

DRESSAGE BIT CHECK - Job Checklist

What To Bring	<ul style="list-style-type: none">• Chair• Water and snacks
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app• Pick up materials: Bit Check sign, measuring stick, Bit Check Tote (gloves, hand sanitizer, binoculars, halter/lead rope), Bit Check box (Order-of-Go, radio).• Head down to the dressage warm-up area and set up the Bit Check station.• Review the Order-of-Go for each ring to see which levels are in which ring, how many competitors there are, any missing numbers, etc.
On the Job	<ul style="list-style-type: none">• For each rider:<ul style="list-style-type: none">○ Use new glove for each horse.○ Check bit (refer to guidelines for acceptable bits).○ Check whip length.○ Check spur length.○ Check off rider number on Order-of-Go.• If horse is wearing a bonnet, ask the rider to return to the Bit Check station after the test.<ul style="list-style-type: none">○ Remove the bonnet and check that there is nothing in the ears to muffle sound.• Review Order-of-Go list for no-shows:<ul style="list-style-type: none">○ Look for riders who have not yet come over.○ Ask Secretary if a rider has scratched.○ Ask the Announcer to make an announcement for these riders to get their bits checked.○ Notify the TD if a rider has not had the bit checked.
Check Out	<ul style="list-style-type: none">• Return materials to office.• Throw away used gloves.• Check out on Eventing Volunteers app

DRESSAGE SCORE RUNNER - Job Checklist

What To Bring	<ul style="list-style-type: none">• Comfortable walking shoes and clothes appropriate to the weather.• Water and snacks• Chair• Sunscreen
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up materials.• Find out which dressage ring(s) you are assigned to.• Stand or sit close to the dressage ring but not in the way of the judge or scribe. Be considerate of horses in the arena.• Check in with the scribe so he/she knows that you will be picking up the score sheets.• Find out where the event scorer(s) will be located.
On the Job	<ul style="list-style-type: none">• After about 5 riders have completed their tests, approach the scribe in between rides and ask for the score sheets. (The scorers will let you know if they want the tests in smaller or larger batches.)• The judge or scribe may ask for coffee, snacks, pencils, etc. Check with the office/Secretary tent to obtain these items.• Walk up to where the scorer(s) is located and hand the scoresheets to the scorer.• Stay at least 20 feet away from dressage arenas. Be considerate of horses in or around the arenas.• Return to your dressage ring(s) and wait for the next batch of score sheets.
Check Out	<ul style="list-style-type: none">• Check out on Eventing Volunteers app.

DRESSAGE SCRIBE - Job Checklist

What To Bring	<ul style="list-style-type: none">• Water and snacks• Appropriate clothing - you may be inside a box with a big open window or sitting in the front seat of a pickup truck (or anything in between)
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up materials: clipboard with dressage tests, Order-of-Go, pens, radio, bell/whistle.• Head down to your ring and get ready: confer with the judge, set up your station, organize materials, turn off your phone!• Review the Order-of-Go and check that you have enough score sheets for each dressage test.
On the Job	<ul style="list-style-type: none">• For each rider:<ul style="list-style-type: none">○ Check off the rider's name on your Order-of-Go as he/she warms up around the ring.○ Verify that you have the correct test for the rider.○ Provide a spare copy of the test to the judge, if requested.○ Record the judge's comments and score for each test movement.○ Hand the test to the judge to write the collective scores/comments, and sign the test.○ Fold each completed test in half.• Hand over the completed tests to the runner in between rides.
Check Out	<ul style="list-style-type: none">• Return materials to office.• Check out on Eventing Volunteers app.

DRESSAGE WARM-UP STEWARD - Job Checklist

What To Bring	<ul style="list-style-type: none">• Chair• Water and snacks• Sunscreen
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up your materials: safety vest, binoculars, radio, Order-of-Go, pens.• Find out which dressage ring(s) you are assigned to.• Head down to the warm-up area and check in with the other warm-up stewards (if any exist besides you) to coordinate duties.• Check in with the scribe and judge in each ring and ask about specific directions for sending riders into the ring and about out-of-order riders. If there is a gate steward, this particular job will be theirs.• Review the Order-of Go to see which levels are in your ring, how many competitors there are, any missing numbers, etc.• Stand where you can watch each dressage ring you are responsible for, as well as the warmup area.
On the Job	<ul style="list-style-type: none">• Keep track of riders as they enter the warm-up area.• Inform riders of where they are in the Order-of-Go.• Check off each rider on your list as they enter the ring• Call in rider's start of test (eg. rider #12 entering Bell arena)• ALL RIDERS MUST RIDE THEIR DRESSAGE TESTS PER THE ORDER-OF-GO. See the next page for more details.• Direct individuals to one of the other warm-up stewards if the rider is not in your ring.• If you are unable to locate a rider, ask the Secretary if the rider scratched• Keep the area around the dressage arena clear of spectators. Spectators should be at least 20 feet away from the dressage arena.

DRESSAGE WARM-UP STEWARD - Job Checklist

	<ul style="list-style-type: none">• Remind riders they must check in with the bit checker.• Some of these duties will fall to the gate steward, if there is one.
Check Out	<ul style="list-style-type: none">• Return materials to office.• Check out on Eventing Volunteers app.

Guidelines for out-of-order riders

Here are the general guidelines (use your best judgment in all cases since you are the one on the spot and know the situation best):

- If the judge is ready for a rider, but the rider scheduled to ride is not there, and another rider further down the list would like to go in, let him/her go early.
- If a rider has multiple rides and just could not make it down in time for one of the rides, see if you can move someone else up so that the rider with multiple rides gets a bit of warmup time.
- If a rider has an emergency that got him/her to the show late (flat tire, etc), do your best to accommodate the rider. The Organizer should help with this.
- Know that some judges want the Organizer to rule on whether a person can ride out of order or not. So coordinate with the Organizer/judge on how this should be handled beforehand.

A good rule of thumb is to accommodate riders with extenuating circumstances to warrant an earlier/later ride time. Riders who don't want to ride at their assigned time because the trainer is not there or because they just did not plan their warm-up time appropriately should not be accommodated.

Out-of-order rides should be the rare exception and not the rule.

One last note: if the Technical Delegate is in the dressage area, you can consult with him or her.

ANNOUNCER - Job Checklist

Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up your materials: Orders-of-Go, atomic clock, stadium radio, general radio.● Head over to the announcer location and set up your station.● Review rider and horse names; practice pronunciation as needed.
On the Job	<ul style="list-style-type: none">● Listen to the radio and announce riders as they enter the dressage arena.● Announce riders as they enter and leave the stadium arena.● Announce riders as they start on cross-country and as they progress through the cross-country course.● Announce official show times periodically, and make general announcements as needed.
Check Out	<ul style="list-style-type: none">● Return materials to office.● Check out on Eventing Volunteers app.

PARKING ATTENDANT - Job Checklist

What To Bring	<ul style="list-style-type: none">● Chair● Water and snacks
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up your materials: Stabling List, Stabling Map, Facility Map, RV Map, Haul-In Parking Map, Competitor List, Safety Vest, Radio.
On the Job	<ul style="list-style-type: none">● Set up your station by the facility entrance.● Check in people as they come in to the facility.● Answer questions about the layout of facility.● If they are staying overnight:<ul style="list-style-type: none">○ Show them their stall locations on the stabling map.○ Explain the parking layout.○ If they have a confirmed RV hookup, show them their RV location.○ Direct people to their RV parking spot.● If they are hauling in for the day:<ul style="list-style-type: none">○ Explain the parking layout in the haul-in parking area.○ Direct people to the location they should park.
Check Out	<ul style="list-style-type: none">● Return materials to office.● Check out on Eventing Volunteers app.

SHOW JUMPING IN-GATE STEWARD - Job Checklist

What To Bring	<ul style="list-style-type: none"> ● Chair ● Water and snacks
Check In	<ul style="list-style-type: none"> ● Check in on Eventing Volunteers app. ● Pick up your materials: Order-of-Go, radio. ● Head over to the Show Jumping Arena and set up your station by the in-gate to the arena. ● Review Order-of-Go to see how many riders are in each level, which riders have multiple horses, any missing numbers, etc. ● Check in with the show jumping judge and ask if there are any specific directions for sending riders into the arena.
On the Job	<ul style="list-style-type: none"> ● Check in riders as they come up from the warm-up arena. ● Direct riders to be on the "in gate" side of the arena. This makes it easier for you to find them and allows a much smoother operation for riders to enter the arena. ● Inform the next few riders of their positions in the Order-of-Go (1 away, 2 away, etc). ● Send the next rider into the arena as soon as the previous rider has completed the round. ● Riders should go in order unless: <ul style="list-style-type: none"> ○ The rider has a schedule conflict because of multiple rides. ○ You are ahead of schedule and next rider on the order-of-go is not ready. ● Check off each rider on your list as he/she enters the ring
Check Out	<ul style="list-style-type: none"> ● Return materials to office. ● Check out on Eventing Volunteers app.

SHOW JUMPING JUMP CREW - Job Checklist

What To Bring	<ul style="list-style-type: none">● Chair● Water and snacks
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Head over to the Show Jumping arena to check with the judge and the other jump crew volunteers.● Stand or sit at strategic positions around the perimeter of the arena so that you are in close proximity to several jumps.
On the Job	<ul style="list-style-type: none">● After each round:<ul style="list-style-type: none">○ Pick up any poles that have fallen.○ Straighten out any jump elements that have been displaced.● After the end of a level:<ul style="list-style-type: none">○ Confer with the course designer on which jumps get removed from the course after each level.○ Adjust height and width of jumps.○ For oxers, breakaway cups are used for the back pole of the oxer.○ If there is a double rail in front, the top rail has a deeper cup.○ Remove unused standards and poles.○ Rake take-off and landing areas.○ Collect unused jump cups.
Check Out	<ul style="list-style-type: none">● Check out on Eventing Volunteers app.

SHOW JUMPING SCRIBE - Job Checklist

What To Bring	<ul style="list-style-type: none">• Water and snacks• Chair• Sunscreen• Extra pens
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up your materials: show jumping maps, score sheets, Order-of-Go, stopwatches, stadium radios, whistle, pens. Know where to check in before you arrive; this information should be given to you ahead of time.• Head over to the show jumping arena after picking up your materials.• Review the Order-of-Go to find the number of competitors in each division and make enough copies of that division's score sheet to record every ride.• Confer with the judge for any specific directions for recording the scores.• Fill in the details at the top of each division's score sheet.
On the Job	<ul style="list-style-type: none">• For each rider:<ul style="list-style-type: none">○ Check off the rider's name on the Order-of-Go as he/she enters the arena.○ Enter the rider number and horse description on the score sheet.○ Record the scores from the judge.○ Record elapsed time called in from timers.○ Figure out and record the total number of penalties.○ Give the jumping, time, and total number of penalties to the announcer and scorer (usually over the radio)• At the end of each level:<ul style="list-style-type: none">○ Hand the completed score sheet to the judge for signature.○ Turn in completed score sheets to the runner, if there is one, during

SHOW JUMPING SCRIBE - Job Checklist

	the break after a level.
Check Out	<ul style="list-style-type: none">• Return materials to office.• Check out on Eventing Volunteers app.

SHOW JUMPING TIMER - Job Checklist

What To Bring	<ul style="list-style-type: none">● Chair● Water and snacks
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up your materials: stopwatches● Head over to the show jumping arena to check in with the judge and scribe.● Confer with the judge for any specific directions related to timing each round.● Set up your station in line with the START and FINISH lines.● If the start and finish lines are not in the same place, you will have to move between start and finish for each round.
On the Job	<ul style="list-style-type: none">● For each rider:<ul style="list-style-type: none">○ Start the watch as the rider crosses the start line. Decide exactly which part of the horse should cross the line when the time starts or stops (shoulder, nose, etc.)○ Stop the watch if the judge signals a time stop for the rider, and then restart the watch when the judge blows the whistle to resume the round.○ Stop your watch as the rider crosses the finish line.○ Verify elapsed time with other timer.○ Report elapsed time to the judge.○ Reset the watch after the elapsed time has been reported.
Check Out	<ul style="list-style-type: none">● Return materials to office.● Check out on Eventing Volunteers app.

SHOW JUMPING WARM-UP STEWARD - Job Checklist

What To Bring	<ul style="list-style-type: none"> ● Chair ● Water and snacks
Check In	<ul style="list-style-type: none"> ● Check in on Eventing Volunteers app. ● Pick up your materials: Order-of-Go, radio. ● Head to the Show Jumping Warm-Up Arena and set up your station by the gate to the arena. ● Review the order-of-go to see how many riders are in each level, which riders have multiple horses, any missing numbers, etc. ● Adjust the warm-up jumps at the start of each level (Prelim, Training, etc.). For safety, the back rail of the oxer must have break-away cups on both ends.
On the Job	<ul style="list-style-type: none"> ● Check in riders as they enter the warm-up arena. <ul style="list-style-type: none"> ○ Riders must wear a medical armband (on arm, not boot!) or medical wristband. ○ Check that whips are not longer than 30". ○ If rider is using a running martingale, check that there are rein stops on the reins. ● Maintain capacity control in the arena: <ul style="list-style-type: none"> ○ Maximum of 10-12 riders at any one time; use your judgment to adjust this number depending on the traffic in the warm-up arena. ○ Follow order-of-go when deciding which riders can enter the arena. ● Send riders to the show jumping arena. Riders must go in order unless a rider has a schedule conflict because of multiple rides.
Check Out	<ul style="list-style-type: none"> ● Return materials to office. ● Check out on Eventing Volunteers app.clipboard.

SHOW JUMPING WARM-UP STEWARD - Job Checklist

Guidelines for setting jumps

- No part of the fences may ever be held by anyone while a horse is jumping.
- Fences may not be raised more than 10 cm (4 inches) above the maximum height permitted for the competition in progress (or about to begin), nor may the spread exceed the maximum permitted.
- Ground lines may be placed directly under, or up to 1.00 meter (3'3") in front of, the obstacle. They may not be placed even slightly on the landing side.
- The upper ends of crossed poles must always be supported by cups. If a horizontal pole is placed above crossed poles, it must be higher than the upper ends of the crossed poles.
- Fences must be jumped in the correct direction (red on right).

CROSS-COUNTRY CONTROLLER - Job Checklist

What To Bring	<ul style="list-style-type: none"> • Chair • Water and snacks
Check In	<ul style="list-style-type: none"> • Check in on Eventing Volunteers app. • Pick up your materials: XC Controller sheets, XC Jump Judge assignments, XC maps, Order-of-Go, radio. • Attend the jump judge briefing and inform jump judges about roll call at the beginning of each level and radio protocol. • Review the order-of-go to see how many riders are in each level, which riders have multiple horses, any missing numbers, etc. • Fill in jump numbers for each level at the top of the score sheets. <ul style="list-style-type: none"> ○ Make note of jump combinations. ○ Make sure you fill in enough sheets for the level.
On the Job	<ul style="list-style-type: none"> • Conduct a roll call before the start of each level to verify that each jump judge is in place. • When everyone has checked in, contact the start box to let them know that the jump judges are all in place. • Record the jump penalties (if any) for each rider at each jump. • If a rider has 4 refusals (3 at Prelim), instruct the jump judge at the next jump to stop the rider and inform the rider that he/she has been eliminated. • If a rider falls, determine if the rider requires medical assistance, and dispatch personnel to jump. • Determine if a hold on course is needed (rider fall, jump repair, etc.), and inform the start box and relevant jump judges to hold the next rider. • Remove the hold when you, the TD, and President of Ground Jury (USEA only) are satisfied that the course is clear.
Check Out	<ul style="list-style-type: none"> • Return materials to office. • Check out on Eventing Volunteers app.

CROSS-COUNTRY CROSSING GUARD - Job Checklist

What To Bring	<ul style="list-style-type: none">• Chair• Water and snacks
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Find out which crossing you are assigned to.• Head over to the location of your assigned crossing.
On the Job	<ul style="list-style-type: none">• If there is a gate or barrier at your crossing, keep the gate/barrier closed during the cross-country phase.• Listen to the radio and/or announcer, so you know the location of horses on course and when they are approaching your crossing.• Let people, riders, or vehicles through your crossing when there are no horses on course near your crossing.• Interact with spectators, direct foot traffic at times, often answer questions about the horses, riders, and event.
Check Out	<ul style="list-style-type: none">• Check out on Eventing Volunteers app.

CROSS-COUNTRY FINISH LINE - Job Checklist

What to Bring	Chair Sunscreen Water and snacks
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up your materials: atomic clock, timing sheets, Order-of-Go, radio● Head over to the XC Finish Line and set up your station.● Review the order-of-go to see how many riders are in each level, which riders have multiple horses, any missing numbers, etc.● Fill out top section of timing sheet for each level ahead of start time to be prepared.● Call in to let the XC Controller know that you are in place.
On the Job	<ul style="list-style-type: none">● Listen to jump judge calls to track when rider is nearing the finish line. Be alert when the rider is close to the last jump.● Record the rider number, horse/rider description, and time (including seconds, to the hundredths place) on the timing sheet.● Make note of any willful delay, such as walking or circling, between last jump and finish line.● At the end of a level, hand the timing sheets to the Score Sheet Pickup person.
Check Out	<ul style="list-style-type: none">● Return materials to office.● Check out on Eventing Volunteers app.

CROSS-COUNTRY JUMP JUDGE - Some Tips

Getting Ready

- Be familiar with the Jump Judge Guidelines available online at the USEA as a pdf download ([link](#))
- Know where to check in, arrive early, wear a watch, bring personal items such as sunscreen, dress for the weather.
- Check in on [Eventing Volunteers app](#).
- Attend the jump judge briefing conducted by the Technical Delegate. This is a short but important meeting where officials responsible for cross-country day at the competition will outline what they will expect you to do and give you directions for the day.
- You will be provided materials including cross-country obstacle score sheets, pencils, a clipboard, a radio, etc. It may also include a cross-country obstacle map along with your obstacle assignment.
- Take your materials with you to the briefing.
- Radio use should be covered at the briefing - follow the directions of the officials as to how they prefer communication over the radio.
- After the briefing you will be expected to go to your assigned obstacle so you can be ready before the competition starts.

At Your Jump

- Sit where you have a clear view of the front of your obstacle and where the approaching horse and rider can see you. A jump judge should not be hidden or in the direct path to the obstacle(s).
- As a jump judge your main priority is to observe your assigned obstacle(s).
- Your attention should primarily be on your obstacle, but you must also listen to the radio for any directions by officials during the course of the day.
- As a jump judge you are responsible for seeing that the obstacle is clear for the horse and rider - see that spectators are not in the path and that any footing issues are fixed or ask for assistance if you have a problem.
- Your radio use is very important. Officials are listening carefully to you every time you use the radio. Press the button, wait one second, then speak clearly. Keep your radio with you whenever you need to stand up or move.
- Listen to the radio so you know when the next horse is approaching your jump.

CROSS-COUNTRY JUMP JUDGE - Some Tips

- Do not pre-number the rider #s on your sheet!
- When you see the horse, look for the rider # and write it on your score sheet.
- Record what you see at your jump as instructed at the briefing.
- Make sure you have written your name and your obstacle number on each sheet.
- Mark both clear rides and refusals on your sheet.
- Enter description of rider and horse and other notes in the Remarks column. This is especially important if the rider has a problem at your obstacle.
- Radio - Hold down the radio button, wait one second then say "Rider 51 clear Jump 3". The XC Controller needs to hear your complete sentence!!!
- In case of emergency follow the instructions given at the briefing.

Falls, Holds, Overtaking

- What to do if a rider falls at your jump:
 - Keep your radio with you
 - Report the fall
 - Report the condition of the rider and horse
 - Assist the rider or horse as you are able
- Riders who fall are automatically eliminated. However, at Novice and below, a rider can continue if she lands and stays on her feet.
- Report if the horse is loose.
- Determine if the fall is related to a jump:
 - If the rider falls on the path and the fall is not related to a jump, the rider can get back on and continue without penalty.
 - If the rider falls after the jump, decide if the fall is caused by the jump.
- Hold on course:
 - If there is a hold on course, make yourself seen to the oncoming horse and tell the rider to stop.
 - If you have a watch, make note of the time of the hold.
 - When the Controller lifts the hold, let the rider know that he/she can resume on course. The rider is allowed to go back down the path to get a running start. Record the time the rider passes the point where he/she was held.
- Overtaking:
 - If the oncoming horse is catching up with the horse in front, the Controller will ask you to tell the rider to pull up to let the overtaking horse pass.

CROSS-COUNTRY JUMP JUDGE - Some Tips

- The rider can continue after the overtaking horse has gone down the path far enough so it is not giving the rider a lead.

Reasons for Elimination

- Refusals:
 - 3 refusals at one jump.
 - Preliminary - 3 refusals total on course.
 - Training and below - 4 refusals total on course.
- Unauthorized assistance:
 - No coaching, assistance, encouragement from anyone, only general cheering after the horse completes the obstacle.
 - Riders must ride the course on their own.
 - Rider can ask you if they went between the flags over a jump.
- Dangerous riding:
 - Usually related to speed.
 - Call the TD immediately if you see a rider going too fast for that level.
- Abuse of horse:
 - Abuse is NEVER tolerated.
 - Abuse can be done with the whip, spurs, or bit.
 - Riders can hit the horse on the shoulder or behind the leg.
 - After a refusal, the rider can hit the horse up to 3 times.
 - The rider can never hit the horse in front of the shoulder.
 - Inform the TD if you see a rider abusing a horse.

End of Level

- At the end of a level, wait at your jump for your score sheet to be picked up.
- Then move to your next jump. Remember to call in when you are in place.
- When you are finished with jump judging, head back to the office to turn in your materials and check out.
- Check out on [Eventing Volunteers app](#).

CROSS-COUNTRY PINNEY COLLECTOR - Job Checklist

What To Bring	<ul style="list-style-type: none">● Chair● Water and snacks● Sunscreen
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up materials: container for collected pinneys.● Head over to the XC Pinney Collector station after the XC Finish Line.● For summer shows, there might be a cooling station set up:<ul style="list-style-type: none">○ Water, ice, and alcohol for cooling down horses○ Rags and sweat scrapers○ Water and ice for riders
On the Job	<ul style="list-style-type: none">● Listen for jump judge calls to track when a rider is nearing the finish line.<ul style="list-style-type: none">○ Wait till the rider has come to a stop and ask the rider for the pinney.○ Remind the rider to unclip if they have an air vest.● Organize the pinneys in numerical order in the crate.● In the summer:<ul style="list-style-type: none">○ Offer water to rider.○ Assist with cooling down the horse.
Check Out	<ul style="list-style-type: none">● Return materials and pinneys to office.● Check out on Eventing Volunteers app.

CROSS-COUNTRY SCORE SHEET PICKUP - Job Checklist

What To Bring	<ul style="list-style-type: none">● Water and snacks (for yourself)● Sunscreen
Check In	<ul style="list-style-type: none">● Check in on Eventing Volunteers app.● Pick up your materials: XC maps, XC Jump Judge Assignment Sheet, Order-of-Go, extra score sheets, radios, and pencils.● Review XC course maps so you know where to drive to pick up score sheets.● Ask where the XC Controller will be and where the XC Scorer(s) will be.● Review jump judge assignment maps so you know where to direct jump judges to their jump for the next level.
On the Job	<ul style="list-style-type: none">● After the jump judge briefing, drive jump judges out to their jumps.● Before the end of a level, drive down to start box.● Pick up score sheets in this order:<ul style="list-style-type: none">○ Start box timing sheet○ Jump judge score sheets○ Finish line timing sheet○ XC Controller score sheet○ And then hustle to get these sheets to the XC scorer● Assist jump judges in moving to next jump.● Offer water and snacks to jump judges.● You might be asked to sit at a jump and judge the competitors while the jump judge takes a bathroom break.
Check Out	<ul style="list-style-type: none">● Return materials to office.● Check out on Eventing Volunteers app.

CROSS-COUNTRY START BOX - Job Checklist

What To Bring	<ul style="list-style-type: none"> • Chair • Water and snacks • Sunscreen • Adequate clothing for the current weather • Table • Tent
Check In	<ul style="list-style-type: none"> • Check in on Eventing Volunteers app. • Pick up your materials: atomic clock, timing sheets, Order-of-Go, radio • Head down to the XC Start Box and set up your station. • Review the order-of-go to see how many riders are in each level, which riders have multiple horses, any missing numbers, etc. • Fill out top section of timing sheet for each level ahead of start time to be prepared. • Coordinate with warm-up steward as to protocol for sending riders to the start box.
On the Job	<ul style="list-style-type: none"> • At the start of each level, wait for the "ready to go" call from the XC Controller to let you know that all jump judges are in place. • Count down a rider at 1 minute, 30 sec, 15 sec, and final countdown from 10 sec to send off. • Record rider # and brief description (horse color/distinguishing rider color) for possible protest identification later. • As a back up double check, check off the rider and record their start time in the margin of the Order-of-Go. • Check that horse does not cross start line prematurely. If the horse does, contact the TD. • Horses are allowed to be held by a person on the ground while in the start box. You are not that person.
Check Out	<ul style="list-style-type: none"> • Return materials to office. • Check out on Eventing Volunteers app.

CROSS-COUNTRY START BOX - Job Checklist

Things to Watch For

- **Keep an eye out for inexperienced riders, especially in the lower divisions.**
- **Monitor radio activity.**
- **Listen for rider down or other instructions from controller to hold horses at start box if needed (note hold times on sheet).**
- **Keep watchful eye on trainers for unauthorized assistance after the rider leaves the box.**
- **Watch for excessive use of whip.**
- **Notify TD when needed.**

CROSS-COUNTRY WARM-UP STEWARD - Job Checklist

What To Bring	<ul style="list-style-type: none">• Chair• Water and snacks• Sunscreen
Check In	<ul style="list-style-type: none">• Check in on Eventing Volunteers app.• Pick up your materials: Order-of-Go, XC maps, stopwatch, safety vest, radio.• Head down to the XC Warm-Up Area and set up your station.• Review the order-of-go to see how many riders are in each level, which riders have multiple horses, any missing numbers, etc.• Check in with the start box to coordinate the timing for sending a rider to the start box.• Adjust the warm-up jumps at the start of each level.• For safety, the back rail of the oxer must have break-away cups on both ends.
On the Job	<ul style="list-style-type: none">• Check in riders as they enter the warm-up arena.<ul style="list-style-type: none">○ Riders must wear a medical armband (on arm, not boot!) or medical wristband.○ Check that whips are not longer than 30”.○ If rider is using a running martingale, check that there are rein stops on the reins.• Inform riders of where they are in the order-of-go.• Send riders to the Start Box, in coordination with the starter, after the last rider has started on course.• Riders must go in order unless a rider has a schedule conflict because of multiple rides.• Keep the galloping lanes clear of spectators.• Ask riders to stand away from the warm-up area if they are not warming up.

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Check Out	<ul style="list-style-type: none">• Return materials to office.• Check out on Eventing Volunteers app.
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Guidelines for setting jumps

- No part of the fences may ever be held by anyone while a horse is jumping.
- Fences may not be raised more than 10 cm (4 inches) above the maximum height permitted for the competition in progress (or about to begin), nor may the spread exceed the maximum permitted.
- Ground lines may be placed directly under, or up to 1.00 meter (3'3") in front of, the obstacle. They may not be placed even slightly on the landing side.
- The upper ends of crossed poles must always be supported by cups. If a horizontal pole is placed above crossed poles, it must be higher than the upper ends of the crossed poles.
- Fences must be jumped in the correct direction (red on right).