

Arena Eventing Crew

Your role is to...

- Put the poles back up on the jumps when a horse knocks them down
- Assist the Course Designer as requested

Success looks like...

- Jumps being rebuilt and rails replaced in a timely manner
- Not interfering with the horse and rider in any way i.e. stand still and quietly, only replace poles when it won't distract the horse

Where to go...

- Go to the arena at least 30 minutes before the class start time, or at the time the Course Designer requests you to be there

What you'll need...

- Appropriate footwear (closed toe) and perhaps gloves
- Warm clothes, waterproof jacket, gloves, sunscreen – depending on the weather

Who can answer your questions...

- The Course Designer

Instructions...

1. Ask the Course Designer where they would like you to stand in the arena
2. Ask the Course Designer to show you the correct way to use the 'breakaway cups' – the ones on the back of the 'spread' fences
3. Familiarise yourself with the order of the jumps the horses will go: 1, 2, 3 etc (so you can move to the jumps that need rebuilding without distracting the horse or walking in front of the horse)
4. Remember your safety comes first – stand next to the end of a jump if you get 'caught out' in the arena (find yourself close to where the horse is going)

Thanks for helping make this an awesome event

Arena Eventing Writer

Your role is to...

- Write down the rider's score as the Judge states them

Success looks like...

- All results being recorded and added up accurately
- Clear writing that is easily read

Where to go...

- Go to the 'Judges box' (located in the arena) at least 30 mins prior to the start of the class

What you'll need...

- Warm clothes as the Judges Box can be cold at times
- Cushion (if you would like one for better comfort), water bottle - pens will be provided

Who can answer your questions...

- The Judge will be able to do this
- Remember there is never a 'dumb' question

Instructions...

Set up:

1. Check you have the score sheet for the current class (will have riders names and numbers in first column)
2. The Judge may give you instructions of how to write up the results, if not:
 - Ask/locate a copy of the course plan.
 - In the top row of the sheet write 'F' for start flags, then 1, 2, 3 across each column... for each jump on the course plan, and 'F' for finish flags.
Remember to add the 'As & Bs' for the combination jumps alongside the corresponding number, e.g. 5a, 5b

Scoring:

1. When the judge says:
 - "Through the Flags" - put a tick in the box for F
 - "[jump number] clear" - put a tick in the corresponding box
 - "[jump number] 4 " (if the jump is knocked down as it is jumped) - put 4 in the corresponding box
 - If the judge says little 4 (1st stop) or little 8 (2nd stop), write this in the top corner of the corresponding box to the jump number. Add these up and put in the box, once the rider has cleared the jump.
 - "Elimination"- write 'E'.
 - If a rider falls off, write down the time of the fall on the score sheet
2. Write down the **time** for the round in corresponding column (the Judge will read this out loud)
3. Write down the **time faults** in corresponding column, if any (the Judge will calculate these)
4. Add up all the scores (faults) and the time faults and write the total in the **Total Faults** column (recheck calculation)

Thanks for helping make this an awesome event

Arena Eventing Gate Marshall

Your role is to...

- Instruct riders when to enter the arena for their turn

Success looks like...

- There is a steady flow of riders into the arena so that the class runs without gaps between riders
- Riders go in order as listed on the running sheet
- Riders know which direction to ride so they don't interfere with the rider in front of them
- Only two riders are in the arena at any time

Where to go...

- Stand at the entrance gate of the arena

What you'll need...

- Running sheet (list of riders in the order they will ride)
- Pen /pencil to tick off riders as they go

Who can answer your questions...

- Event Convenor
- Event Technical Delegate

Instructions...

1. Check the running sheet to see who the next rider is
2. Call out in a loud voice "[rider number] next to go, come to the gate please"
3. Check the running sheet to see who is second to go
4. Call out in a loud voice "[rider number] you are second to go"
5. When the rider comes to the gate, ask them to wait
6. Tell them you will send them into the arena when the rider in the ring has five jumps left to go, and in which direction they're to ride (ask the Course Designer or Judge if you are unsure)
7. Tell them when the bell rings that is when they can start their round
8. When the rider in the ring has five jumps left to go, say to the waiting rider "you can go in now, ride [indicate the direction to go]" and wish them well

Thanks for helping make this an awesome event

Arena Eventing Pack Up Crew

Your role is to...

- To help pack up all the jumps and flags used in the arena at the end of the class

Success looks like...

- A tidy pack up, and nothing left behind
- Same coloured poles are grouped together on the correct trailer for ease of use for the next person who sets up a course
- Pack up is completed efficiently and in a timely way

Where to go...

- To the arena that you have been allocated to pack up, once the last class has finished

What you'll need...

- Appropriate footwear (closed toe), and perhaps gloves

Who can answer your questions...

- The person in charge of the ring pack up

Instructions

1. Follow all instructions given by the person overseeing the pack up
2. Place all poles on the trailer – taking care as you go, group same colours together as this helps the next person using this gear to set up an arena
3. Place fillers and start/finish flags on a trailer as directed
4. Take all cups off the jump stands and place in the containers required
5. Carefully load jump stands on the trailer as directed



Thanks for helping make this an awesome event