

## DRESSAGE WARM-UP STEWARD - Job Checklist

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

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

### 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.