

## **CHAPTER 7 – CHIEF CROSS-COUNTRY STEWARD**

Preparations for the Cross-country phase involve the largest area of responsibility for an Event.

It is important that this area of responsibility be divided among several key people. For instance,

a separate job description has been developed for the Chief Jump Judge. This role should not be

included with your responsibility, nor should you assume that role.

The landowner and/or Organizer usually assume the development of the Cross-country course,

especially in the case of new or small events. However, the Chief Cross-country Steward should

be very familiar with the course, its condition and the plans for its development. In order to help

you and the Course Designer, whoever he may be, work together, this job description includes

items that need attention. Work out with the Organizer, which of these items should fall within

your area of responsibility.

Study the section of the USEF Rules for Eventing that pertains to flagging of obstacles and how

to mark the course. Your job can be further broken down into cross-country preparation and the

actual running of the cross-country phase. A lot of help will be needed, grooming and flagging.

This is one of your major problems. Try to develop an enthusiastic, dependable crew.

Furthermore, work closely with the other Chief Stewards in coordinating the many levels of

preparations so that your Cross-country phase can be conducted efficiently, safely and with total

control.

**Six Months to 24 months in Advance:** Confirm with Organizer and/or landowner that:

1. Course designer and builders have been contracted. (NOTE: one actually saves money by hiring the best available!)
2. Work is scheduled to start on all earth moving projects (ditches, banks, water jumps, footing conditioning).
3. Necessary building materials are secured: Schedule painting, staining, etc.
4. New obstacles are designed.

**At Least Six Months in Advance**

1. Plan routes the courses will take, rough measure to confirm that they are within distance specifications, and do a preliminary plan.

2. Determine location of Start Box and Finish Line and traffic patterns from warm-up area to "recovery" area.

3. Modify existing obstacles.

4. Remove obsolete or rotten obstacles.

5. Locate source of brush for brush fences & schedule it being picked up or delivered
6. Coordinate with Dressage or Show Jumping Steward if areas overlap.

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### **Three Months in Advance**

1. Take inventory of and make necessary arrangement for repair, replacement, and repairing of the following (DO NOT PROCRASTINATE!!!):
  - a. Numbers
  - b. Red and White Flags
  - d. Start and Finish Signs
  - e. Miscellaneous Signs: Cross-country Course Closed; Warm-Up Area; Cross-country Open, etc.
- d. Locate a source for plant to decorate the Cross-country fences and schedule how they will arrive on site and when. Add this information to event timeline.
2. Recruit Volunteers
  - a. Safety Coordinator – It is desirable if this person has a medical background with experience in trauma; doctor, paramedic, EMT, nurse. They may not have any other duties during the jumping phases, be responsible for the establishment and coordination of medical services, including the transportation of injured riders. They must be familiar with the courses as they will assist the Medical Team in getting to any accidents in a timely fashion.
  - b. Area Safety Stewards (according to needs of course)
  - c. Warm-up Steward - to oversee practice area and use of practice jumps
  - d. Repair Crew - Knowledgeable regarding obstacle construction/tools/truck
  - e. Score Collectors – ATV's is the most efficient way to pick-up scores. The driver needs to be very familiar with the flow of the course to ensure safe driving while not interrupting horses on course
  - f. Pinny Collector - stationed at Finish Line
  - g. Meet with: Chief Fence Judge/Chief Timer
3. Schedule workdays (clear dates with Organizer). Publish dates via local CTA bulletins, notices on barn bulletin boards, notices or phone calls to C.T. coaches and to Pony Clubs. However, do not be too optimistic about workers showing up. Best to schedule groups like Pony Club in at specific times to do specific jobs, i.e. painting, grooming water jumps, weed eating, etc. One technique for getting manpower is to open the course for a schooling day prior to the Opening Date in exchange for work.
4. Confirm with Organizer that a P.A. system and announcer are arranged.
5. Arrange for standards and poles for practice jumps. (See Show Jumping Steward to coordinate equipment) (8 standards, 9 poles minimum with three red flags and three white flags)
6. Place date on your calendar for orientation meeting for Jump Judges (see Chief Jump Judge).
7. Work with Organizer and Safety Coordinator to formulate a complete plan for emergencies. Keep notes as plan is developed so that you can coordinate and inform your committee about safety measures and how to use them.
8. Measure finalized course(s).

**Six Weeks in Advance**

1. Inspect course with T.D. and Course Builder if possible during the six-week visit. Give T.D. measurements, and check times. Take notes.
2. Include your personnel in orientation meeting with the T.D. and review your organizational plan and operational procedures.
3. Ensure that the following equipment is ready and/or available:
  - a. Timing Equipment with new batteries as needed (Coordinate with Chief Timer)
  - b. Stop watches (in place of more sophisticated timing equipment), or synchronized digital watches for actual time with stopwatch back up.
  - c. Clipboards
  - d. Radios
  - e. Official Time Clocks: Atomic clocks work great (battery operated to put in warm-up and on start box).
  - f. All items listed on Chief Fence Judge's Job Description are underway.
  - g. Provide rakes for Jump Judges to maintain footing at and around jumps that are apt to have crumbly footing.
4. Confirm with Volunteer Coordinator the number of Jump Judges have been recruited (see Chief Fence Judge).
5. Confirm that Chief Timer has recruited his starter, his assistant timers, and scribe
6. Confirm that the Organizer has secured a Vet and Farrier to be on duty.
  - a. Vet needs to be on call at all times and on site during Cross-country and Show Jumping competition and warm-up
  - b. Farrier: on call at all times. On event site the evening following dressage, early morning preceding Show Jumping and Cross-country and throughout Cross-country
7. Post "Cross-Country Closed" signs on Opening Date.

**Four Weeks in Advance**

1. Continue grooming the course (second mow), weed whip around fences, cut low branches, paint and stain fences as needed.
2. Complete signs, numbers, and flags (repair, refurbish, or make)

**Two Weeks in Advance**

1. Confirm your volunteers and notify them of scheduled briefing on day of Cross-country and the location.
2. Confirm that communications plans are complete and equipment ready and available (Communications Steward and Chief Jump Judge)
3. If P.A. system to be used know the plan, who is announcer, their schedule and who will set up the system.

4. Activate work parties: Pick rocks, weed-eat jumps, check footing, fill holes, haul in gravel if boggy conditions threaten to develop, remove tree limbs that threaten rider and horse, check for hazardous nails, loose boards, etc.
5. Check your preparations against the USEA Check List to assure that you are ready for TD's final inspection.
6. Develop course map. Submit to Organizer, Secretary or Program Chairman by

deadline. Prepare a copy for Competitors' Bulletin Board and give to Secretary. Put length, speed, optimum time and time limit which have been confirmed with the TD.

7. Type lists of your personnel and submit to Program Chairman, Organizer, or Secretary by deadline.

8. Confirm that Chief Jump Judge's preparations are complete.

### **One Week in Advance**

1. Flag and number obstacles. Be very certain that they are constructed so that there is no hazardous hardware exposed to horse and rider. Numbers should be placed at height so as to be visible to mounted rider moving at speed!

2. If temporary-starting box is to be used, construct. The box should measure 5 X 5 meters (16x16 ft). It will have an open front and a gap on one or both sides. **DO NOT USE METAL STAKES!**

3. Erect warm-up jumps and mark with signs, flags (one vertical, one spread, and one crossed pole).

4. Place "Start" and "Finish" sign on red flags at start and finish.

5. Place miscellaneous signs.

6. Complete grooming. Trim low branches, etc. Make sure ditch bottoms are clear of weeds and fence faces are clean.

7. Decorate according to the Course Designer's notes; mulch, plants, trees, etc.

8. Check out communications system with Announcer/Control as well as Area Safety Stewards (if applicable). Plan locations of Radio Operators; mark these on copy of course map. Give copies of map to all Area Stewards, Announcer/Control and Safety Coordinator.

9. Course is to be opened to competitors for walking at 3:00 the day before the start of the entire competition.

### **One Day in Advance**

1. Inspect the course to ensure that it is properly flagged and numbered, and warm-up jumps are set and marked; stuff brush fences with cut brush.

2. Accompany TD on final course inspection and secure his approval, it is best if the Course Designer is present. If necessary make adjustments as requests.

3. Be sure that the times and distances are posted on the Competitors' Bulletin Board after they have been approved by the T.D. and Ground Jury.

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4. Determine that following equipment is on site: radios, timing equipment, stop watches, scoring forms, clipboards with forms and pencils for Timer and Control

5. Confirm with Safety Coordinator that all emergency measures are complete and in place.

### **Day of Cross-Country**

1. Final check of the course from Start to Finish.

2. Final brief of all personnel 1 1/2 hours before Start.

a. Jump Judge Briefing:

This is a meeting where the event officials will brief the volunteers about their duties as a Jump Judge: Make sure you are available to answer any questions that might arise.

b. Warm-Up Steward:

1) Monitors horses and riders in the warm-up area

2) Monitors use of warm-up jumps (jumping in wrong direction is grounds for elimination. Refer to T.D.)

3) Alert riders to progression of start. It is not the responsibility of Warm-up Steward to call riders, competitors are responsible for presenting themselves to Start Box as scheduled, but it's nice to inform them when they are next and/or due at the box. This will keep the event running on time.

4) Does informal check of tack as safety precaution.

c. Pinny Collector: At finish equipped with refund money (if applicable) if cross-country is last phase. If a person is not available, place a large plastic tub/trash can with a sign "XC pinnies here".

d. Repair Crew:

1) Equipped with 4-Wheel drive truck and repair tools.

2) Equipped with radio for contact with Announcer/Control

e. Score Collectors: Must be briefed on when to pick up Score Sheets from Jump Judges

3. Synchronize watches with Official Time.

4. Make sure ambulance and medical personnel are in place and the emergency vehicle is ready with keys in ignition and that it is clearly marked by a large red cross in several windows. The Safety Coordinator needs to be on hand to direct medical personnel to site of accident. Make sure phone or radio system for calling an ambulance is operable: **The USEA strongly recommends the ambulance be on grounds.** Course maps for ambulance driver with emergency routes marked in red!

5. Confirm that radio check has been made by Announcer/Control Steward.

6. Dispatch personnel to their stations and ensure they are in place 15 minutes prior to the start of the first horse.

7. Be readily available to management and Control at all times, keeping them informed of your whereabouts.

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8. Carry a pocket memo pad and pencil, noting problems and suggestions to be transferred into your manual records.

### **When Competition is Over**

1. Collect flags and numbers from course; Inventory condition; Store.

2. Collect all signs; Inventory condition; Store.

3. Update your Manual with remarks, suggestions, etc.

4. Attend debriefing meeting and turn in your Manual to the Organizer.