

CHAPTER 9 – CHIEF SHOW JUMPING STEWARD

The Show Jumping Steward will work directly with Course Designer and Ground Crew to insure the Show Jumping is set-up and prepared on time, check with the Grounds Crew to ensure arena maintenance is scheduled and a repair crew is available via radio, have the judges clipboard prepared, communicate with the Volunteer Coordinator about how many volunteers will be needed, equipping Judge's Box and supervising the Show Jumping Phase along with the volunteers. Determining how many lunches will be needed each day to feed the volunteers and inform the Volunteer Coordinator and Organizer. The Show Jumping Steward needs the cooperation of the Organizer and the Secretary in making sure everything is ready and **SHOW JUMPING STARTS ON TIME.**

Six Months in Advance

1. Check sites for any needed leveling, seeding, sanding and hole filling, etc., and proceed to have any earthmoving or seeding accomplished now.
2. Contract for Course Designer and set deadline for receipt of design.
3. Anticipate equipment needed and whether it will be constructed, purchased or rented. (See sample list of standards, poles and other equipment used for Novice/Training Horse Trials)
4. If arena area is fenced, check fence and gates for any needed repair or repainting and schedule the work to be done.
5. Check with Cross-country and Dressage Stewards to see how their areas relate to Show Jumping and whether arenas or jumps will need to be removed prior to start of Cross-country.
6. Develop plan for spectator seating (hillside slope, hay bales, etc.). Portable toilets should be placed in this area.
7. Inventory existing jump equipment and check condition.
8. If building new equipment, design and start construction. (Clear budget with Organizer)
9. Inventory flags and numbers and signs.
10. Order material for any new flags, numbers & signs.
11. If renting or borrowing jump equipment, contract now for use and reserve your date.
12. Organizer painting & repairs if needed. Make lists and add to event timeline.

Three Months in Advance

1. Continue developing arena area (mowing, seeding, filling, etc.)
 2. Recruit your staff:
 - a. Collecting Steward
 - b. Gatekeeper(s)
 - c. Warm-up Steward
 - d. Timer(s) (see Chief Timer)
 - e. Jump Crew
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- f. Pinny or bridle number collector
 - g. Dismantling Crew

3. Arrange for shrubs, greens and/or flowers (coordinate with Dressage Steward).
4. Schedule work parties for construction, repair or painting of:
 - a. Jump material: standards, poles, gates, etc.
 - b. Numbers (see diagram for construction of show jumping flags)
 - c. Red and White flags
 - d. Start and Finish Flags
 - e. All other signs: Arena Open; Arena Closed; Warm-Up, etc.
 - f. Judge's Box (you might use the flat bed of a truck, a table with chairs under an RV awning, etc., but it is preferable to have a more weather-proof shelter.)
5. Develop emergency plan with Safety Coordinator for rider and horse emergencies.
6. Develop communications plan with Announcer/Control. Radio contact between the Judge's table, the Gate/Warm-up, the times and the announcer is recommended.
7. Confirm that P.A. system is available (see Organizer).
8. Keep jump construction on schedule. Include equipment for practice jumps.

Six Weeks to One Month in Advance

1. Confirm with Secretary that Show Jumping scoring materials are ordered from the USEA: Check the USEA website, many forms are available on-line at no charge.
2. Finalize Show Jump crew and submit typed list to Organizer or Program Chairman for program.
3. Order flowers/shrubs/decorations for Show Jumping arena. (Confer with Dressage Steward). Plastic or silk flowers are terrific, but are expensive and need careful storing and handling.
4. Inspect arena. Continue grooming. Fill in holes, etc.
5. When TD makes 6-week inspection, accompany him on inspection of arena, warm-up areas, noting his requests and suggestions. Review with him your personnel, organizational plan, traffic flow plan and all operational procedures. Give TD copies of Show Jumping courses, if ready.
6. Carry out T.D. recommendations.
7. Schedule pick-up or delivery of any jump equipment that will be rented or borrowed. Schedule a truck and manpower to move equipment to and on site. Move equipment to site early if it requires painting or repair. Make sure you add this information to the event timeline.
8. Confirm with Secretary and Scorer that Show Jumping Score Sheets will be prepared with Order-of-Go when Cross-country scoring is completed and will be ready to be placed in Judge's folder (see sample of folder-appendix). If Show Jumping precedes Cross-country, competitors will ride in the same numerical sequence as they have ridden Dressage.
9. Confirm with Secretary that a list of competitors, based on the plan for riding the Show Jumping course, will be prepared for the Announcer.

10. Schedule with Organizer when to set up Show Jumping course. Schedule set-up crew and notify. (Course should be basically set & ready prior to the arrival of competitors at event site.)
11. Keep construction and/or repair/painting of jump equipment on schedule.
12. Notify your staff of Show Jumping schedule & confirm they will work.

One Week in Advance

1. Ensure Jump equipment is in show condition and complete. Borrowed or rented equipment on site or about to be delivered.
2. Make course map including Distance, Speed, Time Allowed, Time Limit for each Level. Map should not be "cast in stone" until T.D. approves it.
 - a. Poster Board size to be posted for competitors near arena.
 - b. Mounted on cover of manila folder for Judge (see sample).
 - c. Remember the Ground Jury has right to alter the course if weather conditions warrant or if course the design is inappropriate for Level being tested.
3. Move Judge's Box into place that will provide shelter from weather (sun or rain).
4. Provide table & chairs (Judge, scribe, scorer(s)) for judge's stand.
5. Secure pencils, binoculars, blanket, whistle, stopwatch, erasers, scratch pads, clipboard and wastebasket for Judge and Scribe.
6. Secure clipboards for collecting ring Steward and Gate Keeper/Bridle Number Collector.
7. Remind Secretary, if applicable, a supply of dollar bills will be needed for refunds for pinny/number collectors.
8. After a final arena prep, set up show jumping course. Post sign "Arena Closed" flag and number.
9. Day before Show Jumping Phase, deliver plant material or transfer from Dressage Arena and set in place at jumps.
10. Determine location of:
 - a. Scorers (Place Scorer and, if possible, Announcer adjacent to Judge to facilitate instant communication of results. Otherwise, arrange for radio contact with Announcer.)
 - b. Fence Repair Crew: Positioned to replace knockdowns as speedily as possible.
11. Confirm emergency plan with Safety Coordinator.
12. Confirm that radio equipment will be ready with Communications Steward.

Day Before Competition

1. As early as possible, accompany Course Designer and TD on check of Show Jumping courses.
2. Inspect course: Flags, numbers in place and correct; Jumps in order; Plant material secured.

Day of Competition

1. Post course map at least one hour before competition begins if not already posted. The minute the course is approved, announce that it is open for walking. The course is to be open for walking 30 minutes prior to the start of the competition.
2. Check that Judge's folder is ready with course maps and the Show Jumping score sheets that have been prepared by scorer(s) according to plan for order-of-go. Put Time Allowed and Time Limits on map.
3. Check Judge's Box. Place supplies and folder on table (or hand folder to Judge and Scribe just prior to start of Show Jumping).
4. Check that P.A. system is in place and that Announcer is ready.
5. Check that Announcer has an order-of-go for show jumping as well as the scores from the previous day of competition.
6. Check that clipboard with order-of-go is ready for collecting Ring Steward.
7. Check that radio contact between Judge's box, warm-up area and/or gate and repair crew is in place and operational.
8. Synchronize your watch with Official Time.
9. Locate Judge(s) and escort to Arena on time. Give them Official Time.
10. Meet with staff, confirm that all stewards are present and dispatch to posts:
 - a. Gate Steward to pick up clipboard and if applicable, refund cash from Secretary.
 - b. Collecting Steward or Pinny Collector picks up clipboard with order-of-go. Also picks up walkie-talkie if communication plan provides for a radio at warm-up area.
 - c. Scribe picks up Judge's folder(s) from Secretary, check to see that score sheets are included and have been made up in accordance with plan for order-of-go for each Division.
 - d. Scorer(s) seated within earshot of Judge and Scribe, prepared to compute jumping and time faults and relay results to Announcer who is within earshot or radio contact.
 - e. Repair Crew: Stationed either within earshot of Judge or in radio contact with Judge's Box ready to move in promptly to repair fences.
 - f. Warm-up Steward: On duty 45 minutes before Show Jumping phase begins. Monitors warm-up jumps. Moves competitors into collecting area and will need clipboard with order-of-go. A megaphone is very useful.
 - g. Collector: collects bridle number when rider leaves arena and refunds pinny deposit if record shows both numbers are returned. If pinny not returned requests that rider turn in pinny to Secretary & pick up refund at office.
11. Check that ambulance or emergency vehicle is in place.
12. Ask Announcer/Control to run radio check.
13. Report to Judge that all is ready for the first horse.
14. Remain readily available to Judge and management at all times.
15. Check on Show Jumping volunteers to ensure they are happy.

16. Check that Judge and Scribe are comfortable.
17. Check in with Hospitality Chairman to ensure drinks, snacks and lunches are ready for distribution.
18. Carry pocket memo pad and pencil -- noting problems and suggestions for improvement next year.

Following Competition

1. See that course is dismantled according to event schedule.
2. Inventory equipment. Store or return promptly. Return plant material.
3. Complete written comments.
4. Write thank-you notes to workers and donors of plant material.
5. Attend debriefing. Turn in Show Jumping Steward's comments, suggestions