



How to be a Dressage Ring Steward at LYDF

The primary responsibility of the Ring Steward is to make sure that the competitors go in on time and in the correct order.

At the start of the day the Ring Steward should have “Order of Go” sheets. You will receive this list along with supplies at the Volunteer Booth upon check in. Whenever you leave your post, please be sure to return all supplies to the Volunteer Booth.

The Order of Go sheets will have the competitor’s name, horse’s name, bridle number and time of go. If any scratches are known at this time, then they will be noted on the Order of Go sheets as well.

The ring steward should track which riders are on-deck or are in the warm-up ring. At LYDF, we require the competitors to be at the arena, know who the rider is in front of them, their ride time, their ring number and the dressage test they will be riding. All this information is available on the day sheets in front of the secretary’s office, if a rider requests that information. It is very helpful to tell the next person who is next to go, that he or she is on deck.

The process should be as follows:

1. At the start of the day, confirm your Ring Sign is correct, Ring #, and if the judge will be using a bell or whistle, etc. Please introduce yourself to the judge and check they have the bell or whistle in their bin.
2. Instruct the rider it is their turn to go.
3. If a Walkie-Talkie is available, radio to the announcer the competitor # and name. For example, Ring # 3, #101, Akin entering ring.
4. Note on your list a competitor’s completion of test by placing a line through the # and name.
5. If competitor scratches or is a no show, note it appropriately.
6. Instruct the next rider, after the final salute of the rider in the ring, that they are ok to go. [Return to Step #1.]



Dressage Ring Steward Notes at LYDF

Specific to Lendon's show at HITS

- ✚ **It is helpful if you read the YDF prize list, rules** concerning the competitors' responsibilities etc. to familiarize yourself with the specifics of the show [for example, jackets are not mandatory].
 - ✚ During the day the ring steward will be asked several questions from riders, spectators and many others;
 - What time is my ride?
 - How much more time do I have ?
 - Who is the rider before me ?
 - Where can I stand to call, read test ? [No readers are allowed at LYDF]
- The Ring Steward's job is to get the horses in the ring, in order, on time for the judge. You are not there to answer everyone's questions [**although we do not want anyone to be rude, we cannot have you getting overwhelmed and not being able to do your job**]. Kindly suggest they check their program or check the day sheets by the secretary's office.
- ✚ Day sheets are posted outside the secretary's office, generally on a score board if anyone is looking for information.
 - ✚ Generally a ring steward is assigned to each ring. However, you may be asked to ring steward multiple rings, if they are in close proximity. **Rings 1, 2, 3 are generally in the "grand prix" arena** [the ring under and past the bridge]. **Rings 4 and 5 are located generally next to the food pavilion.** If only one ring is set up, the final warm-up area is to the left of the competition ring, if two rings are set-up, the warm-up is conducted in the main warm-up arena near the tree [only tree around]
 - ✚ **The number of horses in the final on-deck warm-up area for rings 1, 2, 3 should be limited to 2-3 for safety.** Initial warm-up should be elsewhere on the show grounds, the final warm-up areas are for the next few riders only.
 - ✚ At times it will be hard to encourage and limit the horses and riders from entering the warm-up on deck area to about 2 horses ahead of them, again stress safety. This equals about 10-15 mins. before their ride time. This should ensure that you will have only 6 horses in the on deck warm-up at one time. Suggest early arrivals warm-up in the main warm up ring, across from secretary's office, near the big tree.
 - ✚ Spectators should stay against the stone walls or up on the hill surrounding the grand-prix ring.
 - ✚ If area under the bridge becomes congested, politely ask spectators to relocate from that area, in order to allow horses access to the rings. Also politely suggest that golf carts not be parked by the entrance.
 - ✚ Be careful of the bees living in the stone walls, bee spray is available at the volunteer booth or in the judges boxes
 - ✚ If you have questions, please ask or send a note with the test runners!



Dressage Test Scribes

Information Taken from USDF website

Judge and Scribe: A Team

- Judges depend upon the scribe to quickly, accurately, legibly, and quietly record the scores and comments made about each ride. Judges are grateful for the volunteer help and are usually willing to answer any questions a scribe might have with respect to the job of scribing. Scribing takes concentration to accurately record the scores and comments. It is not possible for a scribe to watch the test in its entirety while recording the scores and comments.

Conversations between Judge and Scribe

- It is the judge's responsibility to judge the test. It is not appropriate for the scribe to comment on the judge's decision, nor to question that decision. It is what the judge sees that matters, so if a judge does not see a mistake, don't comment. In addition, any comments (written or verbal) made by the judge while in the judge's box are strictly between the judge and the rider. Never carry these conversations outside the judge's box.
- Never volunteer information about competitors or their horses, even if asked by the judge.

The Scoring Process

- The scribe must quickly and legibly record only the comments the judge makes, without adding or deleting anything. All judges have their own style for giving comments and scores on a ride. Some judges give so many comments that the scribe may have difficulty keeping up. In this case, the scribe should be sure to record the score as soon as it is given, and then continue with the comments.
- In the event that a judge fails to give a score for a movement, the scribe should be cognizant of the fact and skip to the next movement. At the first opportunity the scribe should call the omission to the judge's attention.

The Scores

The judge's scores will range from 0 to 10, with a 10 being the maximum (best) score that can be awarded for any one Movement. To more heavily emphasize a movement, some are "weighted" with a coefficient of two (2). The scribe need not worry about coefficients. All multiplication will be handled later by the scorers. Scores are written in the first column of boxes on the test sheet. The second column is for coefficients, which are pre-printed on the test, and the third column is for the total points earned on each movement. Totals are left for the scorer to fill out; the scribe is only responsible for one column: POINTS.

- Collective marks at the end of each test and a few more general comments may be dictated to the scribe or written by the judge.

Errors

An error occurs when a rider goes off course (rides the wrong pattern) or in some way does not perform the movement as prescribed. An error is marked in addition to the regular score. The points given for the movement where the error occurred are put into the "points" box, as usual. The word ERROR is put under "remarks" (room permitting) or under "directives."

The scribe should circle the word ERROR to draw attention to it. For the first error, two points are deducted; for the second, four points; for the third, the competitor is eliminated (although the judge may allow the rider to continue). The total deduction will be entered by the scorer at the bottom of the page.

Before the Show

Familiarize yourself with basic dressage terms and how to spell them. Study the commonly used abbreviations listed. When asked to scribe, the individual should inquire with show management about which tests they will be assigned to scribe and study each of the tests before the show. Never accept a position to scribe for a judge that you will compete before later in the competition.



Dressage Test Scribes

Suggested Abbreviations

A	dressage letter "A"	LH	left hind
@	at	not	not square
ang	angle	outs	outside
∟	angle	pir	pirouette
attn	attention	poll ↓	poll low
bal	balance	poll ↑	poll high
b/f, b/4	before	pos	position
b/h ,beh	behind	reg	regular
bend	bending	res	resistance
btr	better	resist	resistance
↑ bit	above bit	R	right
betw	between	rhy	rhythm
C	dressage letter "C"	RH	right hind
cad	cadence	rush	rush, rushed
cant	canter	satis	satisfactory
cntr, c-line	centerline	serp	serpentine
CL	centerline	sh/in, sh-in	shoulder in
O	circle	sl, slt	slightly
coll	collected	sm	small
coll	collection	str	straight
connect	connection	□	square
crkd	crooked	stead	steady
Dpt	depart	stead	steadier
diag	diagonal	TO	tongue out
disob	disobedience	thru	through
eng	engage	trans	transition
eng	engagement	tr	trot
NRG	energy	tu ha	turn on haunches
Ext	extended	t/o hau	turn on haunches
ext	extension	tu for	turn on forehand
flex	flexed	t/o fore	turn on forehand
flex	flexion	unstd hd	unsteady head
f/hand	forehand	vert	vertical
4hd	forehand	v	very
forw	forward	wv	weaving
FW	forward	w/	with
gd	good	wr	wrong
1/2 pass	half pass	tran ↑	up transition
hau	haunches	tran ↓	down transition
h-in	haunches in	X	dressage letter "X"
hd tilt	head tilt		
h/leg	hindlegs		
immob	immobile		
impul	impulsion		
inattn	inattention		
inconsist	inconsistent		
ins	inside		
irreg	irregular		
lks	lacks		
lack imp	lacks impulsion		
lat	lateral		
L	left		
l	left		
<	less		
>	more		
ltr	letter		
LF	left front		
lg	large		



Equitation Ring Masters

The primary responsibility of the Equitation Ring Master is to be the “voice” for the judge. When the judge wishes to have the competitors change gaits, directions, movements or perform individual tests, she/he will instruct you and you will loudly announce [megaphones are provided] to the competitors, for example, “Walk, please all Walk”. If there is more than one judge, they will decide, or ask them to decide, who is going to provide the rider commands and you will then stay closer to him/her.

- ✚ You may want to ask the judge how they would like things done at the beginning of your shift, so they will not need to take the class time to explain what they mean or expect during the class. [It is helpful to watch a class or two prior to your shift, if possible.]
- ✚ In addition to being the voice of the judge, you should at the beginning of each equitation group verify with the scribe the number in the class and that all entries are present. Competitors may not enter after class has begun. The ring steward, if one is available, may inform you if a rider is missing. You should pass this information onto the scribe so they know when the class is complete and ready to go. It is not your responsibility to you look for the competitor, and doing so will cause delays.
- ✚ When announcing with the megaphone or your loud voice, it is suggested you turn around as you repeat the command so all competitors behind you can hear. **BE LOUD, BE CLEAR, BE CONCISE.**
- ✚ If you see a dangerous situation, i.e, a horse totally out of control, fallen competitor, you may need to bring the class to a walk for safety, especially if the judge’s attention is elsewhere.

The process :

1. Do whatever the judge(s) want you to do! Start the class on time! It is unfair to other competitors to hold a class for a late arrival.
2. Confirm with ring steward, if available, that all competitors are present for the class. If no ring steward is present, verify with the class list of the scribe.
3. Remind all those outside the ring watching that any coaching while horses and competitors are in the area results in elimination of their horse and rider.
4. Call Commands based on what the judges request for movements.
5. Call riders and horses to the center while judges confer on scores.
6. Excuse the riders.
7. Enjoy the day.



Equitation Ring Masters

- ✚ It is helpful to be familiar with the equitation and dressage terms.
 - **Change of rein across the diagonal**, the designated lead rider should turn after the short end of the ring and continue on a diagonal track to the opposite corner and change directions. Designate the Bridle number to begin. For example you would announce beginning with #101, change rein across the diagonal.
 - **Rising Trot**, when the rider rises up from the saddle and then sits down. This is also known as posting to the trot. If the judge instructs you to announce trot, verify if they wish the rising or sitting trot of the class.
 - **Sitting Trot**, the rider's seat stays in the saddle
 - **Short end of the ring**, the narrower sides of the arena, rectangle
 - **Long Sides**, the long sides of the rectangle
 - **Rein-back** is asking the horse to halt then step backwards. Ask the judges if they wish a stated number of steps to be taken.
 - **Lengthen or Extended trot**, a longer stride in the trot.
 - **Individual Pattern**, a judge may ask each competitor to complete a pattern, while the others watch, then complete the same pattern.



Equitation Ring Stewards

The primary responsibility of the Equitation Ring Steward is to verify the equitation class is on-deck and immediately ready to enter the equitation ring when the equitation ring master or judge calls for the next class.

- ✚ At the start of the show, the equitation ring steward will be given a **clipboard, pen, ruler, walkie talkie, day sheets with the class listing, times and competitors in your ring.** *[Note each competitor only rides one equitation class, if they have entered in more than one division, they will ride in the highest level class. If they are not sure, they need to verify at the show office. For example, if entered training level and first level, the competitor will ride in their first level equitation class only. This information can be verified on the day sheets by the secretary's office.]*
- ✚ Riders should not enter the on-deck warm-up area until the class before theirs has entered the competition ring. This is approximately 20 minutes prior to the start of their class. Prior to this time, warm-up is available in the main warm-up ring generally located between two equitation rings.
- ✚ As competitors enter your on-deck warm-up area, check their bridle numbers off with a check mark next to their competitor number on your day sheet. When the Equitation Ring Master or Judge calls the class into the competition ring, cross the division off on your sheet. Inform the Equitation Ring Master or Equitation Scribe if you are missing a competitor, have a no-show, or have any new scratches.
- ✚ If you are missing a competitor, if possible prior to the start of the class, notify the main warm-up ring steward to see if they have the rider. If the missing rider is not located, notify the ring master when the previous division is done. If you have time and are feeling generous, on your walkie talkie if you have one, you may check the main warm-up area to see if the missing rider is there, but it is **not your responsibility to “round up the riders”**. It is the riders' responsibility to know their rider times, ring etc.
- ✚ The equitation rings, are #E1, #E2, #E3 on the showgrounds map.
- ✚ Please return all supplies, during breaks, lunch, and the end of the day.



Equitation Test Scribes

The primary responsibility of the Equitation Scribe is to record the judge's comments and scores on the equitation score sheet. Unlike dressage ring scribes, however, you will be given general comments about each competitor and no specific tests.

- ✚ At the start of the day, you will be given a judge/scribe bin for your ring, equitation sheets on a clipboard, ruler, pens, class sheets. You must have a copy of the day sheet for your ring to know which class is next, its level and which competitors you are expecting.
- ✚ You will be given blank judge sheets, which should have a pre-printed label. If not, enter the class name and class # on the top left hand corner in the space provided on a blank sheet provided at the back of the stack
- ✚ You will be assigned a ring and a judge to work with. If a judge goes on break, verify you are not required to assist the new judge entering the ring.
- ✚ Each judge may work a bit differently, it is helpful if you ask your judge if they have a preference for the recording of movements.
- ✚ You may wish to enter the bridle numbers on your score sheet prior to that class entering the ring and then place a check mark next to the number as they enter. Be sure to draw a line through any scratches. In any case, verify that you have all the riders on your day sheet.
- ✚ Enter comments from judges and the final score from judge in the appropriate box for that rider.



Scorer

The Scorer is responsible for tallying up scores for each dressage test, checking them twice, and then posting the placing for the class.

A Scorer must know the basics of how to tally a dressage or Combined Training test (it is very easy to learn); and good electronic calculator skills are a plus. Scorers are usually inside, away from the action, but their job is very important and accuracy is a must !

At Lendon's Youth Dressage Festival scoring is completed on calculators and computers [Fox Village Program] inside the secretary's office. For this assignment a one-half day block is required .



Warm-up Ring Stewards

The primary responsibility of the Warm-Up Ring Steward is to keep track of all competitors when they enter and exit your arena. Your other main purpose is to be able to answer questions as needed. Check your supply bin for an extra program and map. That way competitors, parents, trainers, spectators and grooms can locate the information, or you can direct them to the day sheets in front of the secretary's office.

You have the most difficult ring to track as riders do not have to warm-up in the main warm-up area, although most do. If there are open, unused ring areas, you may find competitors migrating there to warm-up. Nevertheless, your task is to try to know what horses are in your area in case a competition ring steward is looking for one.

- ✚ At the start of the day you will be given a clipboard, pen, ruler, clock, program, map and day sheets. If one is available, you will be provided a walkie-talkie.
- ✚ You will be given several sheets of the Order of Go, one or more for each ring, [The Dressage Sheets and Equitation Rings]
- ✚ If possible, on the appropriate sheet, place a check mark next to the riders' numbers as they enter the warm-up area.
- ✚ When the competitor leaves the ring, draw a line through their number and name.
- ✚ If the competitor is going to compete in the Equitation Class, instruct them to go to the on-deck area 20 minutes prior to their class, to continue their warm-up there. Riders should warm-up in the main warm-up area until they are on deck [the next group to go], at which point they should proceed to the equitation ring's on-deck area. Again this is approx 20 minutes prior to their stated ride time.
- ✚ Dressage test competitors should remain in the main warm-up area until approx 10-15 minutes before their ride time [2-3 rides], then proceed to their dressage ring's warm-up area. For Rings 1, 2, 3, they will go under the bridge where they will find a small warm-up area. For Rings 4 and 5, (adjacent to the Food Court) there is no on-deck area, so they should wait until one rider before them before heading over.
- ✚ Do not drive yourself nuts chasing horses and numbers; it is the competitors' responsibility to be in the appropriate ring at the correct time.
- ✚ It is helpful to read the YDF prize list rules in order to be familiar with the specifics of the show. At LYDF one rule is that jackets are not mandatory. Another is that it is the riders' (not the stewards') responsibility to ensure that the rider enters the ring on time.
- ✚ Score boards are generally located outside the secretary's office, sometimes under a tent. The scoreboards have the day sheets and the final scores posted.
- ✚ Ribbons and class tests can be picked up at the awards table.