

CHAPTER 13 – GROUNDS STEWARD

The Grounds Steward is of major importance for the event to be presented in a well-prepared, organized and hospitable atmosphere. Plans must be made to provide for trailer parking, camping, day parking and facilities that are necessary for comfort and convenience. Furthermore, the Grounds Steward needs to plan traffic flow to ensure that the movement of people, horses, vehicles and their equipment are controlled according to a good plan. Every site presents different problems. However, there are tasks and equipment that are necessary to any well-run event. The following list suggests to you the sequence for organizing your development of the grounds and for providing that equipment.

Early Preparation

1. Assist Organizer in developing site plan to provide for:
 - a. Event Secretary's Office and/or Control Center
 - b. Food concession location
 - c. Parking for competitors' hauling in each day to include water and toilets
 - d. Parking for cars and trailers (trailers close to stabling)
 - e. Competitors' camping area (if applicable).
 - f. Public Parking
 - g. Signage for venue so competitors and public can easily find their way around
 - h. Roads to be closed in order to protect Dressage/Cross-country/Show Jumping: When to open
 - i. Location for Official Score/Bulletin Board (if a special shelter is planned)
 - j. Location for portable toilets-- How many need to be ordered?
 - k. Location for manure areas and garbage cans-- How many are needed?
 - l. Site for competitors' party (if applicable).
 - m. Method for garbage and manure removal.
2. Determine with **each** Chief Steward what equipment, supplies, utilities, etc., will be needed:
 - a. Electricity and water (stabling, concessions, scorers, video)
 - b. Hoses attached to water (fire protection, competitors' convenience, etc.)
 - c. Saw horses for miscellaneous use
 - d. Roping and stakes for marking off parking, spectator area
 - e. Tables, chairs, electricity at party site (if applicable)
 - f. Miscellaneous supplies: extension cords, 3-way plugs, basic hardware and tools
 - g. Garbage cans (where are you going to secure the necessary number)
 - h. The signs you will need ("Stabling", "Show Office", "Camping"; "Parking"; "Road Closed"; "Spectators Welcome"; "Dogs Leashed"; Directional signs to event, etc.)
 - i. Plastic liners for garbage cans

j. Straw bales if available to mark dressage warm-up, spectator seating, etc.

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Each of the Chief Stewards should remain responsible for coordinating, setting up and equipping their specific areas of responsibility.

3. Coordinate order with all of the stewards (or make arrangements) for:

a. Portable toilets-- Determine if the units will be serviced by the supplier during the event. If not, order ample toilet tissue and schedule a routine check of the units during the event. Do not leave a stack of paper in the units. It will disappear. It is important to coordinate with each steward so as not to duplicate efforts.

b. Arrange for garbage removal and manure removal (coordinate with stabling steward.)

Week in advance of Event

1. Based on the jobs you have been designated to do, start your preparation in ample time to have everything ready before the competitors begin arriving.

2. Directional signs off the site should not be posted until the last minute to avoid theft.

3. Make sure you route traffic with consideration for those hauling large trailers.

4. Mark the site well with directional signs, so that arriving competitors can easily find the way to stabling, show office, camping, etc.

5. Confirm early in the week the delivery schedule for the portable toilets. Be sure someone meets the deliveryman and directs placement and receives supplies

6. Erect necessary barriers and roadblocks. Rope off areas as determined by organizer and phase stewards.

During the Event

1. Schedule someone on duty during arrival of competitors to direct them to parking and camping. If applicable, have someone to supervise the campsite so that space is used efficiently. Provide a spirit of welcome & helpfulness.

2. Monitor portable toilets for cleanliness and toilet paper

3. Open and close roads, as the competition requires

4. Empty garbage cans as necessary.

5. Be available to Event Management during the entire event and report problems or complaints with Management.

6. If applicable, provide assistance to campers with any campsite problems.

7. Remain alert to incoming spectators. Watch that they park as designated.

8. Carry note pad and pencil for remarks, problems, etc.

After Event

1. Retrieve all signs.

2. Disconnect electrical cords, etc.

3. Clear event site of all markers, tapes, etc.

4. Inventory signs and any other event-owned equipment you have used.

5. Store all material according to Organizer's plan

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6. Complete your remarks, suggestions and inventory lists.

7. Attend Organizing Committee debriefing and turn in your comments and inventory lists to Organizer.

