

CHAPTER 6 – CHIEF DRESSAGE STEWARD

The Dressage Steward will work directly with the Grounds Crew to insure the Dressage Site is

set-up and prepared on time, check with the Grounds Crew to schedule arena maintenance during

competition according to the show schedule. The repair crew needs to be available via radio,

getting the dressage tests from the secretary and double checking the clip board to make sure

every competitor has a test and they are in order, communicating with the Volunteer Coordinator

about how many volunteers will be needed, equipping Judge's Box and supervising the Dressage

Test Phase along with the volunteers. They will work with the Volunteer Coordinator to determine how many lunches would be needed each day to feed the volunteers. The Dressage

Steward needs the cooperation of the Organizer and the Secretary in making sure everything is

ready and DRESSAGE STARTS ON TIME.

Early Preparation – 6 months our working with Organizer

1. Familiarize yourself with site plan (location of arena(s) and warm-up arenas). Every site presents different types of problems. Make sure that the plan protects the competitor during his test from interference from noise, traffic distraction, other horses and competitors, etc. Check that the judge is not looking directly into morning and afternoon sun. (If possible, arenas should go North/South.) If the warm-up areas are confined by trees, fences, geographical limitations, make sure that there are several areas through which the horses can move so that you avoid too many horses in any one area. Make sure that the site provides a level area, good footing and drainage in case of rain.

2. Determine with your Organizer what fencing and lettering is available or needs to be purchased or made.

Types of fences:

- a. Permanent arena. What will be needed to bring them up to show status?
- b. Collapsible wooden fencing (sections) - see specifications for construction.
- c. PVC Pipe - very portable and storable: Requires brackets for set-up.
- d. Plastic chain - very storable: Requires brackets. (The chains break easily enough to alleviate the fear of horse becoming entangled.)

Letters:

- a. Stackable letters, which store efficiently, are commercially available but are costly. They can be constructed. (See specifications for construction.) They should bear large clearly visible lettering on three sides and should be made of material that can withstand windy weather.

For a small arena you need letters AKEHCMBF.

For a large arena you need letters AKVESHCMRBPF.

Organizers Guide Page | 30

- b. Ideally, one warm-up arena should be equipped with letters. A simple method

is to use large plastic tubs that can be purchased cheaply from fast food restaurants and to adhere letters on them. (See diagram for designing letters, using black contact paper and cut out with Exact-o-knife or shipping blade or painting them on to buckets.) If your event owns fences/letters, or you are borrowing equipment, check for any needed repair or painting and schedule the work and manpower needed.

3. Work with the Organizing Committee on competition schedule and pattern of activity to determine if the Dressage arena(s) will need to be removed prior to Cross-Country or Show Jumping. Estimate crew needed and truck. Place on timeline.

4. Develop plan for keeping spectators at least 20 meters back from all four sides of the arena (survey flags, rope, hay bales, etc.) and for maintaining quiet (sign, steward, etc.).

Three Months Prior to Event:

1. If arena needs on-going development, seed, fill holes, roll, add sand, etc.

2. If arena fences are to be constructed or reconditioned, get work underway.

3. If arena is to be set-up, research method for setting up a true rectangular arena with squared corners. Acquire those tools necessary and survey string (see instructions for setting up Dressage arenas). There are arena tools you can purchase that simplifies setting up and squaring arenas.

4. If dust is a problem, locate a water truck and schedule so that arena will not be slippery during tests.

5. Develop plan for running competitors through warm-up area, next to go ring, test, and exit. Estimate number of stewards needed. You may use active competitor's experience to help develop such a plan.

6. Recruit your staff:

a. Scribe(s) for Judges: Avoid frequent scribe changes, judges will develop a system with a cooperative scribe. It is best that they work together as a team. However, be prepared to rotate scribes according to the time they can give, giving priority to those who can commit to a full day or at least half-day.

b. Warm up Ring Steward: It is helpful if this person is knowledgeable in order to serve as Tack Inspector but volunteers for this position can be trained and given diagrams of what is legal (See USEF Rule Book). Devise a way that the tack inspector can be identified--sign, colored vest, etc. Furnish with the current competition schedule, copy of pictured permitted bits and tack from Rule Book.

c. Collecting Ring Steward: Depending on your site plan, recruit according to your need. If you are using a series of collecting/holding areas that are not visible one from the other, not only will you need personnel for each area, but you will need to plan radio contact.

d. Runners: Scores must be carried from the Judge to the Scorers. Pony Clubbers are ideal for this assignment. Determine their routine of picking up

Organizers Guide Page | 31

tests from the judges and how they will get them to the scoring team.

Remember drivers must be 16 years of age or older with a current drivers license.

e. Maintenance Crew: Prepare a schedule of maintenance for the arena. If arena

is sand and needs periodic raking and center line marking, or if size of arena will be changed.

7. Determine the type of shelter for the judge:

a. Judge's Box or Gazebo to be constructed.

b. Horse trailer dealers will sometimes loan a new horse trailer for free advertising. If using a "used" horse trailer, scrub it out and remove center partition.

8. Plan for shrubs and flowers for your arena and try to arrange for the loan of plant material. A free ad in your program or being listed as a sponsor will encourage a nursery to support the event with loaned plant material. Short of this, grow your own plants or use plastic/silk flowers.

9. Coordinate with the Hospitality Chairman to guarantee that judge(s) and secretaries will receive refreshments during the tests. It's helpful to put a "goodie basket" in the Judge's Box (fruit, candy, granola bars, napkins, bug spray and a thermos of coffee and cups).

10. Ensure that a portable toilet is placed within easy reach of the judge - a lifesaver during short breaks!

Six Week Check by TD

Review your organizational plan; ask for orientation regarding the rules on tack.

One Month before event

1. Confer with Organizer on what needs to be done to comply with any requests or directions made by the T.D. at the 6-week inspection. Execute.

2. If you grow your own plants, make arrangements for truck and crew to pick up and deliver material to Dressage Arena the day before tests. If not, make arrangements for loan or purchase with a nursery and plan pick-up and delivery as above.

3. Finalize Dressage staff and type personnel list for program.

4. Check that arena equipment is ready or in process of completion for event. Schedule personnel and confirm that each person will be available for assigned times.

Announce time for run-through meeting one week before event.

5. Check that you have all items for setting up an arena:

a. Stakes

b. Twine

d. Red tape or short red stakes for marking fence at letters

e. Fence material

f. Letters plus second set for warm-up

Organizers Guide Page | 32

g. Material for marking corners or warm-up (hay bales, fence sections, jump rails, etc.)

h. Measure tape – A meter tape is a lot easier than having to convert feet to meters

6. Check condition of permanent arena for on-going maintenance.

7. Order or make any necessary signs

a. Quiet Please

b. Dressage Arena

c. Warm-up Arena

d. Arena Closed

- e. Arena I / Arena II (if needed). Add "bell" or "whistle" depending on which will be used in what arena.
- f. Spectators
- g. Bit Check
- 8. Confirm Judge's Box availability. A horse trailer can be used for this without center post so table can be centered for Judge and Scribe. Make date to pick up if needed.

Two Weeks prior to event

- 1. Notify all personnel.
 - a. Send email or call Dressage crew telling where and when to report (ONE HOUR BEFORE FIRST RIDE) where to park, what to wear and enclose necessary tickets (if applicable). **When the first ride is at 8 a.m. or earlier, you run the hazard of people not arriving on time. Arrange with the Organizer to have key personnel standing by to fill in, so that the Dressage area is staffed and the first test is not delayed due to late arriving staff.**
 - b. Email or call to set-up crew with schedule regarding set up, including arrangements for moving fences and letters to dressage site.
 - c. Email or call to crew regarding delivery of plant material for Dressage ring.
- 2. Groom arena area as needed.

One Week prior to event

- 1. Assemble all equipment and supplies for Judge/Scribe:
 - a. Table and two chairs for each Judge's Box (be sure chairs are comfortable and height of table convenient).
 - b. Judges Information: This material is best presented to the Judge upon arrival in the "welcoming packet" prepared by the Secretary.
 - 1) Up-dated program (available day of first tests). If a program has not been printed, the judge must be provided with the schedule for the event plus the updated order-of-go for the Dressage Tests.
 - 2) A copy of each Dressage Test to be judged. ("Judge's Copy")
 - c. All Dressage Tests for each competitor. Check to make sure that you have received the correct tests and in sufficient quantity
- Organizers Guide Page | 33
- d. Bell or whistle* (Judge usually carries own equipment but provide this item anyway.) If using two or more arenas, get different types of signals for each arena and make sure the signal is posted on the Arena # sign so competitors can see them.
 - *Whistle, cow bell, desk bell, bazooka, train whistle, horn, bird call, turkey call, etc.
 - e. Pens for the scribes and a red pen for the judge to use in case of an error on the test
 - f. Stop watch with fresh batteries (Judge usually carries own)
 - g. Lap robe (if weather is cold)
 - h. Misc: scratch pad, clipboard (legal size), wastebasket, goodie basket with munchies
 - i. Confirm with Hospitality Chairman that provision has been planned for refreshments for judge/scribe.
 - j. Plan to carry a cooler of pop for your dressage personnel.

2. Have worker run-through if new crew. If using radios, include "instructions for use"
3. After a final mow (grass arenas), set up arena during the prior weekend or at least mark the ring with stakes and string. Schedule its completion by midweek at least two days before competition with fence and letters and tape in place.
4. If fence is portable wooden sections, spike for stability in case of wind
5. Assure arena letters are secure and won't blow over in strong wind
6. Finalize plan for P.A. system: from where, delivered and set-up by whom; instructions for use. Coordinate with announcer.
7. Continue grooming arena as necessary.
8. If judge box are permanent, cleanup and spray for wasps and other pests.
9. Equip box with 1 table and 2 chairs
10. If judges and scribes are to be provided lunch and if transportation is necessary, confirm with Hospitality Chairman.
11. Make up individual dressage tests using labels provided by the secretary or by filling in ONLY the Event name and the Judge's name. DO NOT FILL IN THE COMPETITOR'S NAME OR THE NUMBER ON FACE OF TEST. THAT IS FILLED IN AT THE TIME OF THE TEST BY THE SCRIBE.
12. Ask that the Grounds Steward to provide waste cans.

Two-Three Days in Advance

1. Set-up judges box. Pick up horse trailer (if using one as Judge's Box). If horse trailers are not new, check for cleanliness and spray for wasps. Place at C, 5 meters back CENTERING THE JUDGE'S POSITION DIRECTLY IN THE CENTERLINE. The scribe sits off-center beside the judge and is positioned to be able to hear and write. Check site lines.
2. Place 1 table and 2 chairs in the shelter (if weather and/or dust threaten, hold this equipment ready until the morning of the competition).

Organizers Guide Page | 34

3. Place signs ("Quiet", "Spectators", "Arena Closed", "Restricted Area", etc). Place "Arena A", "Arena B" signs where competitors can really see them.
4. Mark the 20 meter area around arena with survey flags, rope, etc. to keep spectators at a safe distance not to disturb competitors.
5. Rope off the 20-meter area on the sides.

Day Before Competition:

1. Check Dressage arena with T.D. (Be sure fence is marked with red tape at letters). Make the adjustment per his request.
2. Place flowers and shrubs if you have them. (Make provisions for them to be watered and returned in top condition).
3. If watering the arena, water in time to avoid making the footing slippery.
4. Check that the P.A. system is ready and working.
5. Alert Organizer to stand by with other key personnel, who are sure to be on event site in the early hours just prior to the beginning of the Dressage tests, so that you are assured of a dressage crew when the first test is scheduled. (It is a fact of life that someone oversleeps, and your insurance is the above precaution.)
6. Check with Secretary for any last minute scratches and update all necessary lists and Master Score Sheets. Be sure you have made clear arrangements with the Secretary for the tests to be delivered to the judge and/or scribe one half hour before the first

test. A lot of the time this will be done by you.

THIS IS IMPORTANT!

A recommended plan is for all prepared paperwork to be held in Secretary's office or Event office and clearly organized and filed and ready for dispersing to the steward or worker specifically using that item.

7. Check that a binder or folder is ready for the Announcer which contains the Dressage schedule with names, the name(s) and home towns of the Judge(s), the correct way to announce dressage rides (see notes for Announcer), and announcements, instructions for use of the P.A. system or a memo as to who has that information.

(Again, when dealing with early morning starts, such a folder assures that someone other than a late arriving announcer can get things started.

8. Check that radios are ready and where they will be the next morning.

9. Check with the Scorer regarding any requests they might have, e.g., How frequently should tests be delivered, etc.

Day of Competition

1. Synchronize your watch to Official Time.

2. Check that your arena fencing is in place and secure, that plant material has not toppled, that the Judge's box is in order and supplies have been delivered to Scribe's table.

3. Deliver prepared tests and Judge's copy to box with updated order-of-go. Distribute updated order-of-go to steward.

4. Assemble your crew one-hour before the first test. Distribute radios if to be used. Move your warm-up ring steward out promptly to assure that there are event personnel on duty. Warm-up steward and/or bit inspector should be in area near sign saying "Bit Check." Many events put a small sticker on rider's boot after bit has been inspected. All other personnel should be in place 15 minutes before the first test.

5. Introduce the scribe(s) to the Judge(s) at least half hour early so Judge can give his instructions to scribe. **DON'T WAIT FOR A LATE COMER. USE SOMEONE FROM THE ORGANIZING COMMITTEE TO FILL IN!** Give them the Official Time.

6. Check that someone is "on duty" as announcer one hour before first test (this is the responsibility of Organizer). Official Time should be given and the announcement made that the dressage phase will commence at ...a.m. As the hour proceeds, the announcer will alert the first rider to be on "deck", introduce the Judge(s) and help bring the elements of the event together for an orderly, on-time start.

7. **START ON TIME!!!!!!**

8. Be sure Hospitality is on duty to provide for Judge/Scribe teams and volunteers. Remind runners to get refreshments orders from Judges, Scribes, and Announcer periodically. Make sure workers are cared for too. "Goodie Baskets" in judges box and a cooler for the personnel helps with this problem.

9. Make sure of plans for lunch for Judge(s) and Scribe if she is serving throughout the day and ensure they can return on schedule. Be sure the workers stay on schedule also.

10. Be readily available to Event Management at all times, keeping them informed of your whereabouts.

11. Carry pocket memo pad and pencil - noting problems and suggestions for improvement the next year.
12. Keep the tests on schedule and be aware if any of the arenas get behind their scheduled times. Notify the Judge and Organizer if this is the case.
13. Monitor the condition of the arena, dragging and/or raking, marking the centerline, and watering, providing you can do so without creating slippery conditions, etc.
14. Make sure that spectator control is effective. Take steps if necessary. Maintain quiet.
15. Monitor competitors to see they are not galloping or hacking in or near the warm-up area any manner that can distract a horse while warming up or competing.
16. Organize your crew and truck promptly after the final ride to pick up fencing and return to storage.