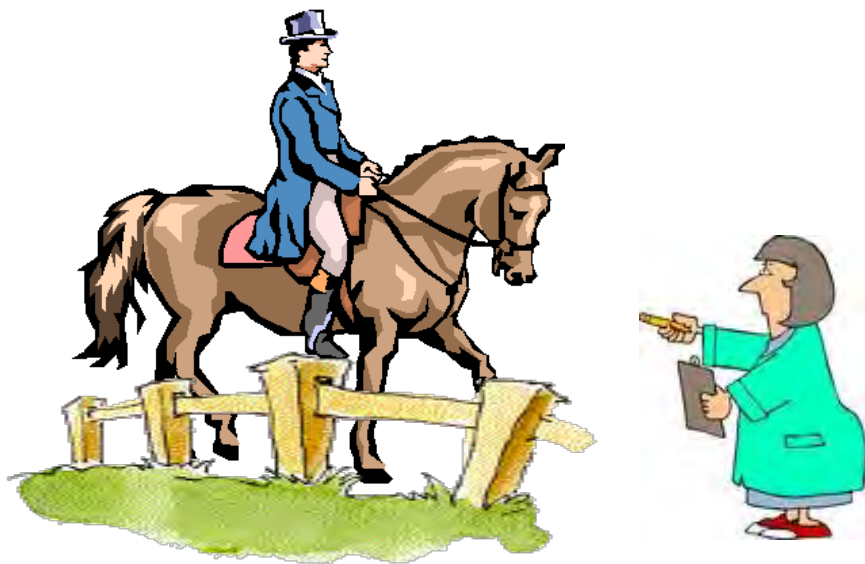




# RING STEWARD



Based on USEF Rules Effective April 2013



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# RING STEWARD



*What is a ring steward? How to prepare? Attributes and Skills*

## ❖ What does a ring steward do?

- Depending upon the size and type of show, there may be two types of ring steward:
  - Warm-up ring steward
  - Competition ring steward
- Ring stewards are positioned outside their assigned competition arena or warm-up arena.
- They track horse/rider combinations as they arrive at their arena so they can report the combination is available, usually via a provided walkie-talkie.
- At most shows, ring stewards also inspect saddlery, bridles, bits, whips and other tack to ensure they comply with USEF rules and are safe and humane.
- Ring stewards inspect rider wear (spurs, etc.) to ensure they comply with USEF rules and are safe and humane.

## ❖ How to prepare to be a ring steward

- Before the show, review the USEF rules for horse tack, whips, and rider attire. The show should provide copies of the USEF rules; however, it is a good idea to bring your own copy.
- Show management should provide a tent or other cover for ring stewards; however, it is always a good idea to be prepared to be out in the weather. Ring stewards should dress for weather conditions and provide their own insect repellent, sunscreen, sunglasses, etc.
- Show management should provide a chair for the ring stewards; however, it is always a good idea to bring your own chair in case one is not available.

## ❖ Attributes and Skills Needed

- Ability to read bridle tags from a distance
- Tactful speaking skills
- Supportive and courteous tone



# RING STEWARD

## USEF Rules



### ❖ USEF DR121.9. Saddlery and Bit Inspections

- Ring stewards appointed by competition management must check saddlery and inspect bits and spurs on both sides of the horse for at least one-third of the horses in each class.
- Inspection of saddlery and bits must be done at the direction of the technical delegate. Inspection of saddlery and bits must be done immediately as the horse leaves the arena. (See DR126.1i)
- The checking of the bridle must be done with the greatest caution, as some horses are very touchy and sensitive about their mouths.
- Bit inspectors must use a new disposable protective glove for each horse.
- The responsibility for the correct attire and equipment, however, still rests with the competitor. When communicable disease is a concern, any deviations to established saddlery inspection protocol must be approved by the USEF Dressage Department prior to the competition.

### ❖ USEF DR121.10. Whips

- **Schooling:** The following whips are permitted for schooling only: One whip no longer than 47.2 inches (120 cm), including lash, may be carried by the rider when mounted.
- **Lungeing:** One lungeing whip is permitted only when lungeing.
- **In-Hand:** There is no restriction on the length of whip permitted for working a horse in hand.
- **Regular Classes:** One whip no longer than 47.2 inches (120 cm) including lash may be carried in all classes except USEF/ USDF Championships, USEF National Dressage Championships, USEF High Performance Championships, USEF High Performance qualifying and selection trials, and observation classes. (Exception: Competitors riding sidesaddle may carry a whip no longer than 47.2 inches (120 cm), including lash, in USEF/USDF Championships.)
- **Qualifying Classes:** One whip no longer than 47.2 inches (120 cm), including lash may be carried in all qualifying classes (including NAYRC and NAJC) unless such use is otherwise prohibited by FEI or Federation rules or selection procedures for the classes.
- **FEI Pony Tests:** However, when a whip is permitted for FEI Pony Tests, the maximum length is 100 cm (1 meter). An adjustable-length whip may not be carried by a mounted rider.



# RING STEWARD

## Supplies and Materials



### ❖ Supplies and Materials

- List of rides in order of go (Day Sheet, Ring Steward Report, or other name) for your arena or for all arenas. The format will depend on the software used by the show. The list should be on a clipboard.
- Pens
- Walkie-talkie (larger shows)
- For competition arena stewards that will also be doing the equipment check:
  - Device to measure whip length
  - Gloves for bit check
  - USDF rules for tack and rider wear

Dog Days Dressage Show														
Day Sheets														
Saturday, August 08, 2009														
Time	Entry	Rider	Horse	Test	Stat/Div	Q	Term	E	H	C	M	B	Total	%
<b>Class: 135 Fourth Level, Test 1</b>														
Judge at C: Donna Longacre														
9:00 AM	132	Elsie Marie Nord	Raissa M	4-1										
<b>Class: 117 First Level, Test 3</b>														
Judge at C: Donna Longacre														
9:10 AM	124	Jenna Haworth	Caribbean Holidaze	1-3			Adult Amateur							
9:18 AM	113	Jane Peterson	Pendragon	1-3										
<b>Class: 116 First Level, Test 3 A/HA/AA</b>														
Judge at C: Donna Longacre														
9:28 AM	156	Kerstyn Ghere	A Little Bit of Fame	1-3										
<b>Class: 115 First Level, Test 3</b>														
Judge at C: Donna Longacre														
9:36 AM	168	Kristine Hammer	Rhoyal Revalut	1-3										
9:44 AM	127	Julie Penshorn	Summer's Prince	1-3			Open							
9:52 AM	103	Elise Bailey	Ehrentanz II	1-3										
<b>Class: 128 Third Level, Test 1</b>														
Judge at C: Donna Longacre														
10:00 AM	147	Beverly K. Roth	Just The Jazzman	3-1										
<b>Class: 130 Third Level, Test 1 A/HA/AA</b>														
Judge at C: Donna Longacre														
10:10 AM	125	Melinda Price	Ladies Love +/-	3-1										
<b>Class: 131 Third Level, Test 1 JR/YR/AA</b>														
Judge at C: Donna Longacre														
10:20 AM	109	Laurel Denney	Strathspay	3-1			JR/YR							
10:29 AM		***Break***	***Break***	**Break**										
10:49 AM	131	Anna Koch	Niamh	3-1			JR/YR							
10:58 AM	123	Any Kellen	Fahrenheit by Furtoso +/-	3-1			Adult Amateur							
11:07 AM	104	Nel Siemsen	Loki	3-1			JR/YR							
<b>Class: 125 Second Level, Test 3, A/HA/AA</b>														
Judge at C: Donna Longacre														
11:18 AM	165	Kathy Mueller	Goldenrod SPA +	2-3										
<b>Class: 126 Second Level, Test 3, AA</b>														
Judge at C: Donna Longacre														
11:26 AM	108	Molly Schiltgen	Wellina	2-3										
11:34 AM	145	Jan Halter	Extravaganza	2-3										
<b>Class: 124 Second Level, Test 3</b>														
Judge at C: Donna Longacre														
11:45 AM	140	Mary Johnson	Bravo	2-3										
11:53 AM	127	Julie Penshorn	Summer's Prince	2-3			Open							
<b>Class: 101 Introductory level, Test A</b>														
Judge at C: Donna Longacre														
12:02 PM	166	Kristin Howard	Rhoyal Regatta	ILA										
12:08 PM	153	Kathleen Chambers	Santees Blue Essence	ILA										
12:15 PM		***Break***	***Break***	**Break**										
1:00 PM	154	Kali Plann	Diamonds In The Sun	ILA										
1:06 PM	163	Rachel Sit	Bella Danelli	ILA										
1:12 PM	134	Patricia Nimmerfroh	Sister of the Moon	ILA			Adult Amateur							
<b>Class: 109 Training Level, Test 3 AA</b>														
Judge at C: Donna Longacre														
1:20 PM	150	Colleen Bergmann	Lureka	T-3										

Time	Entry #	Test	Horse	Rider	Div.	K&W Score	%	Place
8:00	120	T-test 1	Fianna FF	Donna Fraser	A			
<del>8:07</del>	<del>121</del>	<del>T-test 2</del>	<del>My Chance to Dream</del>	<del>Scratch Susan Dockweiler</del>	<del>A</del>			
8:14	122	T-test 2	Gima Starr FA	Karen Swanson	A			
8:22	120	T-test 2	Fianna FF	Donna Fraser	A			
8:30	124	2nd-test1	Regitze Gjelgaard	Bettina Elkjaer	A			
<del>8:38</del>	<del>124</del>	<del>T-test 3</del>	<del>My Chance to Dream</del>	<del>Scratch Susan Dockweiler</del>	<del>A</del>			
8:45	122	T-test 3	Gima Starr FA	Karen Swanson	A			
8:52	125	1st-test2	Zzoe SA++	Anne Sarter	A			
9:00	126	2nd-test2	Nicholas	Mia Selvedge	A			
9:08	125	1st-test3	Zzoe SA++	Anne Sarter	A			
~~~~~ 15 Minute Break ~~~~~								
~~~~~ 5 Minute Presentation ~~~~~								
9:35	127	2nd-test1	Wallstreet Pik	Bettina Elkjaer	A			
9:43	123	2nd-test1	Cola	Donna Fraser	A			
9:50	126	2nd-test3	Nicholas	Mia Selvedge	A			
9:57	123	2nd-test3	Cola	Donna Fraser	A			





# RING STEWARD

## Procedures – Warm-Up Steward



### ❖ Procedures for Warm Up Ring Steward

- Arrive on the show grounds at least 45 minutes before the first ride.
- Report to the volunteer coordinator to receive assignment and materials.
- Go to assigned warm-up arena.
- Log in riders on the show schedule as they arrive at the warm-up arena.
- When you receive updates to the show schedule (via walkie-talkie and/or via change slips delivered to you), annotate the changes on your day sheet.
- Remind riders that their ride time is approaching.
  - The next rider to go is “on deck.”
  - The rider after the next rider is “in the hole.”
- If the competition arena is running early, advise riders they may go early, if desired. However, a rider cannot be required to go early.
- Advise riders if the competition arena is running late.
- Advise the competition ring steward if a rider has not arrived in a timely manner. (NOTE: At shows with more than one warm-up arena, a rider may be at a different warm-up arena. If you have a walkie-talkie you can ask the other warm-up steward(s) and/or the show office if the rider is on the show grounds.)
- Ensure there are not more riders than can safely warm-up in the ring.
- Report any dangerous or inhumane warm-up practices or other situations to the Technical Delegate.
- Do not make any remarks about any horse or rider in the competition arena, including background information, etc.
- Due to liability exposure, do not adjust any rider’s tack.





# RING STEWARD

## Procedures – Competition Ring Stewards



### ❖ Procedures for Competition Ring Stewards

- Arrive on the show grounds at least 30 minutes before the first ride.
- Report to the volunteer coordinator to receive assignment and materials.
- Go to assigned competition arena.
- Log in riders on the show schedule as they arrive at the competition arena.
- When you receive updates to the show schedule (via walkie-talkie and/or via change slips delivered to you), annotate the changes on your day sheet.
- At any given time, there should only be:
  - One rider in the competition arena.
  - One rider waiting to go in (“on deck”).
  - One rider waiting to be “on deck” (“in the hole”).
- Ensure the correct rider enters the correct competition arena at the correct time.
- It is NOT your responsibility to search for the next rider; however, the show will run more smoothly if you communicate with your warm-up steward and/or the show office if a rider needs to be located.
- Mark your show schedule when a competitor enters the competition arena. If a rider scratches, is eliminated, or withdraws, mark this on the show schedule. This is very important to track “missing” dressage test sheets.
- If you have a walkie-talkie, tell the announcer when a rider enters the competition arena. Communication over the walkie-talkie should be kept to a minimum. Usually the announcer simply wants to know who is entering the competition ring; for example, “ring 2, entry 34 has entered.”
- You may politely remind competitors to drop whips before entering USEF Championship classes or point out that they forgot to remove their horse's boots.
- If the ring is running ahead of schedule, the “on deck” rider may go in early but cannot be required to do so.
- After the rider in the show ring has finished his/her final salute, the next rider may warm-up around the perimeter of the ring.
- If there is a break between rides, do not allow the next rider to warm-up around the perimeter of the ring. To do so would constitute an unfair advantage to that rider. Some shows allow riders in the show rings during the lunch break.
- At many shows the ring steward also checks equipment. The USEF rules for equipment check are on page 3. See the volunteer training module on **Equipment Checks** for more information on this task.
- Report any dangerous or inhumane practices or other situations to the Technical Delegate.
- Do not make any remarks about any horse or rider in the competition arena, including background information, trainer, etc.
- Due to liability exposure, do not adjust any rider’s tack.