of Event

1. When you assign fences, keep a Master List of where each Judge is located. Keep in mind when they move between levels, they should be moved to a jump that is close
Organizers Guide Page | 44
to save time. One copy should go to the Chief Communications Steward and one to the Chief Scorer. Master List should track each Fence Judge through each Division, i.e., Preliminary #4, Training #6, Novice #10, in case he/she must be located for an inquiry on a previous fence.
2. Assuming that the clipboards are all ready, number them, one per obstacle.

Day of Cross-Country

1. Assemble Jump Judges. Have them sign in with contact information including phone number, take a roll call, and hand out clipboards. Serve coffee and rolls if possible.
2. Attend Jump Judge Briefing ***
3. Answer questions
4. Adjust assignments if necessary.
5. Inspect each fence (an assistant comes in handy to help with this.) If using Area Stewards, they can advise you that each fence is covered by a Fence Judge. With good communications, this can be accomplished by radio.

Items that should be covered at the Briefing

*** Note: The briefing can be held 3-6 weeks before the event at an "Orientation Meeting." Quite often it is held during the TD's Pre-check Visit. In most cases, not all Judges will be able to attend such a meeting and you will probably have to repeat it on the day of cross-country. Holding a briefing 3-6 weeks before the event is especially helpful to the Fence Judges who have never judged before.

1. Thanks for volunteering their time!
2. Color of flags for each division.
3. Instructions on any changes of fence flags between divisions.
4. What is a refusal? (It's best to have the T.D. explain this part - everyone has his/her own interpretation!)
5. T.D. will explain unauthorized assistance.
6. Reporting dangerous riding.
7. Discuss the importance of communications for safety, and how to communicate with Start Box and emergency services or Area Steward if used. The Announcer or Control person is best to give this talk.
8. When and how scores will be collected and how Judges should keep NCR copies. Explain how to use Jump Judge Book carbons.
9. Remind them to write down numbers only as they see them.
10. Remind them to put fence number and Judges' names on each sheet.
11. If in doubt about an incident, write a description of what happened (Drawings, etc.).
12. Possibility of extricating a horse from a fence, assisting with an accident; what to do and WHAT NOT TO DO. Explain how to take and record the time, if a horse has to be stopped.

Organizers Guide Page | 45

13. Overtake situations: On-coming horse has the right-of-way and how to handle that situation.
14. Remind Judges to look through instructions in the Cross-country Obstacle Judges' Book. It's really helpful.
15. Remind them to stay at their fences after last horse has gone until scores are collected, and instruct them where to go for their mandatory 1/2 hour wait.
16. Thank them again, and instruct how they can get to their fences or what vehicles to get into if they are to be driven - it is not necessary to drive Judges to nearby fences.

Organizers Guide Page | 46