



Dressage at Devon  
23 Dorset Rd, Devon, PA  
Volunteer@DressageatDevon.org

## Volunteer Job Description

### Ring Steward- Dixon Oval or Wheeler Ring

**Overview:** As part of the competition crew, the Ring Steward and an assistant work together to ensure the safe and orderly progression of competitors into and out of the arena and in coordination with the Ring Master, Announcer and the TD as needed. Things can get hectic and stressed and the Ring Stewards work together to ensure safety and set a tone of calm professionalism. Not a beginner job.

#### What will I do?

- Ensure competition runs safely, on-time and in order of go using day sheets and white board.
- Control entry and direct traffic into and out of the arena in coordination with the Ring Master.
- Visually check-in, maintain a list and communicate order of go with competitors in warm-up area.
- Track any changes to order-of-go.
- Maintain order in the warm-up area and on the way into competition ring (No pedestrians where indicated, grooms and trainers out of the way).
- Communicate by radio with announcer and other volunteers/staff as needed.
- For some classes, may perform equipment and/or bit checks for compliance with USEF rules under the supervision of the TD.
- Check wristbands of breed show competitors so only those authorized enter the competition ring.

#### Requirements:

- Previous experience working as a Ring Steward or Assistant Ring Steward strongly preferred.
- Maintain focus on safety and flow of competition Order of Go.
- Ability to stand/walk for 6+ hours
- Min age: 18
- Reliable - in place 10 min prior to start of classes and remain until end of assigned shift/replaced.
- Ability to work calmly and effectively around horses/handlers/riders/spectators in a stressful environment. Calm, cool, confident demeanor and able to have a MEAN BUSINESS attitude as necessary.
- Ability to communicate clearly to Riders/Handlers, Asst Ring Steward, TD, and Ring Master directly and by radio.
- Ability to work outdoors in a wide variety of weather conditions.

**Training:**

- Become familiar with USEF rules IN ADVANCE.
- Guidelines for Breed Show Competitors/STEWARDS hand out
- Bit/Equipment Check Hand out for Performance Division
- On the job training provided prior to start of first shift. If new to this role, plan to shadow a Ring Steward Volunteer for at least an hour in advance for the ring assigned. Each ring has slightly different procedures for communicating to Ring Master.

**Standard Issue:** Make sure everything is prepped and ready before shift.

- Radio
- Day sheets
- Clip board
- Pens
- Rain poncho
- Guidelines for Breed Show Competitors/STEWARDS hand out
- Bit/Equipment Check hand out and supplies (gloves, baggies, tissues)
- Chair at assigned area
- White board/markers at assigned area

**Department:** Competition Support

**Location:** Report to Volunteer Room under East 3 Grandstand prior to each shift.

**Time Commitment:** 5-8-hour shift, dependent on length of classes and timing of competition breaks/delays. Requires at least half day commitment.