



# GUIDELINES FOR CROSS-COUNTRY FINISH TIMERS



## *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](http://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, cross-country timing sheets, timing device, radio and pens or pencils.
- If the event is using the [www.eventingvolunteers.com](http://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 at the end of the cross-country course for the current level, in line with the finish flags. If the finish line is different for different levels, make sure you position yourself at the correct finish line for each level.
- When you get to your station, organize your materials (timing device, timing sheets, order-of-go, radio) so you have everything ready before the cross-country phase begins.
- Depending on your event, the timing equipment may be a stopwatch with printer, an atomic clock, or some other device. Perform a check of the timing device so you know how to operate it.
- Review the order-of-go to see how many competitors are in each level, if there are any missing numbers, etc.

### **Communicating with other volunteers and officials**

- Communicate with the Cross-country Controller to let them know you are in place and ready.
- Ask the Volunteer Coordinator, Technical Delegate or Cross-country Controller if there are any special instructions for you, such as knowing what to do when someone has a willful delay, someone falls off before or just after the finish line, etc.

## **YOUR JOB AS CROSS-COUNTRY FINISH TIMER**

Your job as Cross-country Finish Timer is to ensure that the finishing time of each competitor at the end of cross-country is properly recorded.

### **What you Need to KNOW**

- Schedule and order in which the levels will take place.
- How to operate the timing device

### **What you need to DO**

- Listen to the fence judge radio calls at the last few cross-country obstacles so you know which competitor is coming up next.
- Visually confirm the number of the competitor approaching the finish line.

- Note the exact time (hours, minutes, seconds) when the competitor crosses the finish line.
- Clearly and neatly write down the competitor's number and the exact time they crossed the finish line.
- Call in the competitor number and finish time on your radio.
- If there is a hold on course, the Cross-country Controller will communicate to you. When the course is cleared, Cross-country Controller will let everyone know the competitors can continue.
- If you observe a competitor willfully delaying between the last fence and the finish line (if the horse halts, walks, circles, or serpentines), make a note on your timing sheet and call it in on the radio.

## **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](http://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**

### **Unauthorized Assistance**

- Competitors are not permitted to receive outside assistance, solicited or not, from you or anyone else while they are on course, other than handing them headgear or spectacles.
- If you witness anything that looks inappropriate, 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.

### **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 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.