



GUIDELINES FOR DRESSAGE 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 dressage order-of-go, radio and pens or pencils.
- If you do not have a watch, get a timing device (watch, clock, phone, etc.) and make sure it is in sync with the official show time.
- 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 dressage 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

- Ask the Volunteer Coordinator where you should set up and if there is a ring steward (if not, you will be responsible for both the warm-up area and getting competitors to their ring at the correct time.)
- If there are other warm-up and ring stewards, coordinate with them on who is responsible for each warm-up area and ring.
- Make sure you know how to contact the Technical Delegate and the Show Secretary on the radio.
- If there is an Announcer, find out what information you should pass along, and how to do it expeditiously.

YOUR JOB AS DRESSAGE WARM-UP STEWARD

Your job as Dressage Warm-up Steward is to manage the dressage warm-up area. There is often more than one dressage ring and your job is to get the competitors out of warm-up area and into their dressage ring on time.

What you Need to KNOW

- Schedule and order in which the levels will take place.
- If there is more than one dressage ring, which competitors are scheduled for each ring.
- Type of signal device (whistle, horn, etc.) used by the judge.

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 dressage is running ahead of schedule, but not after their assigned time unless dressage is running behind schedule.
- Check off each competitor on your order-of-go as they leave the warm-up area and head to the dressage ring.
- If you are unable to locate a competitor, ask the Secretary if the competitor scratched.
- Remind competitors they must report to the bit check station, if they have not already done so, to have their bit and other tack checked.
- Handle crowd control around the warm-up area.
- Checking tack is not required; however, it is nice to inform the competitor if you notice the following:
 - Loose girth, bridle straps not in keepers, crooked noseband, etc.
 - Boots and leg bandages are allowed in the warm-up area, however, they must be removed before the competitor enters the dressage ring.
 - For championship classes, a whip may not be carried in the dressage ring.
- If you observe an infraction in the warm-up area, notify the Technical Delegate or Ground Jury member.
- If you notice someone other than the competitor warming up a horse, notify the Technical Delegate or Ground Jury member.

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 them.
- 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.