



GUIDELINES FOR SHOW JUMPING IN-GATE STEWARDS



From the USEA Volunteer Committee

The instructions that follow give you the basics of your job; consult with the Volunteer Coordinator or officials of the event if you have questions or need additional information to fill in and supplement this document.

Checklist of what to bring with you to the event on competition day. Depending on the day and predicted weather, for your comfort:

- Closed-toe shoes that are comfortable for walking and good in any weather (wet grass, mud, arena footing, etc.)
- Folding chair, rainwear, extra warm clothing or jacket, bug repellent, sunscreen, hat/visor, a snack and thermos/cooler with beverages.

Generally provided by the event:

- Clipboard (with waterproof covering), pencils, radio

Before the event:

- Watch the video for this position. Go to the USEA website, www.useventing.com and search for the Volunteer Videos.
- Get the address of the show facility and ask the Volunteer Coordinator where the meeting point is located at the show grounds.

GETTING READY FOR YOUR JOB

Checking in

- Arrive at the meeting point at least 15 minutes before your shift begins to check in and pick up your materials. At a minimum, you should have a clipboard with the show jumping order-of-go, radio and pens or pencils.
- If the event is using the www.eventingvolunteers.com app, don't forget to check in on the app so that your volunteer hours count towards the year-end awards.

Setting up your station

- Your station will be by the show jumping arena in-gate.
- When you get to your station, organize your materials (pens/pencils, order-of-go, radio) so you have everything ready before the competitors arrive at the in-gate.
- Review the order-of-go to see how many competitors are in each level, which competitors have multiple horses, if there are any missing numbers, etc.

Communicating with other volunteers and officials

- Communicate with the Show Jumping Warm-up Steward to coordinate the flow of competitors from the warm-up area to the in-gate.
- Check in with the Show Jumping Judge and ask if there are any specific directions for sending competitors into the arena, such as allowing a horse into the arena while the horse on course is finishing.
- Ask the Volunteer Coordinator, Show Jumping Judge, or Announcer if there are special instructions for you, such as giving the pronunciation of horse and competitor as they enter instead of just the number.

YOUR JOB AS SHOW JUMPING IN-GATE STEWARD

Your job as Show Jumping In-gate Steward is to regulate the flow of competitors into and out of the show jumping arena.

What you Need to KNOW

- Schedule and order in which the levels will take place.
- Courses for each level
- Type of signal device (whistle, horn, etc.) used by the judge.
- Protocol for competitors to enter and exit the arena.
- Protocol for courtesy rides (eliminated competitors riding with permission of the Ground Jury)

What you need to DO

- Please practice good horsemanship and be mindful around competing horses.
- Follow the order-of-go to determine which competitor is next to go in the arena. You should have a competitor in the arena, one on deck waiting at the gate to enter, and another competitor ready.
- As competitors arrive at the in-gate, make a note of this on your order-of-go so that you keep track of the competitors. Once the competitor has entered the ring, you can check them off on the order-of-go.
- Inform the competitors of their order-of-go (next up, 2 away, etc.)
- Keep the in-gate free of stalled horses or people. As a competitor exits, encourage them to move out of the in-gate as soon as possible.
- When a competitor enters the arena, radio to the judge and announcer the competitor's name and number. If there are any changes from what is on the order-of-go, make sure you alert the judge and announcer.
- After a competitor has finished their show jumping round, allow them to exit the arena without interfering with the competitor getting ready to start their test.
- Open and close the gate (if there is a gate) to allow competitors into and out of the arena.

HANDLING OUT-OF-ORDER COMPETITORS

- Out-of-order rides should be the rare exception and not the rule. If the Technical Delegate is in the area, you can consult with him or her.
- Depending on your event, competitors may be allowed to ride out of order. Some judges want the Organizer to rule on whether a person can ride out of order or not. Therefore, coordinate with the Organizer and judge on how this should be handled beforehand.

AFTER COMPLETING YOUR JOB

Checking Out

- Return all materials (clipboard, pens, radio, etc.) back to show office and let the Volunteer Coordinator know you are leaving. If any lost items were brought to you, turn these in at the show office as well.
- If the event is using the www.eventingvolunteers.com app, don't forget to check out on the app so that your volunteer hours count towards the year-end awards.