

VOLUNTEER JOB DESCRIPTIONS

HORSE INSPECTION

Horse Inspection Steward

General Duties

Assist in the planning and setting up of the horse inspection area and procedures and to ensure the horse inspection runs on time and according to the rules

Critical Duties

1. Ensure that lanes are properly prepared and decorated.
2. Place chairs and tables appropriately for Ground Jury and Panel.
3. Escort Ground Jury and Panel to the proper place.
4. Check with announcer that the sound system is ready.
5. Ensure that all 'inspection' personnel are briefed and in position.
6. Help competitors to warm-up areas.
7. Hand out approved orders of go to officials and competitors.
8. Ensure that the results of the inspection get to scoring immediately

Knowledge/Abilities/Skills:

You can do this job without prior knowledge or experience
You will receive on the job training by an Event Official
Comfortable around horses is helpful
Good managerial, organizational and interpersonal skills
Cheerful but firm attitude
Read the FEI Rules for Inspection provided by Event Official

Machines /Tools /Equipment – will be provided for you by Event Officials

Clipboards
Competitor List
Radio
Decorations: Flowers/plants
Tables, chairs
Sound system

Difficulty of Work

Physical Demands: Standing, walking
Working Conditions: Outdoors in all types of weather

Horse Inspection Volunteers

General Duties

To help move the horses through the inspection process in an efficient and timely manner.

Critical Duties

1. Prepare the lanes with flowers, tables, and chairs
2. Move the horses from the stables to the warm-up area 15 minutes prior to the inspection
3. Move the first group to be inspected to the area in gate area 5 minutes prior to inspection
4. Line up horses in numerical order as requested by the Ground Jury
5. Start horses as called by announcer
6. Supervise and organize the warm-up area
7. Supervise and observe the holding area
8. Record decision of Ground Jury after each horse is inspected
9. Relay results of inspection to technology immediately after the last horse is inspected

Knowledge/Abilities/Skills

Comfortable around horses

Good, interpersonal skills

Cheerful but firm attitude

Language skills a plus

Previous experience a plus

Equipment:

Clipboards

Competitor List

Two-way radio

Flowers

Tables, chairs

Golf cart

Difficulty of Work

Physical Demands: Standing, walking

Working Conditions: Outdoors

DRESSAGE PHASE

Dressage Steward

General Duties

Organizing the implementation of the Dressage tests for Horse Trials and Three Day Events

Critical Duties

1. Assignment and oversight of Dressage personnel
2. Coordinating the set-up and takedown of arenas for competition and warm-up
3. Coordinate with Organizer for decoration of arena
4. Coordinate with Organizer on placement of press cameras on field of play
5. Assuring that Judges are provided with proper equipment
6. Assuring the proper training of scribes
7. Ensuring that the Time Schedule is adhered to

Knowledge/Skills/Abilities:

Experience in with Dressage competitions is helpful
Thorough knowledge of USEF and/or FEI Rules; Eventing and Dressage
Good management skills and interpersonal skills
Knowledge of venue and schedule
Comfort around horses

Machines/Tools/Equipment

Equipment for setting up dressage arenas and marking center lines

Difficulty of Work

Physical Demands: Ability to work long hours in hot sun with cheerful attitude. Stand, walk, carry 20 lb., and rake

Working Conditions: Irregular hours, outdoors

Dressage Scribe

General Duties

To record the Dressage Judges' marks and comments on the tests

Critical Duties

1. Ensure each test has the correct competitor # and write a brief description of horse
2. Ensure that the judge's marks and comments are accurately and clearly recorded on each athlete's dressage test
3. Get to know assigned judge before competition and decide on procedures to be followed during the competition
4. Make sure all necessary equipment for judging is available and in order before the start of the competition

Knowledge/Ability/Skills

Scribes must have previous experience in scribing

Scribe must be able to speak and understand the language of the Judge

Clear-nice handwriting

Friendly, cooperative attitude

Knowledge of USEF and/or FEI Rules for Eventing and Dressage

Machines/Tools/Equipment

Clipboards, Pen, Order of Go

Difficulty of Work

Physical Demands; Sitting, standing

Working Conditions: Outdoors

Warm-up Steward

General Duties

To ensure the smooth progression of competitors through the warm-up arenas to the Collecting Ring and into the Competition Arena

Critical Duties

1. To ensure that proper schooling practices are in use
2. To assist movement of competitors through warm-up areas, according to a predetermined schedule
3. To be in contact with other stewards to coordinate warm-up activity
4. To respond to any emergencies in the warm-up area, summoning the necessary assistance and notifying the appropriate people

Knowledge/Ability/Skills

Experience is helpful but you can be trained on the job

Comfort around horses

Knowledge of USEF and/or FEI Rules for Eventing and Dressage

Machines/Tools/Equipment

Two-way radios, Clipboard, Order of Go

Difficulty of Work

Physical Demands: Standing, walking, lifting, handling horses

Working Conditions: Outdoors

Holding Area (Collecting Ring) Steward

General Duties

To oversee the Collecting Ring and facilitate the flow of competitors from the warm-up to the competition arena

Critical Duties

1. To communicate with the Warm-up stewards in order to ensure the coordination of the progression from Warm-up to Collecting Ring
2. To ensure that proper schooling practices are in use
3. To assist movement of competitors through the Collecting Arena to the Competition arenas on time according to a predetermined schedule
4. To ensure that unauthorized personnel are excluded from this area

Knowledge/Ability/Skills

At large competitions experience in this position is helpful
Must be comfortable handling horses
Must deal well with people; be firm but pleasant
Language skills are a plus

Machines/Tools/Equipment

Two-way radios

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

In-Gate Steward

General Duties

Open and close in gate to Competition Arena

Critical Duties

1. To make sure that competitors are admitted to the Competition Arena at proper time from the Collecting Arena
2. Keep the Dressage Phase running on time
3. To communicate with Warm-up Stewards to ensure that each competitor is in the holding area, tack checked, and ready to start at proper time

Knowledge/Ability/Skills

Experience in the position is helpful but you can trained on the job

Knowledge of Time Schedule

Knowledge of USEF and/or FEI rules for Eventing and Dressage

Comfort around horses

Machines/Tools/Equipment

Two-way Radio, Clipboard, Order of Go

Difficulty of Work

Physical Demands: Standing, lifting

Working Conditions: Outdoor

Arena Steward

General Duties

Open and close gate at “A” of dressage arena for each competitor at a Three-Day Event

Critical Duties

1. Be aware of time schedule and procedures of dressage test
2. Once judge gives the signal to start open gate so competitor can enter
3. Close gate without disturbing competitor
4. Open gate at end of test after the final halt
5. Close gate when competitor leaves arena and wait for next competitor

Knowledge/Abilities/Skills:

Experience is helpful but you can be trained on the job

Comfortable around horses

Machines/Tools/Equipment

None

Difficulty of Work

Physical Demands: Sitting, standing, bending, lifting.

Working Conditions: Outdoors

Dressage Ring Crew

General Duties

To Set up and maintain the Competition Arena and Collecting Arena

Critical Duties

1. To ensure that the collecting and competition arenas are set to USEF and/or FEI specifications and in keeping with the established schedule
2. To assist with the dragging of the competition arena
3. To mark the centerline of the competition arena at the proper time
4. To respond to any emergencies in the competition arena regarding the arena, judge's booths and surrounding area

Knowledge/Ability/Skills

Experience as Ring Crew is helpful
Knowledge of Arena set up requirements
Comfortable around horses
Knowledge of USEF and/or FEI rules

Machines/Tools/Equipment

Two-way radios, Dressage Arenas, Letters, Measuring Tapes, String, Hammers, Judge's Booths, Rakes,

Difficulty of Work

Physical Demands: Standing, walking, bending, lifting. Long, irregular hours
Working Conditions: Outdoors

CROSS-COUNTRY

Chief jump judge

General Duties

To coordinate Phases' A, B, C, and D of the Cross-Country Competition

Specific Duties

1. To oversee the four Phase Stewards
2. To assist them in their interaction with other functional areas
3. To insure that all duties are assigned to a specific phase, and to assign or assume those duties which overlap
4. To make available Job Descriptions and Protocols
5. To assist with briefings and debriefings
6. To assist the Phase Stewards and/or their Team Leaders in assembling and distributing materials as needed
7. Manage Score Sheet Collectors

Knowledge/Ability/Skills

Experience at Horse Trials and/or Three-Day Events

Familiar with descriptions of all jobs on Cross-Country phase

Knowledge of USEF and/or FEI Rules

Machines/Tools/Equipment

Two-way radio

Difficulty of Work

Physical Demands: Walking, standing.

Working Conditions: Outdoors

Event Controller

General Duties

To maintain overall control and communications of activities of Phases A, B, C and D

Critical Duties

1. To oversee the controlling of all endurance Phases of the competition
2. To receive reports from all Phases and relay them to appropriate personnel
3. To provide communication between all Phases and relay them to appropriate personnel
4. To provide communication and coordination between Officials, Competition Management, Volunteers, Scoring, Timing, and Announcer
5. To act as central communication point

Knowledge /Ability/Skills:

Experience as event control is a requirement

Ability to totally concentrate and monitor several radio channels at one time

Machines/Tools/Equipment

Two way radios

Difficulty of Work

Physical Demands: sitting, standing

Working Conditions: Air-conditioned control center

PHASE A

Start of A

General Duties

To monitor and supervise the activity in the Start of 'A' area.

Critical Duties

1. To start competitors on Phase A at their scheduled time
2. Communicate to Event Control when you start a competitor
4. To interact with Competitors, Trainers and grooms.
5. To maintain the security of this area, assuring that unauthorized persons to not interfere with the progress of the competition

Knowledge /Ability/Skills:

Experience with timing equipment is helpful

Good people skills a plus.

Machines/Tools/Equipment

Two-way radio

Difficulty of Work

Physical Demands: standing

Working Conditions: Outdoors

Flag Judges - Phase A and C

General Duties

To record the passage of competitors through their assigned Phase A & C gates

Specific Duties

1. To observe and record the competitor number and time of day of each competitor when they pass through their gate in the correct direction
2. To make note of any error of course
3. To report any errors on course of the competitors to Control
4. To summon help by radio for any emergency that may arise in your area
5. In the event of an emergency, remain calm and render any assistance possible
6. To be in place at the assigned time and to remain on the grounds after the event until released by the Ground Jury

Knowledge/Ability/Skills

Previous experience is helpful but you can be trained on the job

Must be able to use a two-way radio

Must be comfortable around horses

Must be able to see and write clearly

Machines/Tools/Equipment

Two-way radio, score sheets

Difficulty of Work

Physical Demands: Standing, walking

Working Conditions: Outdoors

Finish Timers - Phase A

General Duties

To record the competitor number and time of day each competitor crosses the finish line

Critical Duties

1. To manually record the finishing time of every competitor on the Time Sheets
2. To notify the Starter at Phase B of any late or non-appearing competitor
3. To report to Timing Control of any problems occurring at the A Finish

Knowledge/Ability/Skills

Experience with timing equipment is helpful but can be trained on the job

Machines/Tools/Equipment

Timing Equipment, two-way radio

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

PHASE B

Phase B Steward

General Duties

The Phase B Steward is responsible for the efficient running of the Steeplechase Phase of the Three-Day Event

Critical Duties

1. To assure that all Phase B personnel are properly trained and briefed
2. To be thoroughly familiar with the procedures and planning for Phase B
3. Monitor the progress of the competition and deal with any problems or emergencies that arise during the competition
4. To arrange for the score sheets to be picked up from the Jump Judges and delivered to Scoring in a timely manner
5. To have intimate knowledge of the course and be able to lead an emergency vehicle to any place on the course
6. To monitor the progress of the competitors on Phase B and report any problems to Control

Knowledge/Ability/Skills

Must be thoroughly familiar with the Job Descriptions of all Phase B personnel
Experience of having run an event or Steeplechase is helpful
Must be thoroughly familiar with the FEI Rules for Three-Day Events
Must deal calmly and efficiently in emergency situations
Must be experienced in handling horses

Machines/Tools/Equipment

Two-way radio, golf cart

Difficulty of Work

Physical Demands: Walking, driving
Working Conditions: Outdoors

Starters - Phase B

General Duties

To start competitors on Phase B, in accordance with FEI Rules, and to accurately record the starting time of each competitor

Critical Duties

1. Hopefully, there will be a team of two starters at the Start of B
2. The Chief Starter will summon each competitor to the Start at one minute prior to scheduled start time. (The Competitor is not required to enter the Start Box at that time but must enter the Start Box only in time to halt and go.)
3. The Starter will count down to the start time in unison with the Start clock
4. The riders actual start time will be recorded as he/she passes through the start flags
5. The Starter will monitor the operation of the primary timing system
6. The Assistant Starter will record on the time sheet the actual start time of each competitor
7. The Assistant Starter will activate, or monitor the operation of, the backup timing system
8. The Starter will report to Control, by exception only, any competitor started late on Phase B and the reason for it
9. In the event of a Hold on Phase B or Phase D the Starters may be required by Control to hold any horses waiting to start on B until the signal is given to recommence

Knowledge/Ability/Skills

Experience in this position is helpful

Comfortable around horses

Complete knowledge of FEI Rules for the Cross-Country Test of Three-Day Eventing

Machines/Tools/Equipment

Timing Equipment

Two-way radio

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

Jump Judges - Phase B

General Duties

To assess penalties at an obstacle and deal with emergency situations

Critical Duties

1. To assess penalties according to USEF and/or FEI Rules
2. To report the scoring at the obstacle to the Control
3. To ensure proper maintenance of the obstacles and their footing
4. In the event of a broken obstacle to assist the maintenance person to perform temporary repair if possible or to summon Repair Crew
5. In case of fall with injury of horse or rider, radio Control to summon appropriate emergency response and to render assistance as needed
6. To report any emergency situation to Control.

Knowledge/Ability/Skills

Experience is helpful but you can be trained on the job

Some knowledge of proper emergency procedures

Calm under pressure

Machines/Tools/Equipment

Clipboards and pencils

Radios

Flag

Difficulty of Work

Physical Demands: Walking, standing, handling horses

Working Conditions: Outdoors

Timer- Finish B/Start C

General Duties

To ensure that the competitor number and finishing time of each competitor is properly recorded at the end of Phase B/Start Phase C

Critical Duties

1. To monitor the timing equipment and to notify Control of any problem
2. To manually record the finishing time of every competitor on the Time Sheets
3. Report to Control of any problems that may occur at the Finish of B/Start C

Knowledge/Ability/Skills

1. Experience with Timing Equipment is helpful but can be trained on the job
2. Must be comfortable around horses.

Machines/Tools/Equipment

Timing Equipment, two-way radio

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

PHASE C

Flag Judges - Phase A & C

General Duties

To record the passage of competitors through their assigned Phase A & C gates

Specific Duties

1. To observe and record the competitor number and time of day of each competitor when they pass through their gate in the correct direction
2. To make note of any error of course
3. To report any errors on course of the competitors to Control
4. To summon help by radio for any emergency that may arise in your area
5. In the event of an emergency, remain calm and render any assistance possible
6. To be in place at the assigned time and to remain on the grounds after the event until released by the Ground Jury

Knowledge/Ability/Skills

Previous experience is helpful but you can be trained on the job

Must be able to use a two-way radio

Must be comfortable around horses

Must be able to see and write clearly

Machines/Tools/Equipment

Two-way radio, score sheets

Difficulty of Work

Physical Demands: Standing, walking

Working Conditions: Outdoors

C-Halt Steward & Assistant Steward

**** Note: Some events do not have a C-Halt if the weather is nice.**

General Duties

To manage the response to competitors' needs in the C Halt Area. To supervise the staff assigned to the area and ensure that each competitor receives the proper assistance and is properly timed throughout the mandatory C-Halt if there is one

Critical Duties

1. To ensure that each competitor is properly timed during the mandatory halt in this area
2. To ensure that any emergency needs of the competitor are quickly and efficiently met
3. To monitor the water and ice supply in the area and request replenishment as needed
4. To supervise the staff working with the veterinarians in the area
5. Assist the competitors, grooms and their horses while they cool down
6. To supervise the farrier, medical and veterinary response teams in this area
7. To dispatch and emergency support needed on Phases A, B or C
8. To summon any additional assistance needed, including for problems with timing equipment
9. Assign one timer to each competitor as they enter the C-Halt area

Knowledge/Ability/Skills

Experience as the Steward of the "10-Minute" or "D" Box is helpful
Knowledge of procedures for this event and this area
Comfortable around and handling horses

Machines/Tools/Equipment

2 way radio, clip board

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

C Halt Timers

*****Note: C-Halt can be 0, 5, 10 or 15 minutes depending on the weather and the Ground Jury's decision.***

General Duties

To monitor the time in the C-Halt Area for each competitor and to keep the competitor informed as to the amount of time remaining in the mandatory halt

Critical Duties

1. To become familiar with the procedures regarding the C-Halt
2. To start a stopwatch when the competitor enters the Area
3. To stay with the competitor, advising on the time left till the end of their C-Halt

Knowledge/Ability/Skills

Previous experience is helpful but can be trained on the job
Must be completely comfortable around horses

Machines/Tools/Equipment

Stopwatch

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

C-Halt Veterinarian Assistants

General Duties

To assist the veterinarians in the operation of the C-Halt Area

Critical Duties

1. To work under the direction of the Veterinarians in the area
2. To assist with taking temperatures of horses when they enter the C-Halt and again before they are restarted on Phase C
3. To assist with taking respiration rates of horses, as above
4. To record these findings for the Veterinarians

Knowledge/Ability/Skills

Ability to handle horses

Some veterinary knowledge is helpful but can be trained on the job

Ability to take temperature and respiration

Specific equestrian sport knowledge is not essential but a plus

Machines/Tools/Equipment

Thermometer

Stethoscope

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

Timers - Finish C

General Duties

To ensure that the competitor number and finishing time of each competitor is properly recorded at the end of Phase C

Critical Duties

1. To monitor the timing equipment and to notify Control of any problem
2. To manually record the finishing time of every competitor on the Time Sheets
4. To report to Control of any problems occurring at the Finish of C
5. To become familiar with the procedures of this job
6. To notify the 10-Box Timer of the exact finishing time of the competitor

Knowledge/Ability/Skills

Some experience with Timing Equipment is helpful but can be trained on the job
Must be comfortable around horses

Machines/Tools/Equipment

Timing Equipment, two-way radio

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

10-Minute Box Steward & D Box Steward

General Duties

One person to manage the procedures in the 10-Minute Box prior to cross-country and the other for the D Box after cross-country

Critical Duties

1. To oversee the performance of the Vet Assistants & Ice Steward
2. To become familiar with the procedures that apply in the 2 different areas
3. In the event of a Hold on Phase D, work with the 10-Minute Box Timing Steward to organize the management of the box to accommodate the extra horses as they finish Phase C
4. Oversee the security personnel at the Box to ensure that no unauthorized people are allowed in

Knowledge/Ability/Skills

Experience in this position is helpful
Comfortable around and handling horses
Good – strong people management skills

Machines/Tools/Equipment

Two-way radio

Difficulty of Work

Physical Demands: Walking, standing, horse handling
Working Conditions: Outdoors

10-Minute Box Timing Steward

General Duties

To manage the timing procedures in the 10-Minute Box

Critical Duties

1. To assign a 10-Minute Box Timer to each competitor as he/she finishes Phase C
2. To confirm with Control and Start D any rescheduled starts resulting from lateness on previous phases
3. To confirm the starting time of each competitor with the assigned 10-Minute Box Timer
4. To ensure that each competitor has the time in the 10-Minute Box to which he/she is entitled
5. To monitor the performance of the 10-Minute Box Timers
6. In the event of a Hold on Phase D, notify the 10-Minute Box Steward and assist in the management of the 10-Minute Box to accommodate the extra horses as they finish Phase C

Knowledge / Ability/Skills:

Experience in this position helpful

Become familiar with the procedures and FEI Rules for Three-Day Evening

Good-strong people management skills

Machines/Tools/Equipment

Two-way Radio

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

10-Minute Box Timers

General Duties

To monitor the time in the 10-Minute Box for each competitor and keeping the competitor informed as to how much time they have left before his/her scheduled start on Phase D

Critical Duties

1. To become familiar with the Rules and Procedures regarding the 10-Minute Box
2. To meet each competitor at the Finish of C
3. To record the finishing time of C and confirm with the 10-Minute Box Steward the actual Start Time for Phase D for each competitor
4. To notify the competitor of the actual Start Time, with particular emphasis if there has been an adjustment to the Start Time shown on the Timetable.
5. To stay with the competitor, advising on the time left till the Start of D for that Competitor
6. Give the competitor a 5 minute call before the official start time on Phase D so they can present horse to Vet and get ready to go on time
6. To notify the competitors in the Box of any Hold on course which could influence or cause a rescheduling of the Start of D

Knowledge/Ability/Skills

Previous experience helpful but can be trained on the job
Must be comfortable around horses

Machines/Tools/Equipment

Stopwatch

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

10-Minute Box & D Box Veterinary Assistants

General Duties

One to assist the veterinarians in the operation of the 10-Minute Box prior to cross-country and the other for the D Box after cross-country

Critical Duties

1. To work under the direction of the Veterinarians in the two areas
2. To assist with taking temperatures of horses when they finish
3. To assist with taking respiration rates of horses, as above.
4. To record these findings for the Veterinarians.

Knowledge/Ability/Skills

Ability to handle horses

Some veterinary knowledge is helpful but not a must

Ability to take temperature and respiration

Specific equestrian sport knowledge not essential but is a plus

Machines/Tools/Equipment

Thermometer

Stethoscope

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

10-Minute Box & D Box Water and Ice Steward

General Duties

This position required a strong individual who will control the distribution of the ice to insure that all competitors are adequately supplied with ice and water

Critical Duties

1. To issue ice to grooms for horses as they finish
2. To make sure that all grooms are provided with the amount of ice needed to properly cool horses
3. To guard against waste by controlling excess use
4. To monitor the supply and request more when and if needed
5. To help keep the area clean up and plastic ice bags, if used, properly discarded

Knowledge / Ability/Skills

Strong individual who doesn't mind taking a stand when necessary

Previous experience not required

Good people management skills

Machines/Tools/Equipment

Ice chest or equivalent

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

PHASE D

Starters - Phase D

General Duties

To start each competitor on Phase D at the scheduled starting time and in accordance with the USEF and/or FEI Rules for Horse Trials and Three Day Events

Critical Duties

1. This task is best with a team of two one being the Chief Starter and the other their assistant
2. The Chief Starter will call the competitor to the Start, giving first a three, then a two minute warning down to one minute, 30 seconds, 10 second and then count down from 5 seconds to say GO and good luck
3. At one minute the Starter will summon the Competitor to the start box and commence to count down, in unison with the official Start Clock giving the "GO" to start the horse at the exact time that the scheduled start time shows on the clock
4. It is not required that the competitor enter the start box at this time as they may move around freely outside the start box but must enter in time to halt before starting
5. The Assistant Starter will notify the next rider of the three-minute and two-minute warnings and follow procedures outlined in steps #3 and #4
6. The Starters will monitor the operation of the Primary Timing system as well as the back-up timing system summon assistance if there is a problem
8. The Starters will record on the Time Sheets the exact starting time of each competitor on Phase D
9. To initiate a Hold on course, Control will radio the Start asking, 'Please hold the Start'; Restart only when Control gives you the OK to do so
10. If a competitor is late at the finish of any previous phase, the Starter will be notified by Control of the rescheduled starting time on Phase D of that Competitor
11. If a Competitor arrives late at the Start, he/she may be allowed to start when ready as long as this does not interfere with any subsequent competitor but their Start Time will be recorded as if he/she had started on their scheduled time

Knowledge/Ability/Skills

Experience with the timing equipment and managing the start is helpful
Some knowledge of USEF and/or FEI rules for Cross-country for Horse Trials and Three-Day Eventing
Comfortable with horses

Machines/Tools/Equipment

Timing equipment
Two-way radio

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

Jump Judge

General Duties

There will be one or two Judges at each jump on cross-country course and they will be responsible to assess penalties at jumps, to respond properly and promptly in the case of emergency, and to ensure that the area around the jump is clear when each competitor approaches

Critical Duties

1. To assess jumping penalties by marking the score sheets provided
2. To report the happening and result for each competitor at your jump by radio, if your jump is assigned a radio
3. Call the Repair Crew personnel if repairs are needed of the jump or of the footing
4. In the event of a fall with injury, contact Control and request for the assistance of the appropriate emergency response team and offer assistance to horse and rider until additional help arrives – Don't put down your radio, Control needs to talk to you
5. In the event of a fall without injury you can assist the competitor to remount
6. If the obstacle cannot be jumped by the next competitor, for any reason, contact Control and request a Hold on course
7. Perform Crowd Control by keeping spectators and others away from the area around the obstacle when a competitor is approaching
8. To stop a competitor before the obstacle if Control asks you to and keep their hold time

Knowledge /Ability/Skills

You can do this job without prior experience and get on the job training
You will receive a briefing by an Event Official
The ability to remain calm in emergencies is essential

Machines /Tools/Equipment – to be provided for you by Event Management

Radio
Stopwatch
Flag
Clipboard with score sheets and information

Difficulty of Work

Physical Demands: Sitting, walking, standing, possibility of handling horses
Working Conditions: Outdoors in all types of weather

Area Stewards - Phase D

General Duties

You will be assigned an area to include specific jumps which will be outlined and you are to monitor the progress of the competition in your designated area and assist with any emergency or other situation as needed

Critical Duties

1. There will be approximately 3 - 6 Areas on Phase D
2. Each Area will have emergency response teams assigned to their Area; vet and medic
3. The Area Steward is to support and assist all personnel in their assigned Area
4. If the case of an emergency, the Area Steward will lead or direct their response team to the emergency site, keep Control updated with information and assist
5. Area Stewards will maintain a record of the progress of the competition in his/her assigned Area, with special note of any problems which may be used to support or clarify a Jump Judge decision or other situation
6. The Area Steward will report to Control any problems or incidents in the Area and the resolution thereof

Knowledge/Ability/Skills

Experience in this position is helpful but can be trained on the job
Comfortable handling horses
Cool head in emergencies

Machines/Tools/Equipment

Two-way Radio
Basic tools

Difficulty of Work

Physical Demands: Walking, standing horse handling, minor fence repair
Working Conditions: Outdoors

Stopping Stewards - Phase D

General Duties

In the event of a Hold on course, to stop competitors at designated 'Stopping Location' and to keep accurate time of the duration that competitor was held

Critical Duties

1. When directed by Control, they will flag a competitor to stop using a red flag
2. The Steward will flag down the competitor and start their Hold Time when they pass a Pre-determined stopping point
3. The Hold Time stopwatch must be started from the time the Competitor gallops past this predetermined point until Control says the competitor can be restarted and then time will be stopped when competitor gallops past that exact point
4. The rider will be instructed about the Hold and allowed to move around at will
5. On the command from Control, the Stewards will restart the rider on course according to established procedures
6. The time of the Hold will be recorded and relayed to Control when requested

Knowledge/Ability/Skills

Experience in this position is helpful but can be trained on the job

Machines/Tools/Equipment

Flag
Stopwatch
Clipboard

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

Crowd Control Marshals

General Duties

To maintain control of crowds on the course, ensuring that they do not interfere with the horses in competition

Critical Duties

1. To monitor all spectator-crossing points of the course, ensuring that no spectators are on course when a competitor approaches
2. To alert spectators and other Cross-Country personnel, by the blowing of a whistle, of the approach of each competitor
3. Keep areas around fences free of spectators, press, photographers or others
4. Generally manage the crowds to ensure their safety and that of the competitors

Knowledge/Ability/Skills

Experience in crowd control situations desirable
Firm but polite manner
Calm under pressure
General knowledge of the competition and course

Machines/Tools/Equipment

Whistle
Equipment for replacing rope and/or stakes

Difficulty of Work

Physical Demands: Walking, standing
Working Conditions: Outdoors

Finish Timers - Phase D

General Duties

To ensure that the finishing time of each competitor at the end of Phase D is properly recorded

Critical Duties

1. To monitor the timing equipment and to notify Control of any problems
2. To manually record the finishing time of every competitor on the Time Sheets
3. To report to Timing Control of any problems occurring at the Finish of D

Knowledge/Ability /Skills

Experience with Timing Equipment is helpful be can be trained on the job

Machines/Tools/Equipment

Timing Equipment, two-way radio

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

Score Sheet Collectors

General Duties

To collect score sheets from jump judges at each jump on the Cross-Country course, and to deliver the score sheet to the scorers as quickly as possible

Specific Duties

1. The Score Sheet Collector will start at the Start; pick up Start time sheets, following the course in jump order picking up score sheets from each jump judge and then finish with the Finish getting their Finish Time Sheets
2. After collecting a full round of score sheets, they must be taken immediately to the scoring office
3. If there is more than one Score Sheet Collector, the course can be broken down into areas where each Collector is responsible for certain jumps, Start and/or Finish

Knowledge/Ability/Skills

Experience is helpful but can be trained on the job

Be able to stay alert as to the horses running on course and not get in their way

Machines/Tools/Equipment

ATV or Golf-cart, weatherproof pouch

Difficulty of Work

Physical Demands: Must be able to handle vehicle in any kind of weather and over varied terrain

Working Conditions: Outdoors

SHOW JUMPING TEST

Show Jumping Steward

General Duties

Organizing the implementation of the Show Jumping Phase for Horse Trials or Three Day Events

Critical Duties

1. Assignment and oversight of Show Jumping personnel
2. Coordinating the set-up and takedown of jumps for competition and warm-up
3. Coordinating with Organizer for decoration of jumps
4. Assuring that Judges are provided with proper equipment
5. Assuring the proper training of volunteers
6. Ensuring that the Time Schedule is adhered to

Knowledge/Ability/Skills

Some experience required

Thorough knowledge of USEF and/or FEI Rules

Warm-up Steward

General Duties

To ensure the smooth progression of competitors through the warm-up arenas to the Collecting Ring

Critical Duties

1. To ensure that proper schooling practices are in use
2. To assist movement of competitors through warm-up areas, according to schedule
3. To be in contact with other stewards and in-gate to coordinate warm-up activity
4. To respond to any emergencies in the warm-up area, summoning the necessary assistance and notifying the appropriate people

Knowledge/Ability/Skills

Experience is helpful but can be trained on the job

Comfortable around horses

Nice but firm personality that will ensure competitors stick to the schedule

Machines/Tools/Equipment

Two-way radios

Difficulty of Work

Physical Demands: Standing, walking, lifting poles, handling horses

Working Conditions: Outdoors

Collecting Ring Steward

General Duties

To oversee the Collecting Ring and facilitate the flow of competitors from the Warm-Up through your Collecting Ring to the In-Gate for the Competition Arena

Critical Duties

1. To communicate with the Warm-up stewards in order to ensure the coordination of the progression of competitors from Warm-up to the Collecting Ring
2. To ensure that unauthorized personnel are excluded from this area
3. To help competitors get to the Competition Area on time

Knowledge/Ability/Skills

Experience is helpful but can be trained on the job

Must be comfortable around horses

Must deal well with people; be firm but pleasant

Machines/Tools/Equipment

Two-way Radio

Course Map

Jumping Order

Difficulty of Work

Physical Demands: Walking, standing

Working Conditions: Outdoors

In-Gate Steward

General Duties

Regulate the flow of competitors from the Collecting Arena into the Competition Arena

Critical Duties

1. To make sure that competitors are admitted to the Competition Arena at proper time
2. To allow finishing competitor to exit Arena without interfering with competitor getting ready to start their test
3. To keep competition on schedule
4. To communicate with Warm-up and Collecting Arena Stewards to ensure that each competitor is ready to start at proper time
5. To regularly communicate the on-deck list to the announcer so it can be announced in the warm-up areas
6. To communicate with the Organizer on the flow of the competition, adjusting the timing to finish at the scheduled time

Knowledge/Ability/Skills

Experience is helpful but can be trained on the job

Knowledge of Time Schedule

Comfortable around horses

Machines/Tools/Equipment

Two-way Radio

Course Map

Jumping Order

Difficulty of Work

Physical Demands: Standing, lifting

Working Conditions: Outdoors

Ring Crew

General Duties

To set and to reset the jumps for the Show Jumping Phase

Critical Duties

1. To set up the jumps for the Show Jumping Phase
2. To reset any jumps that get knocked down during the competition
3. Keep the footing in good repair

Knowledge/Ability/Skills

Experience is helpful but can be trained on the job

Machines/Tools/Equipment

Tractor & Flatbed trailer
Measuring sticks
Hammer & nails
Screw Driver
Touch-up paint
Rakes
Tractor and Drag

Difficulty of Work

Physical Demands: Walking, heavy lifting, using tools, driving
Working Conditions: Outdoors

Timer

General Duties

To time each competitor on Course by means of timing and back-up timing equipment, and to record the time taken for each round

Critical Duties

1. To record the competitors number and the time taken to complete the round on the score sheets
2. To monitor the operation of the Timing Equipment and the back-up system

Knowledge/Ability/Skills

Experience is helpful but can be trained on the job

Some knowledge of USEF and/or FEI Rules for Show Jumping is helpful

Machines/Tools/Equipment

Timing Equipment

Back-up timing equipment

Time Score Sheets

Clipboard, pens, radio

Difficulty of Work

Physical Demands: Walking, sitting, standing

Working Conditions: Outdoors