



Dancing Horse Dressage & CT

USDF Group Member Organization #329

Photo Courtesy of Dr. Jill Costello Chavers

VOLUNTEER TRAINING

An overview of the volunteer jobs necessary
for dressage competitions

WHAT JOBS ARE AVAILABLE?

- Scribe (see Scribe Training)
- Office Staff
- Score Runner
- Scorer
- Show Day Manager
- Gate Keeper
- Sound System Operator
- Barn/Stall Manager
- Arena Setup and Teardown

WHAT SHOULD YOU WEAR?

- Always dress for the weather and in layers.
- Check with your volunteer coordinator to see if there are any dress requirements for volunteers; they may have official volunteer shirts or vests.
- Closed toe shoes are strongly recommended.

WHAT SHOULD YOU BRING?

- Check with your volunteer coordinator ahead of time to see what Show Management will be providing.
- It never hurts to bring a spare chair, water and snacks for yourself. And depending on weather, you may want to bring rain gear and/or sun screen.
- Be prepared for unexpected changes. Even if you have an assigned job there could be a change and you could end up doing something else. And weather is always a variable in Florida.

IMPORTANT TO DOS

- Be on time - arrive at least 15 minutes before you are scheduled to start your job.
- Sign in and out at the office at the start and end of your job.
- Be friendly - you can improve someone's day by being friendly and helpful.
- Be flexible – changes are inevitable.
- Be part of the team - volunteers make dressage shows possible. Take pride in being part of this team.
- Know who to contact if you need help. Have your cell phone available and have the number of the volunteer coordinator and anyone else that can assist you if an issue arises.

OFFICE STAFF

What does the job entail?

- Handing out check in packets to exhibitors as they check in.
- Collecting any information from the exhibitor that may be so indicated on the packet.
- Handing out tests and setting out ribbons/awards for completed classes.
- Handing out any additional awards such as High Score Awards.
- Answering or finding answers to competitor questions.

What do I need to know?

- Check in packets include a program book and bridle number.
- Any information that was missing from an entry will be documented on the check in packet.
- Once all rides for a class have been scored and the class has been placed, you may hand score sheets directly to competitors or their representatives.
- Privacy of test sheets should be maintained.

What resources are needed?

- Completed score sheets organized to make them easy to find.
- Ribbons and prizes
- A table to help hold all of your resources.

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.
- Collect tests after every three rides and at the end of a class.
- 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.
- Maintain privacy of test sheets.

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.
- 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 ring schedule with ride times.
- Comfortable clothing and shoes.
- Don't forget sunscreen or rain gear depending on the weather forecast.

SCORER

What does the job entail?

- Checking score sheets 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.
- Making sure all errors are accounted for.
- Completing the math on each individual score sheet to determine final total points for each maneuver.
- Entering maneuver points on computer system and producing Individual Score Report to attach to exhibitor's test sheet.
- Determining class placing and daily high score winners.
- Producing Class Results Report and posting on board.

What do I need to know?

- Points must be multiplied by coefficients to come up with the total points for each movement on the test sheet. If there is no coefficient just write the number again. Check both sides of the test sheet.
- The computer program is set up with the correct coefficients for each test. If a setup mistake is noted, correct the test setup on the computer system and then on the Dressage Test Input Screen click "Clear Test Data". This will reload the test data for input.
- Another person should verify the data entry by checking the Score Report against the Test Sheet.

What resources are needed?

- Pens
- Computer, printer, and paper.
- Scorer instruction sheet.
- A quiet/private location with enough electrical outlets.
- Access to another resource to verify data entry.



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.



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

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;	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.

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

SUBTOTAL:	(-)
ERRORS:	(-)
TOTAL POINTS: (Max Points: 290)	

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

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.

United States Equestrian Federation (USEF) and United States Dressage Federation (USDF) 2019 USEF/USDF

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 _____

Double check the name and number of the horse before you input date into the computer system. Put the placing at the top in a circle to help your awards person.

SHOW DAY MANAGER

What does the job entail?

- Making sure that competitors, volunteers and judges have the resources they need to have a pleasant show experience.
- Making water and snacks available for volunteers.
- Coordinating lunches for judges.
- Helping new volunteers become acquainted with their roles.
- Resolving issues with volunteers, facilities, weather, and other unexpected events.
- Relieving volunteers for bathroom or refreshment breaks if necessary.
- Monitoring that the show stays on schedule as conditions allow.
- Interfacing with the judge to resolve competition rule issues.

What do I need to know?

- A positive volunteer experience can help 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 adverse working conditions.

What resources are needed?

- A list of all of the volunteers, their assigned roles and contact information.
- Good walking shoes.
- Drinks and snacks for volunteers including coffee when it is cold (as provided by show management).
- A cooler and ice for keeping drinks cold (as provided by show management).

GATE KEEPER

What does the job entail?

- Queuing riders preparing to enter the arena according to the times listed in the schedule.
- Reporting any "no shows" or scratched entries to the scribe and show office.
- Opening and closing the entrance to the dressage arena.

What do I need to know?

- This job entails a lot of walking and standing.
- Riders can be so busy warming their horse up that they lose track of their ride time so you may have to do a bit of "chasing" riders down who are on deck.
- The gate can remain open as long as you are standing within easy reach of it. If you leave the gate area, close the gate to secure the arena.

What resources are needed?

- A clipboard with schedule sorted by ride times with scheduled breaks noted.
- Wear a watch or bring a time source (like a cell phone).
- Bring a chair if you want to sit between rides.
- A hat to keep the sun or rain off your face.
- A poncho or rain coat.
- Don't forget sunscreen!

SOUND SYSTEM OPERATOR

What does the job entail?

- Setting up/taking down sound equipment.
- Providing sound checks for musical freestyle riders.
- Playing music for musical freestyle riders.
- Placing speakers 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?

- Lots of little things can go wrong with the sound equipment so make sure you have some experience working with it or have quick access to the person who does.

What resources are needed?

- Class schedule.
- An announcer's booth or area where you have a good visual on the competition arena.
- Sound system equipment.
- Music provided by the competitors.

BARN/STALL MANAGER

What does the job entail?

- Inspecting occupied stalls after the occupant has departed the facility to verify the “clean” status of stall.
- Cleaning stalls left “dirty”.
- Removing the waste cleaned from the stalls from the facility.
- Reporting to the show secretary the results of the stall inspection.

What do I need to know?

- Stalls must be stripped of ANYTHING the horse left behind: manure, urine, shavings, hay, etc. Clean shavings can remain.
- The debris removed from the stalls must be removed from the facility.

What resources are needed?

- Big trash bags, manure bucket and pitch fork.
- Vehicle to transport debris from the facility.

ARENA SETUP AND TEARDOWN

What does the job entail?

- Setting up the dressage arena prior to competition.
- Tearing down arena 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.
- A standard arena measures 20x60 meters. But a small arena measuring 20x40 meters may be used for lower level tests.
- The arena is packed in canvas bags for transport/storage. Styrofoam balls separate the stacked letter cones for storage so be sure to use the balls when packing the letters for at teardown.

What resources are needed?

- Measuring tape that has meters and is at least 100 meters long.
- Setup stakes, 100 meter wire reel and hammer.
- Arena parts (rails, cones, and letters).
- Judges canopy, platform, chairs (2) and tables (2).
- Instruction book for arena setup.
- Show schedule to prepare for correct arena size at show start.