



GUIDELINES FOR CROSS-COUNTRY WARM-UP 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 cross-country 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 cross-country warm-up area.
- 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 warm-up area.
- 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 Cross-country Starter to coordinate the flow of competitors from the warm-up area to the start box.
- If there is an announcer, find out what information you should pass along, and how to do it expeditiously.

YOUR JOB AS CROSS-COUNTRY WARM-UP STEWARD

Your job as Cross-country Warm-up Steward is to ensure the smooth progression of competitors through the warm-up area to the start box.

What you Need to KNOW

- Schedule and order in which the levels will take place.
- Time interval for competitors to start their cross-country course. It is usually 2 or 3 minutes between competitors.
- Jump specifications at every level. You may have to raise or lower the warm-up jumps during the course of the competition.

What you need to DO

- Please practice good horsemanship and be mindful around competing horses.
- Keep track of competitors as they enter the warm-up area.
- Inform competitors of where they are in the order-of-go.
- Each competitor has an assigned time. They may go early if cross-country is running ahead of schedule, but not after their assigned time unless cross-country is running behind schedule. Communicate with the Cross-country Starter about the schedule.

- Check off each competitor on your list as they leave the warm-up area and head to the start box.
- If you are unable to locate a competitor, ask the Secretary if the competitor scratched.
- All warm-up jumps must be jumped with the red flag on the right as the rider goes over the jump. If you observe a rider jumping a jump the wrong way (red flag on the LEFT), make a note of the rider's number and description, then immediately inform the Technical Delegate.
- All competitors should be able to jump any warm-up jump that is available. "Claiming" a warm-up jump is not permitted. If you observe a competitor or trainer not sharing fences with others, inform the Technical Delegate.
- Between levels, you may have to change the jump heights of the warm-up jumps. Make sure the jumps are not above the maximum correct height for the upcoming level. In particular, keep an eye out for anyone raising the jumps more than 4" above the maximum height for that level or adding a placing pole in front on any warm-up jump. Contact the Technical Delegate if you notice an infraction.
- Handle crowd control around the warm-up area.
- Ask the Technical Delegate if you should check tack. Loose girth, bridle straps not in keepers, slipping or loose horse boots, etc. are not things you need to check, but it is nice if you inform the competitor if you see a problem.
- If you notice someone other than the competitor warming up a horse, notify the Technical Delegate or Ground Jury member.
- Check with the Organizer or Show Jumping Judge before cross-country starts to see if eliminated competitors will be allowed to compete, and if so, when? Check with the eliminated competitor to make sure they have asked a member of the Ground Jury for permission to ride.

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. Coordinate with the Organizer or Ground Jury 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.

OTHER THINGS YOU MIGHT SEE DURING THE CROSS-COUNTRY PHASE

Falls

- Do NOT put the radio down if assisting with a situation; immediately report the status of three things-the horse, the competitor and the jump!
- If medical assistance is needed for the competitor or the horse, contact the Safety Coordinator and request medical or veterinary assistance.

Loose Horses

If you see a loose horse, and you are comfortable doing so, proceed cautiously and try to catch it safely.

Cruelty and/or Abuse

- Cruelty and/or abuse can include inappropriate use of the whip, spur or bit while competing or waiting to compete.
- If you witness anything that looks inappropriate, (such as a lame or exhausted horse) write down the competitor's number and pertinent details, identify a bystander who saw the situation and report immediately to the Technical Delegate or Ground Jury member.
- If you see anything that resembles blood on the horse or competitor, notify the Technical Delegate so that the situation can be assessed.

Dangerous Riding

- Any competitor who rides in such a way as to constitute a hazard to the safety or well-being of the competitor, horse, other competitors, their horses, spectators, or others will be penalized accordingly.
- If you see a possible instance of dangerous riding, immediately inform the Technical Delegate or Ground Jury member.
- If you notice a competitor doing something that may be illegal or dangerous, notify the Technical Delegate or Ground Jury member.

JUMP SPECIFICATIONS

These specifications are provided for reference; consult with the Technical Delegate or Ground Jury for the exact specifications they want to use for each level.

Jump Cups

- Use deep cups (1" depth) for top poles
- Use medium cups (3/4" depth) for other poles
- Use flat or shallow (1/2" depth) cups for planks, gates, etc.
- Use breakaway cups for back pole of oxers

Jump Heights and Widths

	Heights	Overall spread of oxers
Starter	2' 3"	2' 3"
Beginner Novice	2' 7"	2' 9"
Novice	2' 11"	3' 3"
Training	3' 3"	3' 11"
Modified	3' 5"	4' 3"
Preliminary	3' 7"	4' 7"
Intermediate	3' 9"	5' 3"
Advanced	3' 11"	5' 11"
