

This description, of these very important positions, is a how-to guide that covers both the ring steward (the person organizing and sending riders into the ring) and the warm-up steward (the person supervising the warm-up area). These responsibilities may be melded into one position or split out and you cover one or the other. If you are also acting as the equipment checker, there is a separate Dressage Equipment Guide instructional sheet that will cover that area of responsibility.

1. As the Ring Steward, you will organize and send competitors into the competition ring. As the Warm-up Steward, you will supervise the warm-up area and will be in communication with the Ring Steward, if these are separate positions.
2. Competitors should check in with you when they enter the warm-up area so that you know they are there. Some riders will forget to or are not experienced enough to know that they should do this. Make a note, usually a check mark next to their number when you have them. Keep an eye on the warm-up for any new riders who are on the order of go but who fail to check in.
3. Supervise (keep an eye on) all riders in the warm-up area. If you see any behavior that is questionable, call the TD. (see the back of this form for what is questionable and what to do). Do keep an eye out that all riders have numbers on their horses.
4. Keep an eye on the competition ring for the judge(s) & scribe(s) to arrive and be seated. The competitor should not be sent in until these individuals are in place.
5. Around 7 minutes out from the rider's ride time, alert them that they have about 5 minutes from their time. They need sufficient time to remove communication devices, get boots off, coats on and to be at the in-gate ready to go when it is their ride time. We also want to schedule this so that they get 1-2 minutes time around the arena before the judge signals the start of their ride. If you tell them 5 minutes when it is 5 minutes out from their actual ride time, they will often arrive at the in-gate in 5 minutes which will not allow them around the ring time or they may even be late.
6. When the judge(s)/scribe(s) are in place; send the first ride in. Stewards will often mark that the rider is in the arena by crossing through the check mark. ✕
7. Let the announcer know who is entering the ring. This is usually stated as #200 entering arena #1.
8. Alert the next rider that they are 'On Deck' and the rider after that, is called 'In the Hold'. Some people have shortened this to 'In the Hole' and either can be used. We try to keep the next two riders alerted as to their order of go.
9. When the rider in the ring does their final halt and salute, the next rider can go in and around the arena.
10. If you are running ahead of scheduled ride times, the rider can opt to wait until their posted time. A rider never has to go early, but many will be ready to go when told they are next. However, they should understand that once they go in around the arena, they must start when the judge signals.
11. Check with management about their policy on riders going out of order or moving up in time if the arena is empty.
12. If a rider does not show up for their ride time, the judge will signal the start of their ride time, (ringing the bell or blowing the whistle), the time will pass, and they will be listed as a no-show. You can send the next rider in, if they are ready to go.
13. The role of the Ring Steward, in calling the rider to the ring, is a **courtesy** and does not absolve the rider from their responsibility to know their ride time and be ready to go when they are scheduled. Although it is a courtesy, many riders have come to expect it. If they delay coming to the ring and do not arrive on time for their test, it is ultimately their responsibility. If they are late and the judge signals for their ride to start and they are not there, they will most likely be eliminated.
14. If a rider does not appear in the warm-up before their ride, it could be due to any of the following:
 - a. they may have scratched, which should be indicated on the order of go sheet but if it isn't check with the office.
 - b. If there is more than one warm-up area, are they there? Call to that warm-up to check.
 - c. They may appear just before their time.

ONE OF THE MOST IMPORTANT RESPONSIBILITIES IN YOUR POSITION IS:

You are monitoring for inappropriate/unacceptable behavior that may occur in the warm-up area when a rider is schooling their horse or after their ride. You are monitoring that their riding is appropriate in regards to horse welfare. You should be concerned if you see any of the following occur and alert the TD immediately.

1. The rider is harsh/overactive/aggressive with their hands. They may be jerking or yanking on the reins. One tug should alert you to keep an eye on them. If they repeat this or do more than one tug, that may be cause for concern.
2. Aggressive use of the leg with repeated kicking or spurring of the horse.
3. Aggressive use of the whip. Repeated use of the whip or striking the horse with the whip is not allowed.
4. The horse is repeatedly kicking out at the rider's legs/aids. Once is not too concerning. Repetition of this is cause for concern.
5. Backing the horse with speed for more than 5 back steps. The horse looks distressed.
6. Repeatedly overbending the horse left or right more than 45 degrees and the horse looks distressed.
7. The horse's head is in Rolkur position (chin to neck) for more than 10 minutes or the horse looks in distress during any period of hyperflexion.
8. Excessive repetition of any specific exercise and the horse looks distressed.
9. The horse is visibly upset. There is a difference between a horse and rider having a brief, momentary difference of opinion and a horse which is really distressed with what is being asked.
10. The horse is hot and sweating. Depending on the weather, the horse may be sweating just in his normal work but if the work is prolonged and the horse is not given rest/cool down periods, this is cause for concern.
11. The horse/rider is out of control, running off, working at high speeds and it is affecting the safety of the other competitors.
12. If a rider experiences evident problems during their test, gets excused or just appears to be 'not happy' with the horse after the test, keep an eye on that rider. If they re-enter the warm-up area, note the time they start to school again.

Example format that could be used: 8:45 #200 ✖ Dobbin Susan Competitor 8:54 W

By noting the time, the rider re-entered the warm-up area (W), you can keep an eye on how long they work. There is no problem if they school quietly for up to 10 minutes but if they are upset with the horse and any of the items listed (1-11) above occur, please call the TD immediately. If they school more than 10 minutes, watch especially for the horse being in distress, breathing hard or is hot.

If at any time you see unusual equipment on the horse that you are not sure about, please ask the TD to come to your area. Unusual equipment could be things such as the rider riding with side reins, draw reins, a standing martingale, neck strap, etc.

LUNGING AREA OR ARENA UNACCEPTABLE PRACTICES: It is not legal for any horse to be lunged while wearing a double bridle no matter where the lunge line is attached. The lunge line may not be connected to the surcingle, saddle or anywhere except the head area of the horse. There cannot be riders riding with lungers lunging in the same area.

When you see any of the described behaviors or anything else that concerns you in relation to the welfare and treatment of the horse, please call the TD to your ring/warm-up. When they arrive, explain quietly, away from other competitors, what is occurring. If at any time, you can get smart phone video or pictures of what you are seeing, that would always be very helpful for the TD. They may want to observe/talk to the rider about what is or did take place.

We are constantly monitoring the welfare of the horse and ensuring that all activity with the horse is done within acceptable parameters. You are instrumental in helping us to do that. Thank you for all of your hard work!