

## LYDF Ring Stewards

It just would not happen without our volunteers!

Please contact Volunteer Coordinator:

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Be careful of the bees living in the stone walls. Bee spray is available at the volunteer booth.

The **Stewards' Assistants** are adults who support the Nonnewaug High School student Ring and Warm-up Stewards. The stewards are well trained, and work very hard, but sometimes need an adult voice to get a clear message across. Understanding the timing of dressage shows is key to assisting the Stewards. Understanding the needs of competitors and their coaches is also important. This is a wonderful position to get to see the horses and riders as they warm up and compete. Stewards' Assistants are needed each day Friday, Saturday, and Sunday.

### **Dressage Ring Steward Volunteer Position**

The primary responsibility of the Ring Steward is to make sure that the competitors go in on time and in the correct order.

At the start of the day the Ring Steward should have "Order of Go" sheets (also called "Day Sheets"). You will receive this list along with supplies at the Volunteer Booth upon check in. Whenever you leave your post, please be sure to return all supplies to the Volunteer Booth.

The "Order of Go" sheets will have the competitor's name, horse's name, bridle number and time of go. If any scratches are known at this time, they will be noted on the "Order of Go" sheets as well.

The ring steward should track which riders are on-deck or are in the warm-up ring. At LYDF, we require the competitors to be at the arena, know who the rider is in front of them, their own ride time, their own ring number and the dressage test they will be riding. All this information is available on the day sheets in front of the secretary's office, if a rider requests that information. It is very helpful to tell the next person who is next to go, that he or she is on-deck.

The process should be as follows:

1. At the start of the day, confirm your Ring Sign is correct, Ring #, and if the judge will be using a bell or whistle, etc. Please introduce yourself to the judge and check they have the bell or whistle in their bin.
2. Instruct the rider it is their turn to go.
3. If a walkie-talkie is available, radio to the announcer the competitor # and name. For example, Ring #3, #101, Jones entering ring.
4. Note on your list a competitor's completion of test by placing a line through the # and name.
5. If a competitor scratches or is a no-show, note it appropriately on the sheet.
6. Instruct the next rider, after the final salute of the rider in the ring, that they are okay to go. [Return to Step #3.]

## **Notes Specific to LYDF**

You should read the LYDF prize list, program, and rules, concerning the competitors' responsibilities etc. to familiarize yourself with the specifics of the show [for example, jackets are not mandatory].

During the day the ring steward will be asked several questions from riders, spectators and many others;

- What time is my ride?
- How much more time do I have?
- Who is the rider before me?
- Where can I stand to call, read test? [Test Readers are allowed for Prix Caprilli and Dressage Trail classes only! No readers are allowed for regular Dressage classes at LYDF]

The Ring Steward's job is to get the horses in the ring, in order, on time for the judge. You are NOT there to answer everyone's questions [ while we do not want anyone to be rude, we don't want you getting overwhelmed and not being able to do your designated and very important job]. Kindly suggest they check their program or check the day sheets by the secretary's office.

Day sheets are posted outside the secretary's office, generally on a scoreboard if anyone is looking for information.

Generally, a ring steward is assigned to each ring. However, you may be asked to ring steward multiple rings, if they are in close proximity. Rings 1, 2, 3 are generally in the "Grand Prix" arena [the ring under and past the bridge]. Rings 4 and 5 are located across the main path behind the announcer's stand. If only one ring is set up, the final warm-up area is to the left of the competition ring, if two rings are set up, the warm-up is conducted in the main warm-up arena near the tree [only tree around].

The number of horses in the final on-deck warm-up area for rings 1, 2, 3 should be limited to 2-3 for safety. Initial warm-up should be elsewhere on the show grounds. The final warm-up areas are for the on-deck riders.

At times it will be hard to encourage and limit the horses and riders from entering the warm-up, on-deck area to about 2 horses ahead of them – stress safety. This number of riders equals about 10-15 minutes before their ride time. This should ensure that you have only 6 horses in the on deck warm-up at one time. Suggest early arrivals warm-up in the main warm-up ring, across from the secretary's office, near the big tree.

Spectators should stay against the stone walls or on the hill surrounding the Grand Prix ring. If the area under the bridge becomes congested, politely ask spectators to relocate from that area, in order to allow horses access to the rings. Also politely suggest that golf carts not be parked by the entrance.

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If you have questions, please ask or send a note with the test runners!

## **Equitation Ring Steward Volunteer Position**

The primary responsibility of the Equitation Ring Steward is to verify the equitation class is on-deck and immediately ready to enter the equitation ring when the equitation ring master or judge calls for the next class.

At the start of the show, the equitation ring steward will be given a clipboard, pen, ruler, walkie talkie, day sheets with the class listing, times and competitors in your ring by the volunteer coordinator. [Note: each competitor only rides one equitation class. If they have entered in more than one division, they will ride in the highest level class. If they are not sure, they need to verify at the show office. For example, if entered in training level and first level, the competitor will ride in the first level equitation class only. This information can be verified on the day sheets by the secretary's office.]

Riders should not enter the on-deck warm-up area until the class before theirs has entered the competition ring. This is approximately 20 minutes prior to the start of their class. Prior to this time, warm-up is available in the main warm-up ring.

As competitors enter your on-deck warm-up area, check their bridle numbers off with a check mark next to their competitor number on your day sheet. When the Equitation Ring Master or Judge calls the class into the competition ring, cross the division off on your sheet. Inform the Equitation Ring Master or Equitation Scribe if you are missing a competitor, have a no-show, or have any new scratches.

If you are missing a competitor, if possible prior to the start of the class, notify the main warm-up ring steward to see if they have the rider. If the missing rider is not located, notify the ring master when the previous division is done. If you have time and are feeling generous, on your walkie-talkie if you have one, you may check the main warm-up area to see if the missing rider is there, but it is not your responsibility to "round up the riders". It is the riders' responsibility to know their ride times, ring, etc.

The Equitation Rings are, #EQ1, #EQ2, #EQ3 and are shown on the showgrounds map.

Please return all supplies at the end of the day to the volunteer coordinator.

### **Warm-up Ring Steward Volunteer Position**

The primary responsibility of the Warm-Up Ring Steward is to keep track of all competitors when they enter and exit your warm-up arena and to direct them to the proper ring for their competition. Your other main purpose is to be able to answer questions as needed. Check your supply bin for an extra program and map. That way, competitors, parents, trainers, spectators, and grooms can locate the information, or you can direct them to the day sheets in front of the secretary's office.

The Rider's job is to know their ride time and the exhibitor # that they follow. The RIDER (not their coach or mom) should tell you that when checking in to the warm-up.

You have the most difficult ring to track as riders do not have to warm-up in the main warm-up area, although most do. If there are open, unused ring areas, you may find competitors migrating there to warm-up. Nevertheless, your task is to try to know what horses are in your area in case a competition ring steward is looking for one.

At the start of the day, check in with the volunteer coordinator 60 minutes before the show is scheduled to begin

You will be given a clipboard, pen, ruler, clock, program, map, and day sheets. If one is available, you will be given a walkie-talkie.

You will be given several sheets of the Order of Go, one or more for each ring. [The Dressage Sheets and Equitation Rings]

If possible, on the appropriate sheet, place a checkmark next to the riders' numbers as they enter the warm-up area.

When the competitor leaves the ring, draw a line through their number and name.

If the competitor is going to compete in the Equitation Class, instruct them to go to the on-deck area 20 minutes prior to their class, to continue their warm-up there. Riders should warm-up in the main warm-up area until they are on deck [the next group to go], at which point they should proceed to the equitation ring's on-deck area. Again this is approximately 20 minutes prior to their stated ride time.

Dressage test competitors should remain in the main warm-up area until approx. 10-15 minutes before their ride time [2-3 rides], then proceed to their dressage ring's warm-up area. For Rings 1, 2, 3, they will go under the bridge where they will find a small warm-up area. For Rings 4 and 5, they will go out the main pathway to a small warm-up area across from Rings 4 and 5 behind the announcer's stand.

Do not drive yourself crazy chasing horses and numbers; it is the competitor's responsibility to be in the appropriate ring at the correct time.

It is helpful to read the YDF prize list rules in order to be familiar with the specifics of the show. At LYDF one rule is that jackets are not mandatory. Another is that it is the rider's (not the steward's) responsibility to ensure that the rider enters the ring on time.

Scoreboards are generally located outside the secretary's office, sometimes under a tent. The scoreboards have the day sheets and the final scores posted.

Ribbons and class tests can be picked up at the awards table.