

# Volunteer Training

An overview of the volunteer jobs  
necessary for dressage competitions



# What positions may be available?

- Scribe
- Warm up Ring Steward
- Competition Ring Steward
- Bit and Saddlery Check
- Score Runner
- Awards
- Scoring
- Hospitality
- Gate Keeper
- Announcer
- Arena Setup

Some of these jobs may be combined. Make sure to check with your volunteer coordinator to know exactly what will be expected of you.

# What do I wear?

- Always dress for the weather and in layers.
- It can be a good idea for scribes at a recognized competition to dress in business casual to better match the level of formality of the judge.
- Check with your volunteer coordinator to see if there are any dress requirements for volunteers; they may have official volunteer shirts or ask you to wear khakis and a particular color of shirt.



# What do I bring?

- Check with your volunteer coordinator ahead of time to see what they'll be providing.
- It never hurts to bring spare chairs, water and/or snacks.
- Be prepared for unexpected changes. Even if your assigned job is indoors there could be a change and you could end up spending more time outside than you had originally planned on.
- Comfort items such as a pillow for your chair can be a big help.



# Important Reminders

- Be on time- arrive at least 15 minutes before you are scheduled to start.
- Be friendly- you can improve someone's day by being friendly and helpful.
- Be flexible- you may sign up for one job but asked to change assignments.
- Be part of the team- volunteers make dressage shows possible. Take pride in being part of this team.
- Know who to contact if things go wrong. Have your cell phone available and have the numbers of the TD, volunteer coordinator and anyone else that can assist you if an issue arises.

# Scribe

## What does the job entail?

- The scribe sits with the judge, they may be writing on paper or using electronic scoring.
- They check to make sure that the rider working around the arena has the same number as what is marked on the test and class schedule. Record this number in the upper right hand corner of the test sheet. It is also good to note the color of the horse as verification.
- The scribe records numbers and comments as given by the judge on a rider's test sheet, no paraphrasing.
- They may help the judge in case they have missed a score or if the rider has gone off course.
- They ensure that the judge has signed each test.

## What do I need to know?

- All scores and comments must be written in pen, and errors must be in red ink.
- In most tests scores are given in .5 increments and all scores must include a decimal: 6.0, 6.5, 7.0 etc. Some tests use .1 increments like musical freestyles.
- Scores are written in the first column, do not fill out the 2<sup>nd</sup> or 3<sup>rd</sup> column.
- Each time an error is indicated write ERROR in large letters in red on top of the typed text. The judge will fill out the error box at the bottom of the test.
- The judge might give you the score then the comment or comment then the score. Make sure to clarify this before you start scribing.

## Check to make sure the judge's box has:

- Several pens including red for errors
- Two class schedules (one for the scribe and one for the judge). Class schedules provide the detailed schedule of tests and riders.
- Bell or whistle and a watch set to the official show time.
- Stopwatch for freestyle tests
- Packet of score sheets to be used for the day for your assigned ring.
- Make sure to check the score sheets against the class schedule to make sure you have the correct score sheets in the proper order.

COLLECTIVE MARKS			
GAITS (Freedom and regularity)	1		
IMPULSION (Desire to move forward; elasticity of the steps; suppleness of the back; engagement of the hindquarters)	2		
SUBMISSION (Willing cooperation; harmony; attention and confidence; acceptance of bit and aids; straightness; lightness of forehead and ease of movement)	2		
RIDER'S POSITION AND SEAT (Alignment; posture; stability; weight placement; following mechanics of the gaits)	1		
RIDER'S CORRECT AND EFFECTIVE USE OF AIDS (Clarity; subtlety; independence; accuracy of test)	1		
FURTHER REMARKS:			
SUBTOTAL:		(-)	
ERRORS:		(-)	
TOTAL POINTS:		(Max Points: 290)	

After the final salute comments, you may hand the test to the judge for them to fill out this half a page.

Make sure the judge signs the test at the very end.

United States Dressage Federation  
2019 USEF Dressage Test

Name of Competition: \_\_\_\_\_

Date of Competition: \_\_\_\_\_

Name and Number of Horse: \_\_\_\_\_

Name of Rider: \_\_\_\_\_

**Final Score**  
Maximum Pts: 290

Points: \_\_\_\_\_ Percent: \_\_\_\_\_

Name of Judge: \_\_\_\_\_

Signature of Judge: \_\_\_\_\_

Check to make sure the test you have matches the horse in the ring. Refer to your class schedule. Riders might go early, there might be scratches, you might be missing a test sheet or it could be the wrong test.

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# 2019 USEF FIRST LEVEL TEST 1

## PURPOSE

To confirm the horse is in the ring. At higher levels it might be easy to miss a score for a movement or get behind. Don't wait till the end to address a missing score.

Try to keep an eye on where the horse is in the test. At higher levels it might be easy to miss a score for a movement or get behind. Don't wait till the end to address a missing score.

### INTRODUCE

### ENTRY NO:

#### Conditions:

ARENA SIZE: Standard  
AVERAGE RIDE TIME: 5:30  
(from entry at A to final halt)  
Suggested to add at least 2 min. for scheduling purposes

### MAXIMUM PTS: 290

Write down the number and note color of the horse in the ring.

TEST	DIRECTIVES	POINTS	COEFFICIENT	TOTAL	REMARKS
1. A X	Enter working trot Halt, salute Proceed working trot				
2. C E-X	Track left Half circle left 10m, returning to track at H				
3. B-X	Half circle right 10m, returning to track at M				
4. C Before C C	Circle left 20m in rising trot, allowing the horse to stretch forward and downward while maintaining contact Shorten the reins Working trot		2		
5. H-P P	Change rein, lengthen stride in trot Working trot				
6. A	Medium walk				
7. V-R R	Change rein, free walk Medium walk				

Write the score in this column. 6.0, 6.5, 7.0 etc.

Write comments in this column

Ignore the Coefficient and Total columns, those are for the scorer



# Practice Scribing

- Switch to video located in downloaded folder.

# Warm up Ring Steward



## What does the job entail?

- Keeping track of all horses in your assigned warm-up area.
- Keep coaches on the perimeter of the warm up area and remind riders to not stop on the rail to make adjustments.
- Send riders to the competition ring when it is time, usually when they are on deck (the horse above them has gone into the ring).
- Answer rider questions about how many horses are ahead of them or how long they have before they need to be ready.
- Notify the proper person in the case of an accident, unsafe condition or rough riding.

## What do I need to know?

- If there is no individual ring steward you may also be responsible for keeping track of what horse is currently in each ring. If there is a ring steward they may let you know when to send the next horse to them.
- The warm up ring can be a hectic place, you may need to speak loudly or repeatedly before a rider responds to you.
- If there is an entrance/exit to the arena, standing near this area will help you keep track of horses going in and out as well as making it easier for people on foot to ask you questions.

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## What resources are needed?

- A class schedule to follow which horses you will be expecting and when.
- A watch set to the official show time.
- Pens or pencils.
- Comfortable clothing for standing out in the elements for many hours on end.
- A chair if you can find a safe location to place one.
- A walkie-talkie.

# Competition Ring Steward



## What does the job entail?

- Keep the ring running on time.
- Notify the rider as to whether the judge is using a bell or whistle.
- When the horse has finished their final salute you may send the next horse, they will ride around the ring until the judge rings the bell or blows the whistle.
- Communicate with the warm up steward to keep a steady flow of horses but avoiding horses having to stand for long periods of time.

## What do I need to know?

- You may also be communicating with the announcer to let them know who is in the ring.
- Generally the judge or scribe is not tuned in to your radio channel (it would be distracting) so it can be helpful to let them know directly when there is a scratch or if a rider is going out of order. If they are close you can do this, or ask the rider to relay that information to the scribe/judge.

## What resources are needed?

- A class schedule to follow which horses you will be expecting and when.
- A watch set to the official show time.
- Pens or pencils.
- Comfortable clothing for standing out in the elements for many hours on end.
- A chair if you can find a safe location to place one.
- A walkie-talkie.

# Bit and Saddlery Check



## What does the job entail?

- After the completion of the ride you will check the tack and rider's attire against the current rules.
- You will also check the horse for any signs of blood or spur marks.
- Depending upon the competition you may need to inspect every horse or only one out of every three horses. Be sure you are clear on this before you begin.

## What do I need to know?

- This job is generally performed by an experienced horse person for safety. Be sure the rider has adequate control over their horse as you conduct your inspection.
- The ring steward may also perform this job.
- Use a new clean disposable glove for each horse.
- Contact the TD if you believe anything does not meet the current rules or if you have a question.
- Do not attempt to remove ear bonnets, but you may ask the rider to do so.

## What resources do I need?

- A class schedule to follow which horses you will be expecting and when.
- A copy of the most current legal bits, spurs and other saddlery rules.
- A watch set to the official show time.
- Pens or pencils.
- Comfortable clothing for standing out in the elements for many hours on end.
- A chair if you can find a safe location to place one.
- A walkie-talkie.
- A measuring tape.

# Score Runner



## What does the job entail?

- The score runner will collect completed tests from the scribe and take them to the scoring area or to a master collector if there is one.
- Check with the judge and scribe to see if they need any drinks/snacks.
- Relay information about scratches etc. from the show office to the scribe.
- Depending upon the competition you may be responsible for collecting tests from one ring after every test or from multiple rings every few tests.
- Check with the scorer or volunteer coordinator to see if they want you to collect several tests or bring each score sheet back as completed.
- Privacy of test sheets should be maintained.

## What do I need to know?

- This job entails a lot of walking, be sure to stay hydrated and wear comfortable shoes.
- Don't approach the judge's booth while a test is in progress; wait until the final salute. You may have to wait for the judge to finish their comments before you can take the score sheet.
- While waiting for score sheets it is best to not try to "hide" from the horse going around the ring who will be next. Stand in a safe and visible location when possible.
- Don't wait too long in-between score pickups. It can slow down the score posting process if scorers get overwhelmed with too many tests at once.
- Try to interact with the scribe rather than the judge whenever possible

## What resources are needed?

- A folder or other container to hold the tests may be useful.
- A general schedule to know that classes are being held in which ring and when they are scheduled to be on break.
- Comfortable clothing and shoes.
- Check with the volunteer coordinator as to the dress code for the competition.
- Don't forget sunscreen or rain gear depending on the weather forecast.

# Awards

## What does the job entail?

- Coordinate the handing out of tests, ribbons and any additional awards.
- At some shows with mounted awards you may also be in charge of organizing awards ceremonies. In this case work with the TD and show management on how they would like to have these ceremonies organized.
- Keep track of those who have already picked up their awards, sometimes a family member will have already picked them up and this will reduce confusion.

## What do I need to know?

- You'll want to have a good organizational system so you can quickly find and hand out score sheets once they are available.
- Coat hangers work great for hanging ribbons to keep them from being crushed or lost.
- Once all the scores are posted for a class and placings announced you may hand score sheets directly to competitors or their representatives.
- Privacy of test sheets should be maintained.

## What resources are needed?

- Final scores with pens or pencils to check off riders as they pick up their tests/awards.
- Completed score sheets organized to make them easy to find. Folders work well for this.
- Ribbons and prizes
- A table to help hold all of your resources.

# Scoring



## What does the job entail?

- Check to make sure that all boxes have scores and the judge has signed the score sheet. You will have to send it back if it is incomplete.
- Completing the math on each individual score sheet to find out final total points and percentage scores.
- Double checking all your math.
- Make sure you have calculated any errors.
- Recording the scores from each individual test to determine class placings.
- Posting scores.

## What do I need to know?

- Points must be multiplied by coefficients to come up with the total points for each movement. If there is no coefficient just write the number again.
- Most times scores that need to be included in the total are on the front and back of the test sheet. Don't forget to add the collectives.
- Each test has a different number of possible points in total. Make sure you use the correct number to come up with the percentage.
- Percentages should be written out to 3 decimal places even if it is a whole number.

## What resources are needed?

- Pens
- Calculator/computer/printer
- A quiet/private location with enough electrical outlets.
- Sheets to write down final scores and placings.
- Sharpies or dry erase markers for posting final scores. Might also be done electronically.

## 2019 USEF FIRST LEVEL TEST 1

### PURPOSE

To confirm that the horse demonstrates correct basics, and in addition to the requirements of Training Level, has developed the thrust to achieve improved balance and throughness and maintains a more consistent contact with the bit.

All trot work may be ridden sitting or rising, unless stated.

*READER PLEASE NOTE: Anything in parentheses should not be read.*

<b>INTRODUCE</b>	<b>ENTRY NO:</b>
10m half circle at trot; 15m circle in canter; lengthening of stride in trot and canter	<p><u>Conditions:</u>  <b>ARENA SIZE:</b> Standard  <b>AVERAGE RIDE TIME:</b> 5:30          (from entry at A to final halt)  <i>Suggested to add at least 2 min. for scheduling purposes</i></p>
	<b>MAXIMUM PTS: 290</b>

TEST		DIRECTIVES	POINTS	COEFFICIENT	TOTAL	REMARKS
1.	A X	Enter working trot Halt, salute Proceed working trot	Regularity and quality of trot; willing, clear transitions; straightness; attentiveness; immobility (min. 3 seconds)			
2.	C E-X	Track left Half circle left 10m, returning to track at H	Regularity and quality of trot; shape and size of half circle; bend; balance; straightness			
3.	B-X	Half circle right 10m, returning to track at M	Regularity and quality of trot; shape and size of half circle; bend; balance; straightness			
4.	C Before C C	Circle left 20m in rising trot, allowing the horse to stretch forward and downward while maintaining contact Shorten the reins Working trot	Forward and downward stretch over the back into a light contact, maintaining balance and quality of trot; bend; shape and size of circle; willing, clear transitions	2		
5.	H-P P	Change rein, lengthen stride in trot Working trot	Moderate lengthening of frame and stride; regularity and quality of trot; straightness; consistent tempo; willing, clear transitions; bend and balance in corner			
6.	A	Medium walk	Willing, clear transition; regularity and quality of walk; bend and balance in corner; straightness	2		
7.	V-R R	Change rein, free walk Medium walk	Regularity and quality of walks; reach and ground cover of free walk allowing complete freedom to stretch the neck forward and downward; straightness; willing, clear transitions	2		

← This column should have been filled out entirely by the scribe.

← Write the final score in this column. Multiply points by the coefficient when it appears. Otherwise copy the score over.



Put the subtotal, errors and total points here. For tests Fourth Level and below, one error is 2 points, a second error is 4 points for a total of 6 points. 3 errors is elimination, however the judge may let the rider continue and will have scores for all movements.

COLLECTIVE MARKS						
GAITS (Freedom and regularity)			1			
IMPULSION (Desire to move forward; elasticity of the steps; suppleness of the back; engagement of the hindquarters)			2			
SUBMISSION (Willing cooperation; harmony; attention and confidence; acceptance of bit and aids; straightness; lightness of forehand and ease of movements)			2			
RIDER'S POSITION AND SEAT (Alignment; posture; stability; weight placement; following mechanics of the gaits)			1			
RIDER'S CORRECT AND EFFECTIVE USE OF AIDS (Clarity; subtlety; independence; accuracy of test)			1			
FURTHER REMARKS:						
To be deducted Errors of the course and omissions are penalized as follows: = 2 points = 4 points = Elimination						
SUBTOTAL:				(- )		
ERRORS:						
TOTAL POINTS:						(Max Points: 290)

Fill in the points and final percent, written to 3 decimal places.

Double check the name and number of the horse before you post final scores. You can also put the placing at the top in a circle to help your awards person.

**United States Dressage Federation**  
**2019 USEF**

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Name of Competition

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Date of Competition

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Name and Number of Horse

---

Name of Rider

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**Final Score**  
Maximum Pts: 290

Points Percent

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Name of Judge

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Signature of Judge

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# Hospitality

## What does the job entail?

- Making sure that competitors, volunteers and judges have the resources they need to have a pleasant show experience.
- Make available drinks and snacks.
- Keep coolers of water filled for riders.
- Coordinates lunches for volunteers and judges

## What do I need to know?

- You might be working solo or as a part of a team depending upon the size of the show.
- You might also need to find someone who can sit in while a volunteer takes a quick bathroom break. Knowing each of the other jobs can help if you can step in for a few minutes.
- Even though a lot of people might not take a beverage or snack on your first pass don't forget that they'll need them more as the day progresses, keep making rounds.
- Try to set up a hospitality base so that if runners or other volunteers come in they can help themselves to what they need.

## What resources are needed?

- Drinks and snacks. Coffee always but more when it is cold outside.
- A way to easily transport items such as coolers or baskets.
- Ice for keeping drinks cold.
- A golf cart can be helpful at larger shows but might not be available. In this case good walking shoes.

# Gate Keeper

## What does the job entail?

- Opens and closes the entrance to the dressage arena at the letter A.

## What do I need to know?

- This job is generally only needed at championships.
- The gate remains closed until the judge rings the bell. At this time you may open the arena, usually setting the rail to the left or right of the opening. You will stand to the side of the opening and close the gate when the horse has entered the arena.
- When the rider makes their final salute you can open the gate to let them leave, and close it behind them as the next horse circles the arena.
- Move slowly and carefully, not many horses are used to having the gate opened and closed behind them.

## What resources are needed?

- Check on the dress requirements for this job if it is a part of a championship. Many times they will have you wear khakis and matching shirts
- Be sure you have a chair for a place to sit between rides. The show should provide one, but it never hurts to have a backup.
- A hat to keep the sun or rain off your face or can be a lifesaver.
- Don't forget sunscreen!

# Announcer

## What does the job entail?

- Setting up/taking down sound equipment.
- Make announcements throughout the day for one ring, multiple rings and/or the barn area.
- Provide sound checks for musical freestyle riders.
- Help coordinate musical freestyle rides.
- If musical freestyle is offered, speakers must be placed around the arena so that the judge and rider can hear the music, but not so close to the judges stand to interfere with the judge communicating with their scribe.

## What do I need to know?

- If only announcing for one ring try to make announcements after a rider has made their final salute and before the next rider enters the ring.
- If you are responsible for making barn announcements it can be helpful to periodically let people know if rings are running ahead, behind or on schedule.
- If you have the information be sure to announce owners of horses as well.
- Lots of little things can go wrong with the sound equipment, make sure you have some experience working with it or have quick access to the person who does.

## What resources are needed?

- Class schedule and information on the horses competing.
- An announcer's booth or area where you have a good visual on the competition arena(s).
- Microphone .
- Water.

# Arena Setup

## What does the job entail?

- Measuring and setting up the dressage arenas prior to competition.
- Decorate arenas.
- You may also be asked to help tear down arenas after the event. Wait until after the last ride of the show before taking anything down, it can be distracting to riders who are still showing.

## What do I need to know?

- Measuring the length of the sides won't give you a perfect rectangle. You'll need to measure diagonals to make sure everything is square. You can do from corner to corner, or just use 20m (short side), 15m (a part of the long side) and 25 meters (the diagonal between the 2 points).
- Some arenas may have markers at each corner that are placed deep into the footing. You may have to dig them out a bit after the footing is groomed.
- Most arenas will be the standard 20x60 meters but some shows may use 20x40 arenas for lower level tests.

## What resources are needed?

- Measuring tape that has meters and is at least 60 meters long.
- An arena diagram with all of the measurements.

# Volunteer Coordinator



## What does the job entail?

- Creating a list of all of the volunteer positions you will need. It's always a good idea to have a few extras.
- Making phone calls, emails and social media posts prior to the event to secure volunteers.
- You may also need to be prepared to help new volunteers become acquainted with their roles.
- Problem solving if you end up shorthanded on volunteers.
- Organizing volunteer resources.

## What do I need to know?

- The sooner you can start getting volunteers signed up the better.
- Some volunteer jobs require more knowledge of the sport than others so try to match people accordingly, unless they already have a preference.
- A positive volunteer experience can help you gain more volunteers in the future just as bad volunteer experiences can make finding volunteers harder.
- You can't control the weather but you can be prepared to help your volunteers through it. Ponchos, blankets, sunscreen or bug spray can all go a long way in helping your volunteers be more comfortable.

## What resources are needed?

- A list of all of your volunteers, their assigned roles and contact information.
- An organizational system and resources of all of your other volunteers.