Volunteer Training 2023

Volunteer Roles

Fence Judge

Control and Commentating

XC Start/ Finish

Dressage Stewarding

Dressage Writing

Show Jumping Stewarding

Cross Country Stewarding

Show Jumping Arena Party

Scoring Team

Crossing Point Steward

Event Secretary

Car/ Lorry Parking Steward

Lunch/ refreshments delivery

This list is not exhaustive

Control and Commentating

The Control Box team consists of:

Controller

Commentator

Plotter or Fence Net Controller

Provisional Scorer(s)

The XC Controller is responsible for the safe running of the XC phase at BE Events:

Ensuring effective communications

Controlling the dispatch of competitors on the cross country

Taking action in the Event of any incident through deployment of the medical, veterinary and fence repair personnel

Keeping the Event Officials advised of incidents reported by Fence Judges or observed by control including falls, damage to fences or ground, or dangerous or inappropriate riding

Control and Commentating

Qualities and characteristics of a good controller:

Knowledge of the Sport, procedures and BE Rules

Ability to think clearly and react quickly, calmly and decisively when under pressure

The ability to plan

The ability to interact with the control team, BE Officials and volunteers at all levels

Professionalism

The pathway to becoming a Controller through experience and completion of a Log Book begins with becoming a Trainee Controller, then Controller, Lead Controller and finally becoming a Controller Mentor.

Please contact sport@britisheventing.com for further information on becoming a Controller.

XC Start & Finish Team

The Official Starter counts down competitors through the start box.

A team of 3 or 4 people record the start and finish times of competitors and work out the time penalties from the crib sheet for each competitor. They inform Control of the next competitor due to start and communicate the times and penalties of each finished competitor to Control. They are also responsible for stopping horses from starting when Control give a red light.

Stewarding

For all three phases the collecting ring steward is vital to keep the competition flowing calling the next competitor into the arena.

The Dressage steward will keep the running order to the scheduled times, although there are times when flexibility is required which will need to be communicated to the dressage judge.

The ***Show Jumping*** and ***Cross Country stewards*** are required to be more flexible but ensure that there is a competitor in the arena or start box at all times.

Dressage Writing

Each dressage judge will require a writer to scribe for them, sitting in the judge's car recording the mark and judge's comments for each movement on the dressage sheet for each competitor.

Some knowledge and experience of dressage terminology is required.

Dressage writers tend to be people who really enjoy dressage, and you will learn a lot from this insight into a judge's viewpoint.

Volunteer Roles

Event Secretary

On event the Secretary will liaise with competitors as they pick up their numbers and pay their start fees and dealing with queries.

The secretary usually has a few people helping in the secretary's tent as it can become very busy.

The role of Secretary is a very important one and often the same person carries out the role for a number of years so these positions are not vacant very often.

Scoring Team

The team of scorers, which can be up to four or five people, collate all of the scores, who then provide the information to the Chief Scorer who puts it into the computer for the final results.

A scoreboard writer then puts the results on the score board for everyone to see.
All results still need final validation from British Eventing Head Office before they are final.

Volunteer Roles

Show Jumping Arena Party

Car/ Lorry parking Steward

Lunch and refreshments delivery

Score Collector

Volunteer Code of Conduct

We would ask that as a Volunteer you:

- Support the aims and objectives of the Event and British Eventing
- Behave in a civilised and courteous way towards each other, officials, competitors, owners and spectators
- Treat everyone equally with respect and dignity
- Air any problems/ issues immediately to the appropriate person
- Familiarise and uphold the policies and procedures of the Event and British Eventing especially with regards to Safeguarding and Health and Safety
- Set and example you would wish others to follow
- Uphold the name of British Eventing and its affiliated Events at all times
- Maintain confidentiality about sensitive information
- Enjoy yourself

Safeguarding

British Eventing's Safeguarding policy can be found on our website. Key points:

- Pass on any concerns relating to the welfare of young people or vulnerable adults to the Event's nominated Welfare Officer
- Be publicly open when working with children/ young persons and adults at risk
- Do not allow or engage in any form of inappropriate touching
- Do not make sexually suggestive remarks to a child/young person or an adult at risk – even in fun
- Do not allow inappropriate language to go unchallenged
- Do not allow allegations made by a child/young person or adult at risk to go unchallenged, unrecorded or not acted upon
- Avoid doing things of a personal nature for a child/ young person or adult at risk if they can do it for themselves, unless you have been requested to do so by the parents (do so with the utmost discretion)
- Do not cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual
- Do not form a relationship with a child or young person that is an abuse of trust

Social Media Guidelines

BE understands that you may want to share your experience of Volunteering at an Event with your friends and followers on social media.

We are happy for you to share the following:

- Help promote the Event, trade stands and attractions
- Encourage others to come and enjoy the Event
- Link to the Event's key sponsors
- Share positive results and achievements

But please be mindful of the following:

- Please do not make controversial comments about riders, other Volunteers, the Event or BE
- In case of a serious incident, BE is the "Official source" and only BE should comment on the incident, thereafter the Organisers will share the information
- If you see an accident please communicate with the Officials using the radio as per the incident plan. Do not comment on social media until you have seen something on the official website

Fence Judging

Fence Judging Equipment

Events will provide you with a pack containing all you need to judge your fence. This will normally be distributed at a briefing before the start of XC. Please check with your event the timings and format of your Fence Judge Briefing

- Score sheets
- Fall report forms
- Radio & Red flag
- BE timing clock
- Whistle (unless you prefer to use your own)
- Instructions for Fence Judges booklet

Fence Location & Timetable

- Your Fence will be allocated to you at the briefing
- Check the class timetable for the day and you arrive at the correct fence
- Check all possible routes
- Choose best position to judge from
- Make and memorise your timing landmark (explained later)
- Any questions? Ask whoever comes to check you are in position

Responsibilities

You are responsible for judging and marking competitors at your fence and for the safety of competitors at or near your fence, on the cross country course.

CLEAR COURSE

You are responsible for ensuring, by voice or by whistle, that all approach and exit routes to and from your fence are kept clear for competitors

MAINTAINING GROUND

Tread in any ground on either take off or landing side of your fence if it gets cut up. Advise Control if raking or other measures are required by the Fence Repair Team

FRANGIBLE FENCES

These are judged as any other fence but the top rail is designed to drop when impacted under a certain load. It is very important to check the mechanism of the pin/ clips for these type of fences so that the Fence Repair Team can replace them if any bend or deform

Judging

- Did the rider present to the fence or not? Refusals, run-outs, and circles are only penalised when connected with jumping or attempting to jump the fence
- Be consistent and fair to all competitors
- Always refer to the rules
- If in doubt ask for clarification
- Note down anything unusual

Diagrams of Refusals, Run-Outs & Circles can be found in Annex 4 of the Members Handbook and in the Fence Judge Instruction Booklet

Judging - Refusals

Obstacles in Excess of 30cm

- If a horse stops, i.e. is no longer moving forward, in front of such an obstacle or element to be jumped, that is a refusal
- The rider should turn his horse away and re-present at the obstacle. If the horse stops again, that is a second refusal and so on
- Jumping, or trying to jump, an obstacle of this kind from a standstill is likely to constitute dangerous riding

Obstacles of 30cm or less

At all other obstacles (i.e. 30 centimetres or less in height) a refusal to jump the obstacle will be penalised only if the refusal becomes prolonged or the horse steps backwards.

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Judging – Run Outs

A horse is considered to have run out if, having been presented at an element or obstacle, it avoids it in such a way that the **body of the horse** (head, neck, shoulders and pelvis – legs are not included) **fails to pass between the extremities of the element or obstacle as originally flagged**. Continuing on course without re-presenting will incur elimination.

The horse will have successfully negotiated the fence if the body of the horse (as defined above) has jumped the fence as originally flagged (i.e. the body but not all the legs are inside the flag is considered clear)

NOTE: There is no penalty for knocking down a fence flag. Competitors may ask if they have to retake the fence and in such instances you must inform them whether it is necessary to do so.

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Judging – Circles

- At separately numbered obstacles a competitor may circle or cross his tracks between or around them without penalty provided he has not presented his horse at the second or subsequent obstacles

- At an obstacle comprising of several elements (A, B, C, etc.) a horse will be penalised once it has jumped the first element and before it has jumped the last element if:

  a) It passes around the back of any element of the lettered combination that it subsequently jumps
  b) It crosses its tracks between elements

- ***Note:*** The faults of Refusal, Run-Out and Circle are only penalised if you judge that they were connected with jumping or trying to jump your fence.

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Judging – Alternative Options

- Where an obstacle may be jumped in one effort but has options involving two or more efforts, each option will be lettered as an element. These are often referred to as ‘Black Flag Alternatives’.

- Black lines on the number of the fence indicate there is an alternative to this fence which will have the same black lines and same number and letter.

- Familiarise yourself with the details about Black Flag Alternatives on pages 8 and 9 of the Instructions for Fence Judges booklet.

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Judging – Falls

- A competitor is considered to have fallen when he is separated from his horse in such a way as to necessitate re-mounting or vaulting into the saddle

- A horse is deemed to have fallen when both its shoulder and its quarter have touched either the ground or the obstacle and the ground **at the same time**.

- A fall of competitor, horse or both will result in Elimination

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Fall Report Forms

All fields of this form must be completed and filled in correctly. If you have any questions or are unsure please ask the BE Officials at the Event

Section 1. Rider and Horse Information — Fall reference number (office use only)

Program number	Rider's name		Male	Female	Membership No. (office use only)	
	Horses name				Registration No. (office use only)	
Severity of rider's injuries	No injury	Slight (Sprains, slight cuts and bruises)		Serious (Hospital treatment required)		Fatal
Was Air Jacket worn?	Yes	No	Did Air Jacket activate?	Yes	No	Not Known

Section 2. Attendant Circumstances (What Happened)

Date of accident		Time of accident					
Name of Event							
Event Type	1 day event	2 day event	3 day event				
Class	BE 80	BE 90	BE100	BE105	Novice	Intermediate	Advanced
Accident location	Cross Country	Show Jumping	Dressage	Elsewhere			
Did the fall involve a fence?	Yes	No					
FENCE DETAILS	Number	Element (a, b, c etc.)	Route (If applicable)	Did Frangible Pin break? (yes, no, not frangible)			
Description of fence							
Fence associated with water?	No	Yes – Fence before water	Yes – Fence after water				
FALL TYPE	Horse and rider both fell	Rider unseated	No Fall				
Did horse fall on or tread on rider?	Yes	No					
Description of accident (what happened?)							
Did the horse slip?	Yes	No					
Ground Conditions	Deep	Heavy	Slippery	Good to Soft			
	Good	Good to Firm	Hard	Rough / Rutted			
Course defect	No	Yes	Specify				
Other object struck	No	Yes	Specify				
Bend	Yes	No					
Slope	Up	Down	Level Ground				
Weather	Fine	Raining	Snowing	Other (specify)			
Wind	Yes	No					
Poor visibility (fog, smoke, mist, etc)	Yes	No					

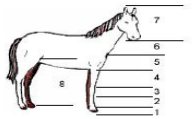
Fall Report Forms

All fields of this form must be completed and filled in correctly. If you have any questions or are unsure please ask the BE Officials at the Event

Section 3. Falls at fences (only complete if fall was at a fence)

Did horse refuse?	Yes	No	Did horse break the fence?	Yes	No
Did horse hit fence on the way up?	Yes	No	Did horse tip portable fence over?	Yes	No
Did horse hit fence on the way down?	Yes	No	Did horse somersault?	Yes	No
Did horse hit the fence hard?	Yes	No	Did the rider hit the fence?	Yes	No

Section 4. Details of Injuries Sustained by Horse

Severity of horses injuries	No injury	Slight	Serious	Fatal	Not known
Did vet attend?	Yes	No			
To be completed if accident involved a collision between a horse and a fence	Please indicate the initial point of impact between the horse and the fence				

Section 5. Contributory Factors (why something went wrong)

Situation misjudged by rider	Yes	No
Rider inexperience	Yes	No
Horse out of control	Yes	No
Rider distracted	Yes	No
Rider impaired by drink or drugs	Yes	No
Rider impaired by fatigue	Yes	No
Horse going too fast	Yes	No
Horse going too slow	Yes	No
Horse jumping into bright/sunlight or reflection	Yes	No
Horse jumping into shadow	Yes	No
Horse distracted	Yes	No
Horse fatigued	Yes	No
Horse impaired by health/injury	Yes	No
Other (specify)		

Fence Judge Name		E-Mail Address or Phone No.	

Explanatory notes:

It is important that this form is completed accurately and submitted promptly. Information about all falls and injury accidents will be collated, analysed and acted upon in order to improve the safety of our sport. A copy of this form must be completed in full following the occurrence of a fall. The form should be completed by a Fence Judge, BE Technical Adviser or other course official and should be submitted to the BE Technical Adviser on the day on which the fall occurs.

Trapped Horses

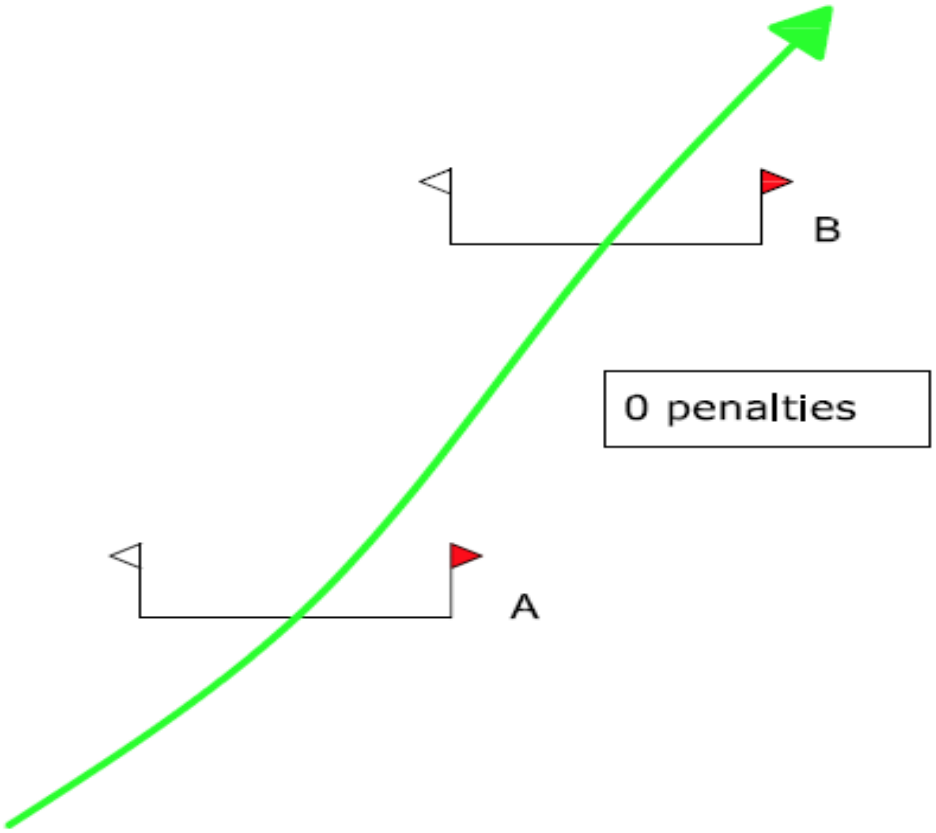
If a horse becomes trapped on your fence ask the rider to dismount and hold the horse

At this point they are eliminated

Call for fence repair and the vet to help safely extricate the horse from the fence

Penalty Quiz

1



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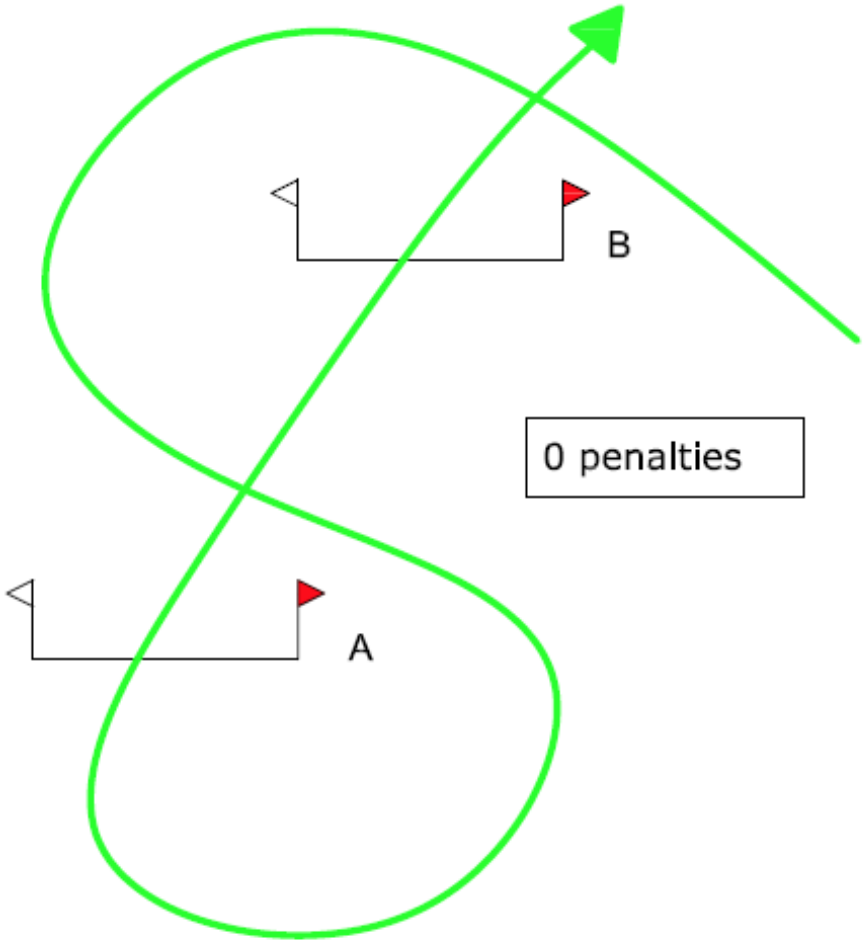

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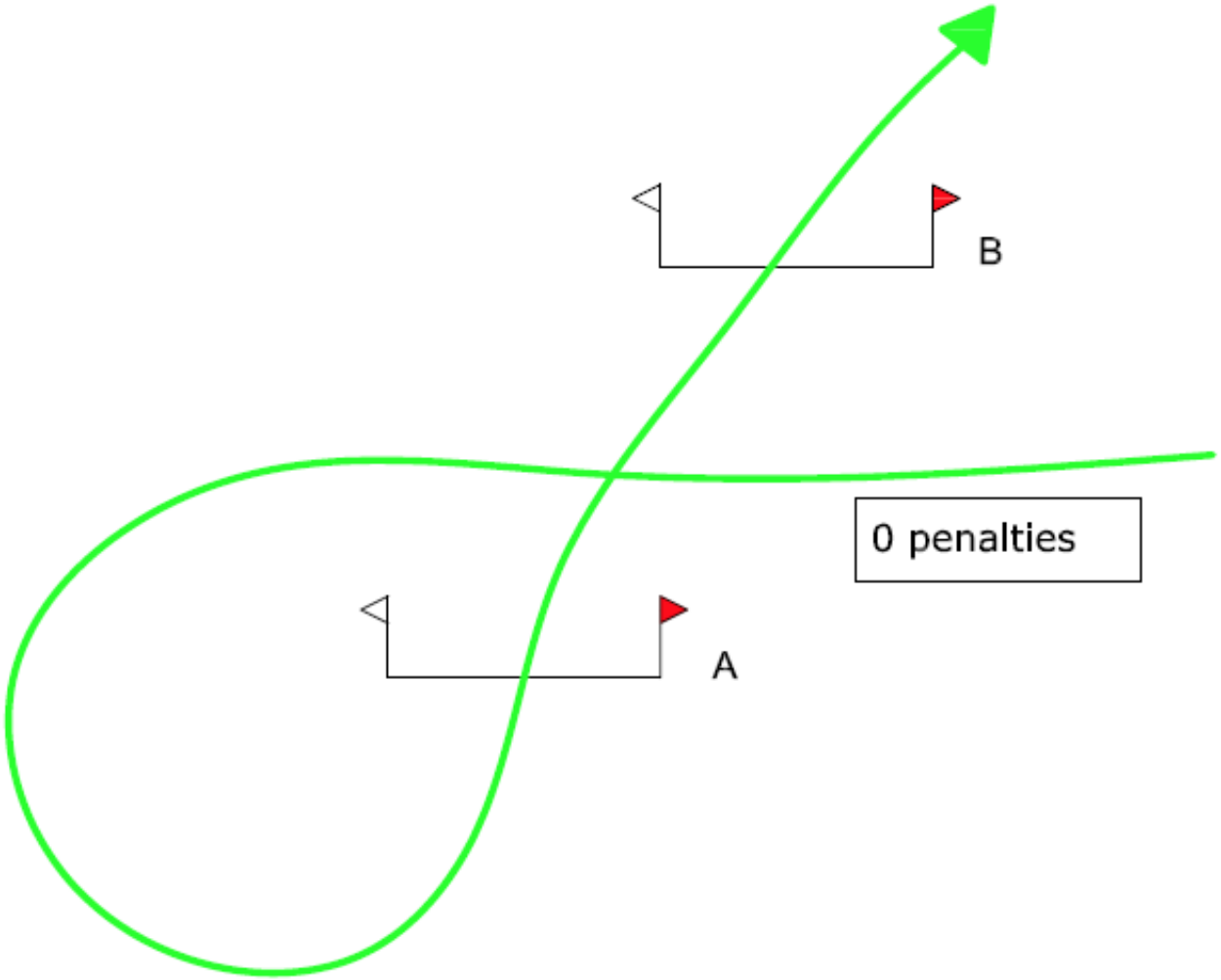

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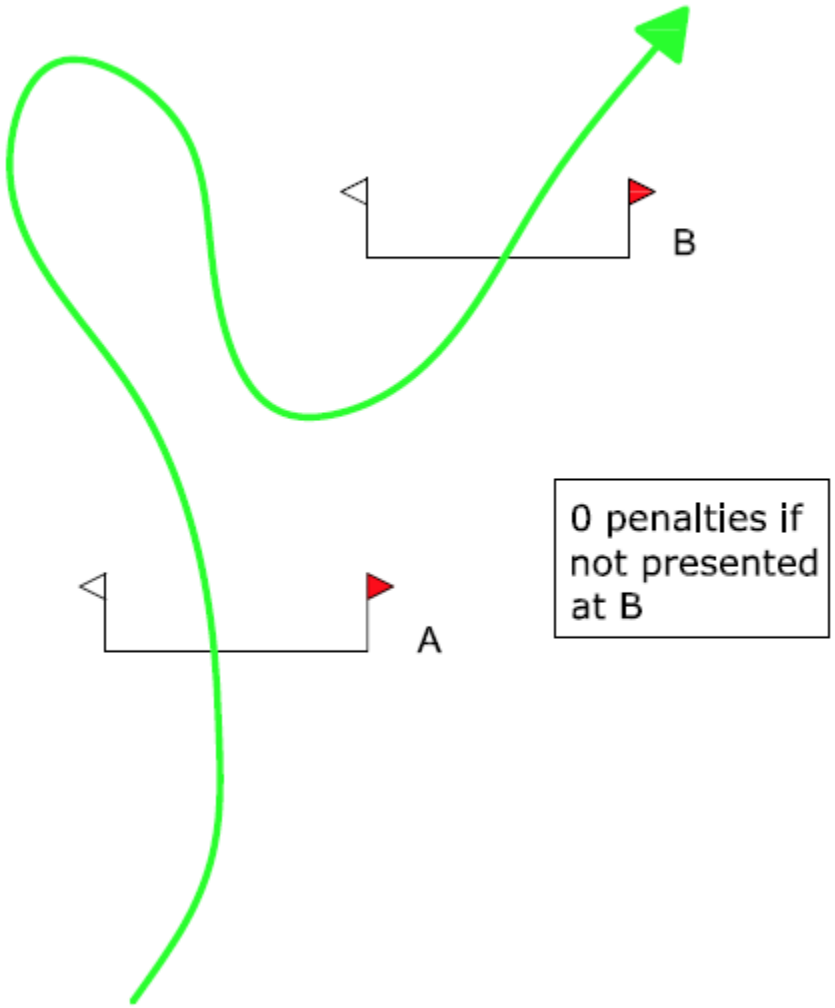

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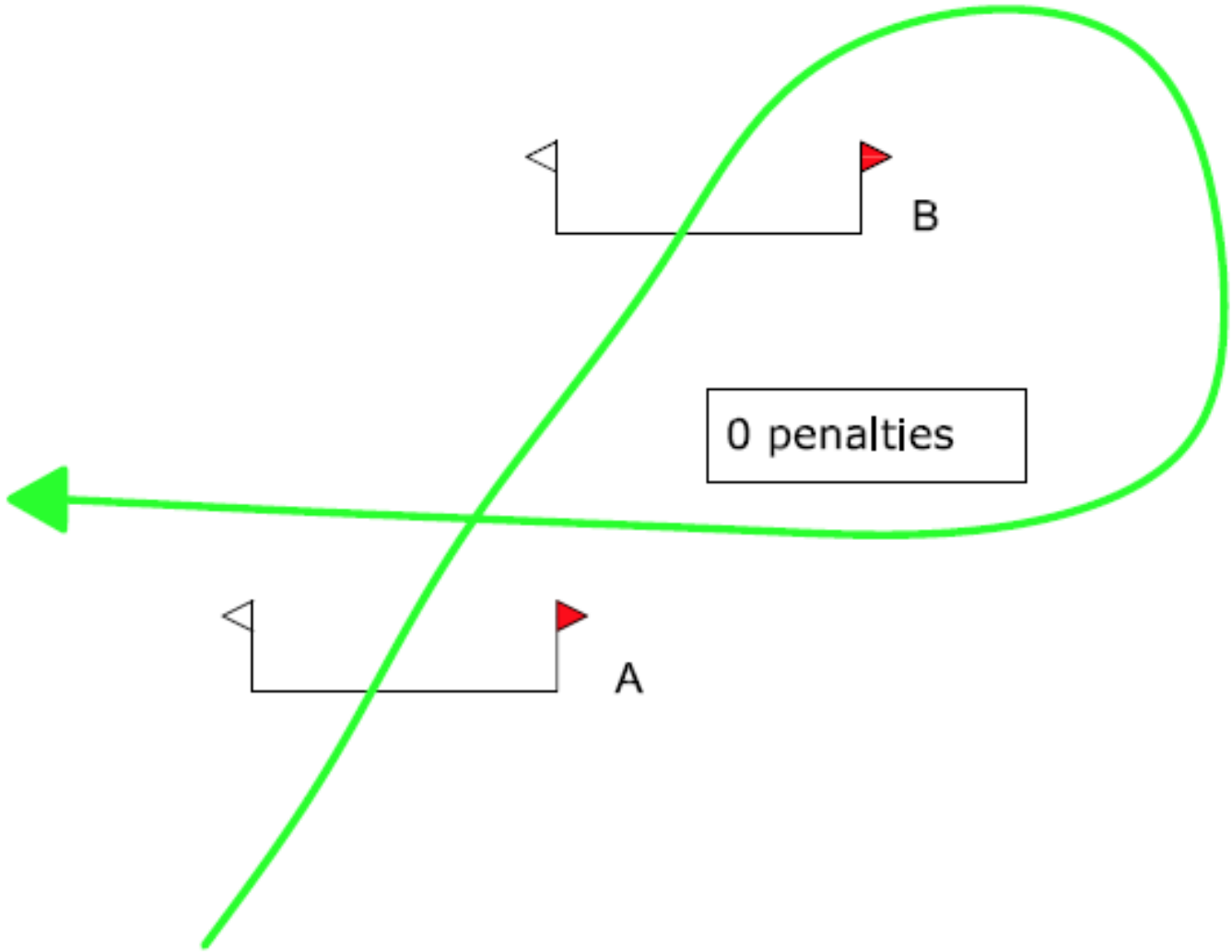

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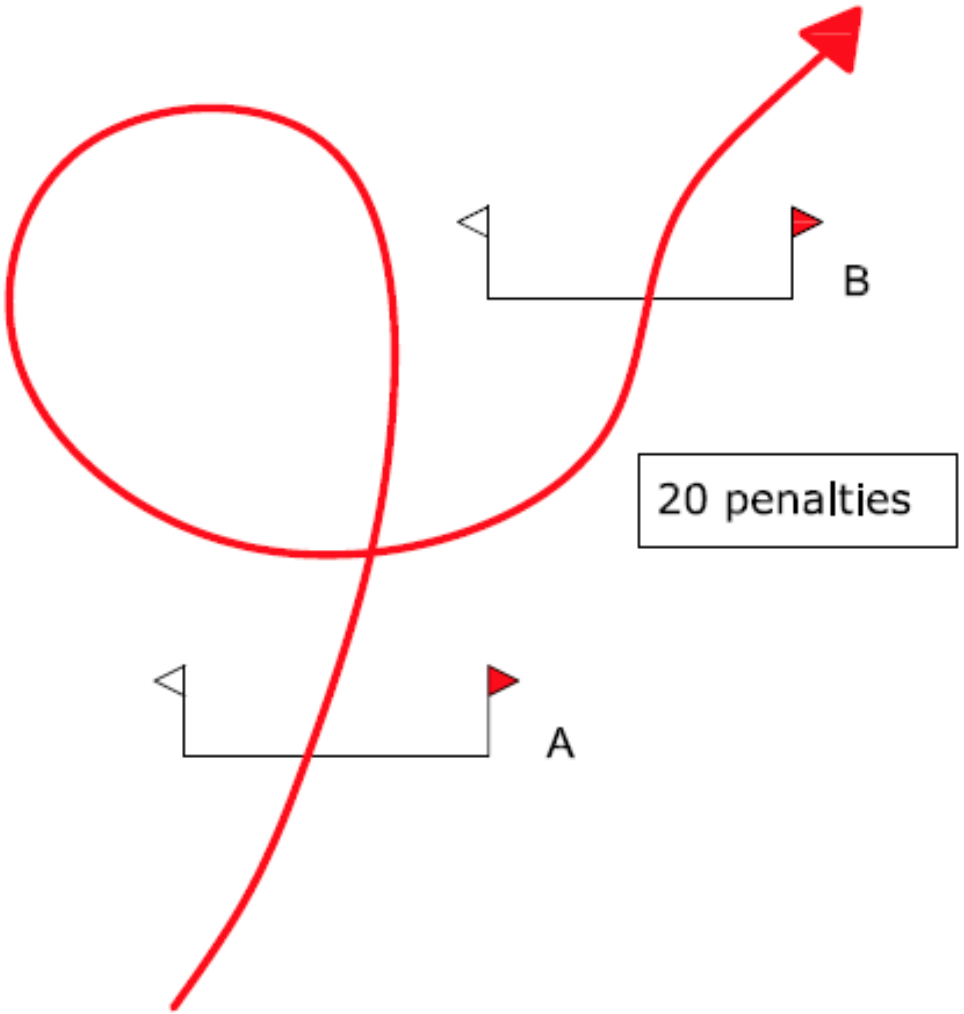

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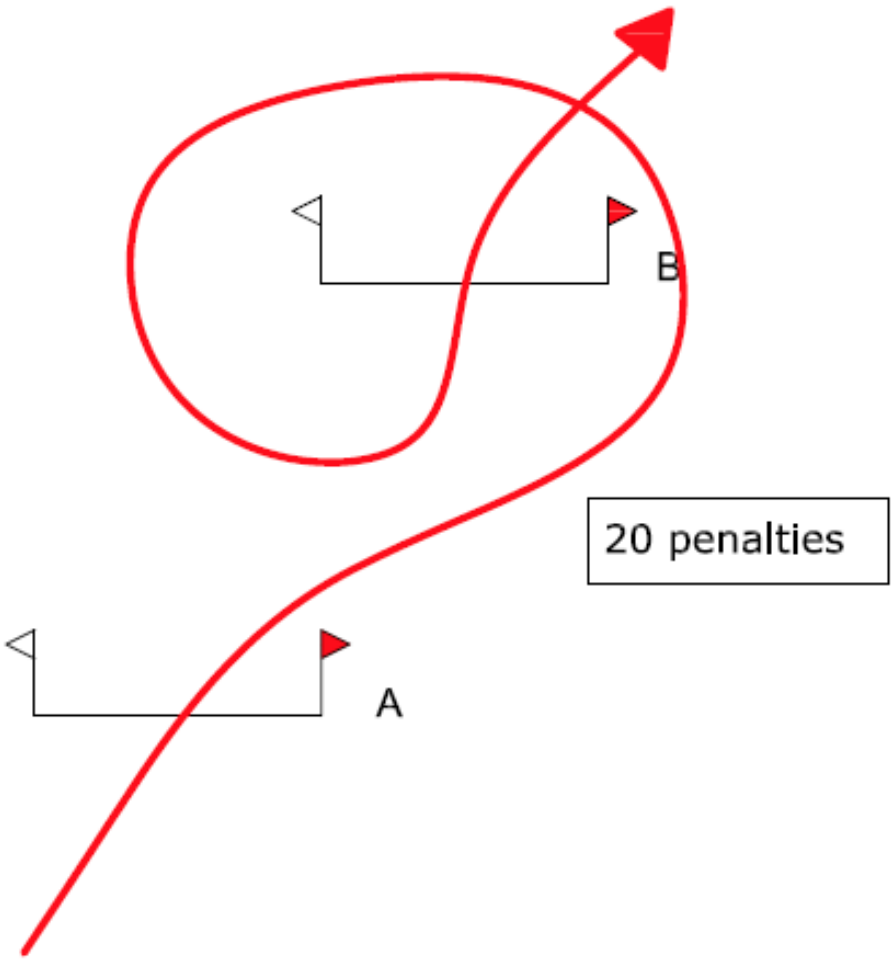

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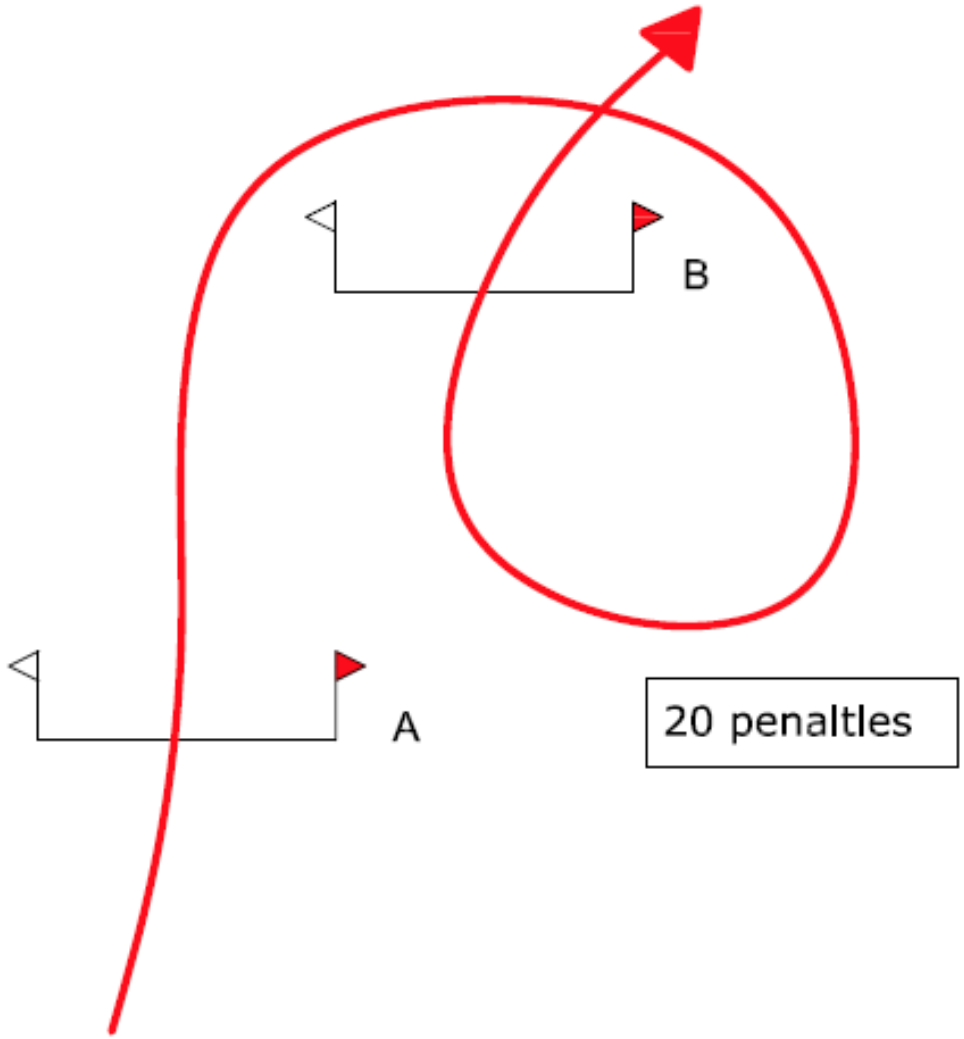

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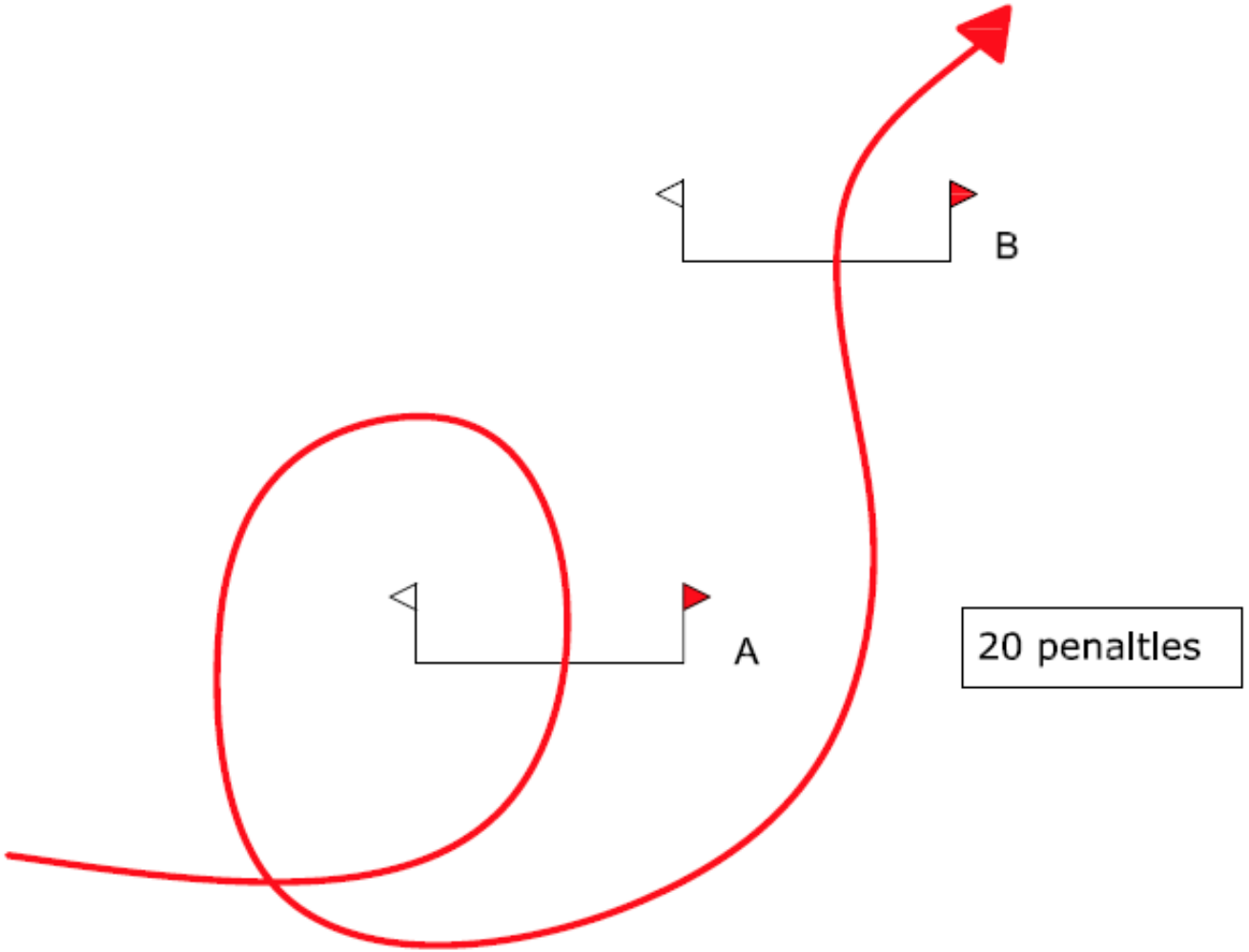

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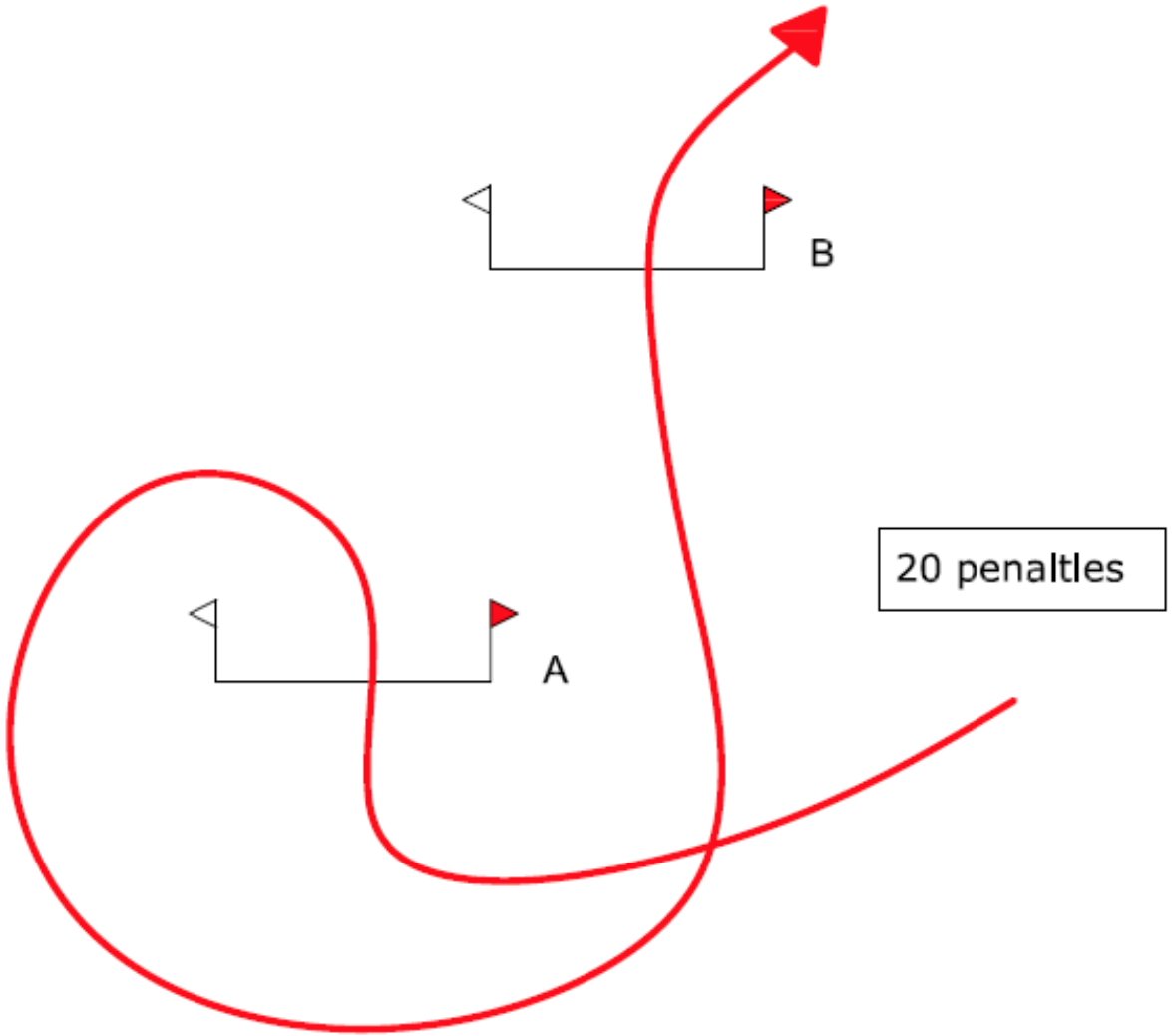

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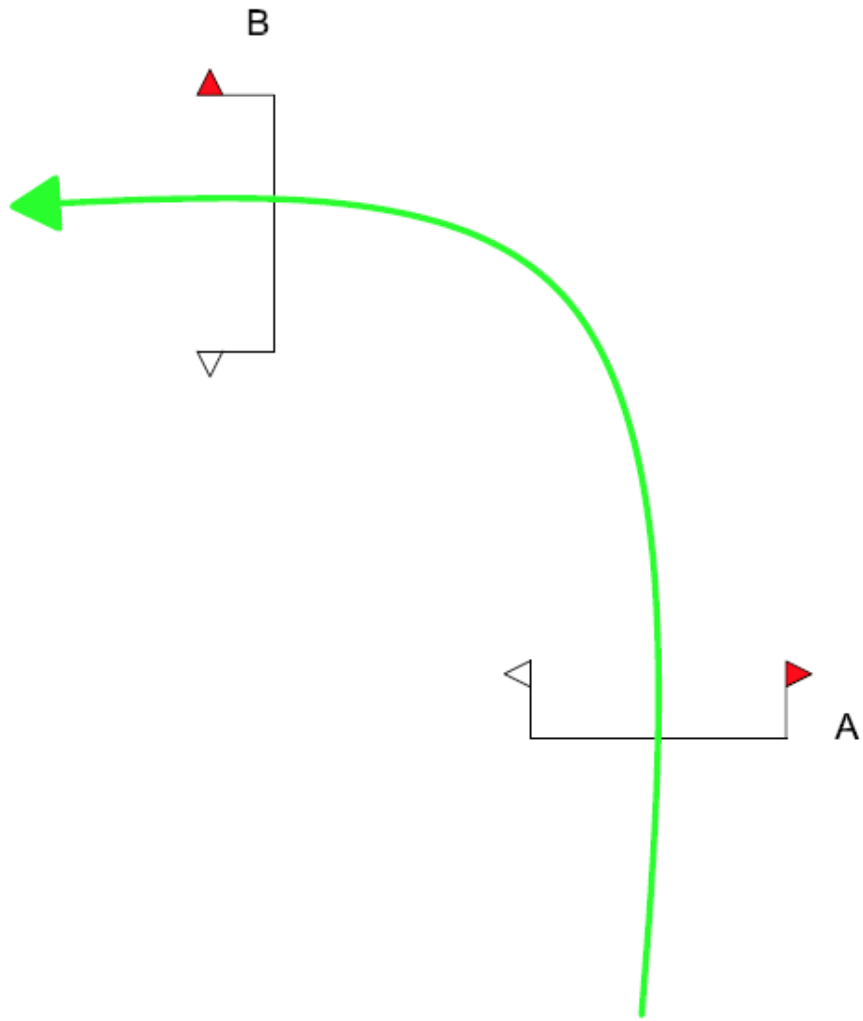

0 penalties

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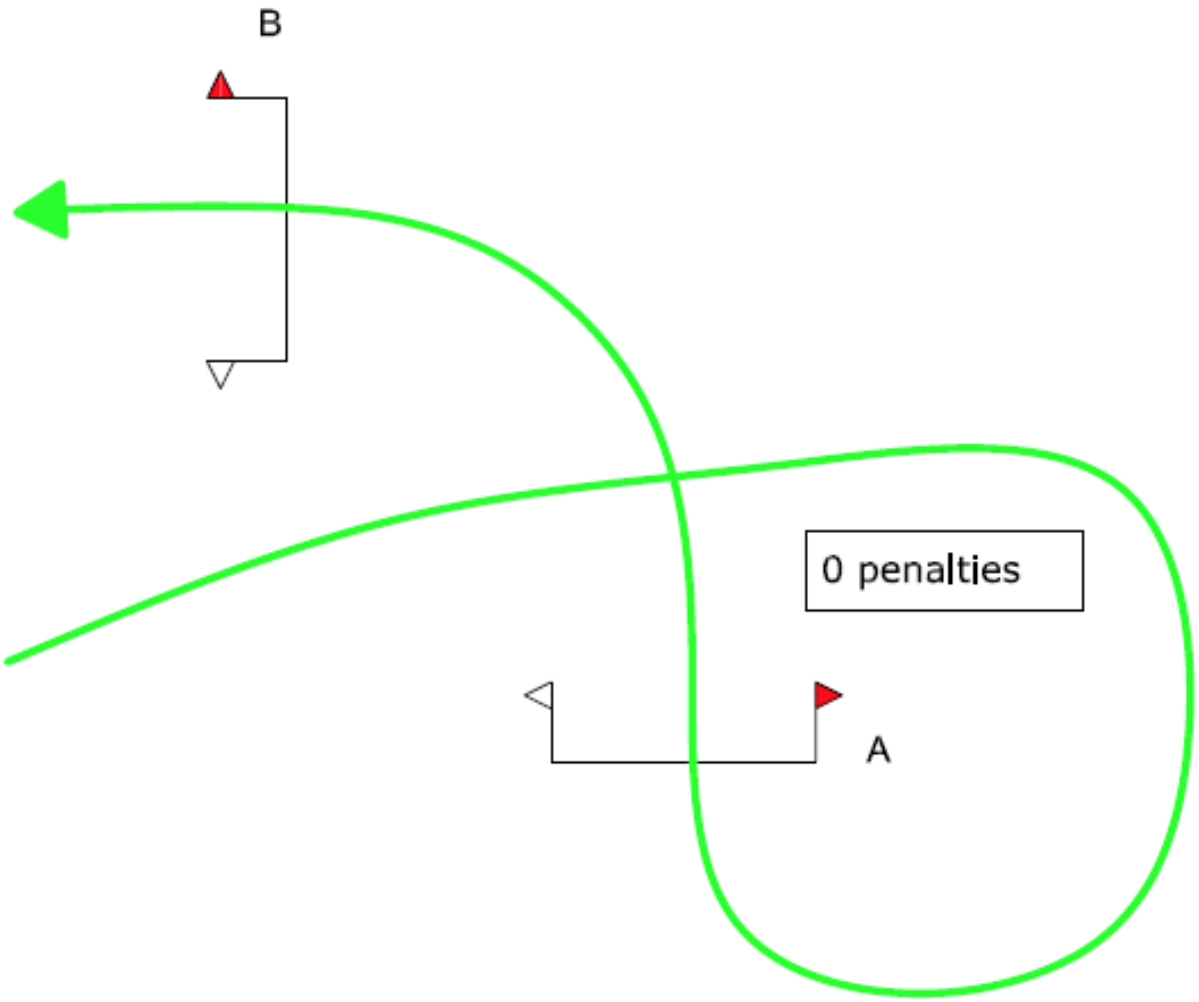

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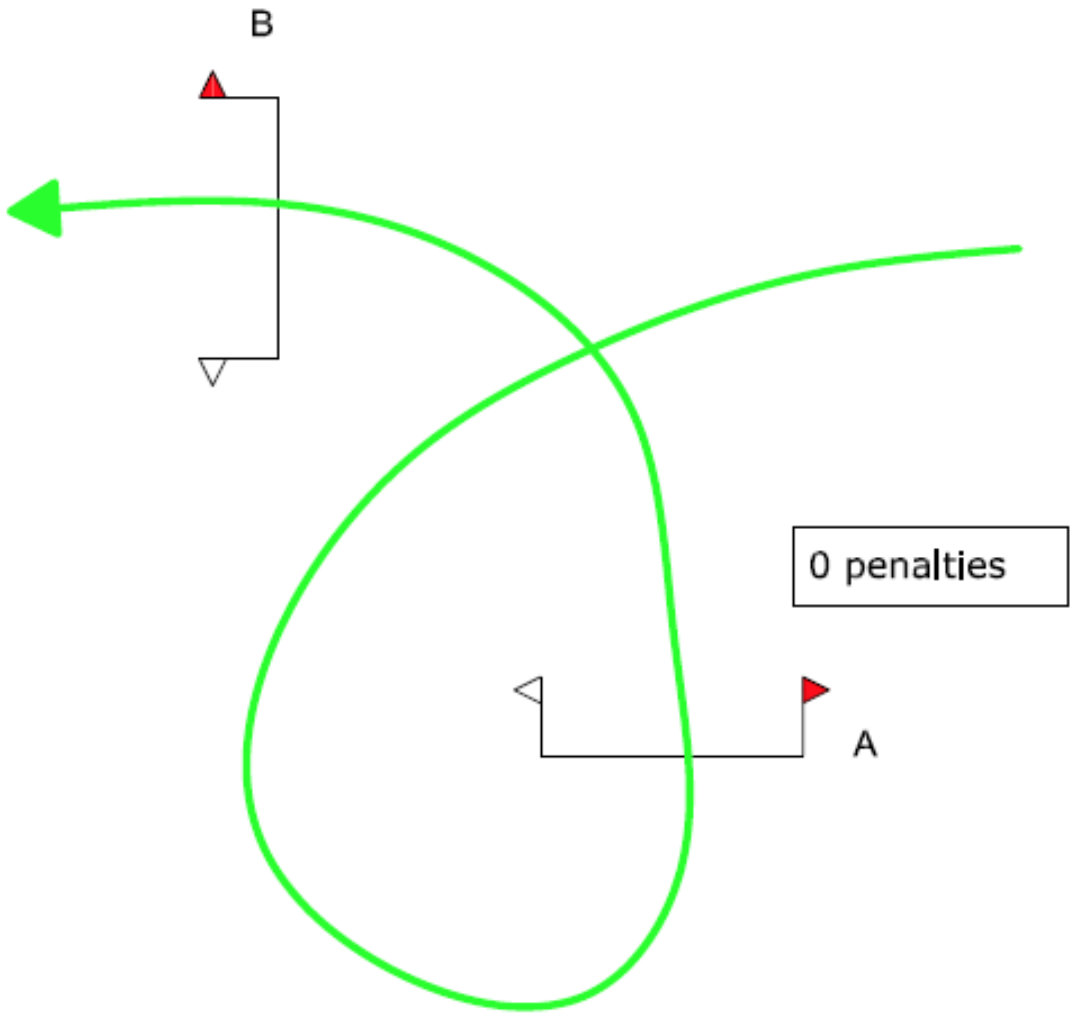

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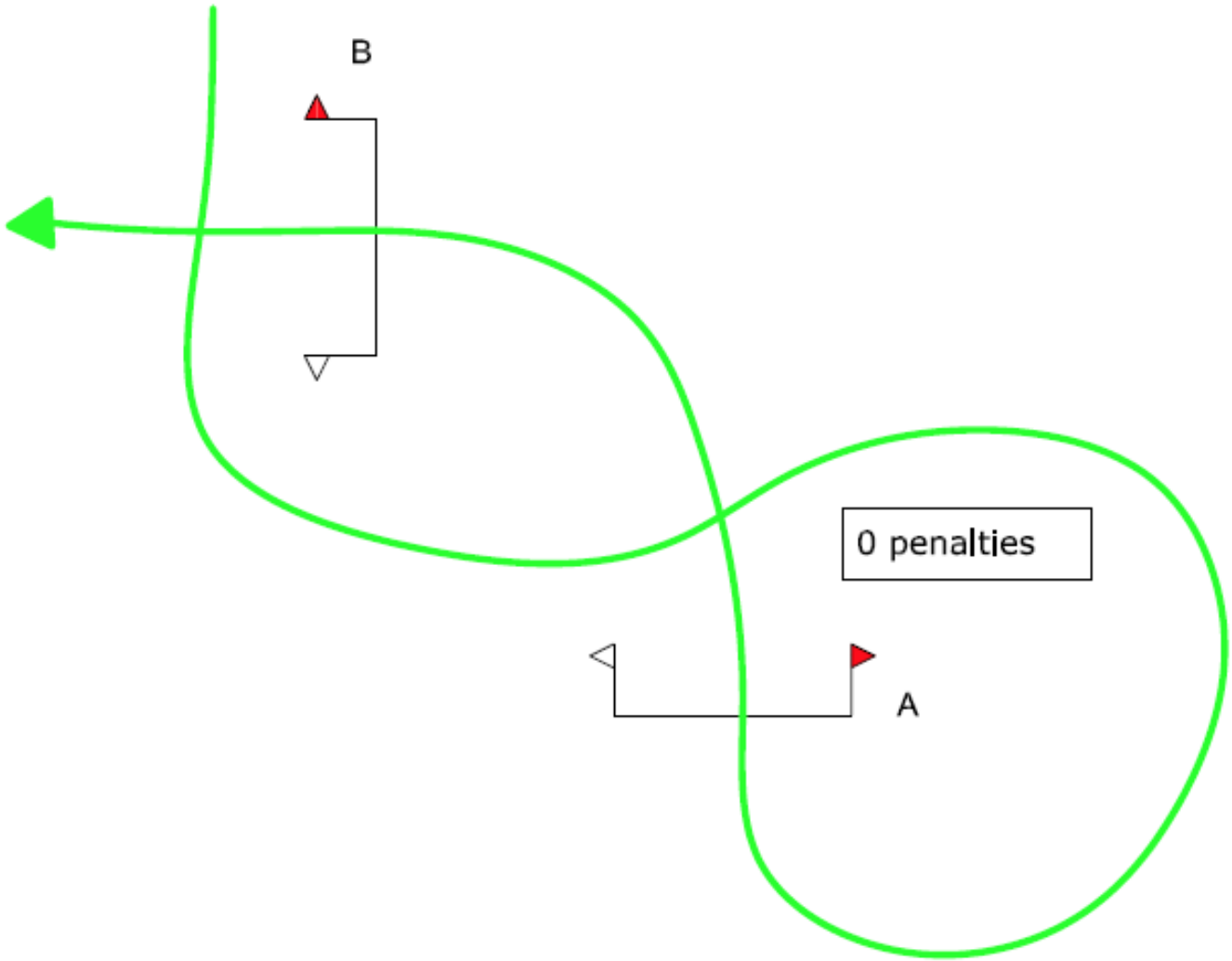

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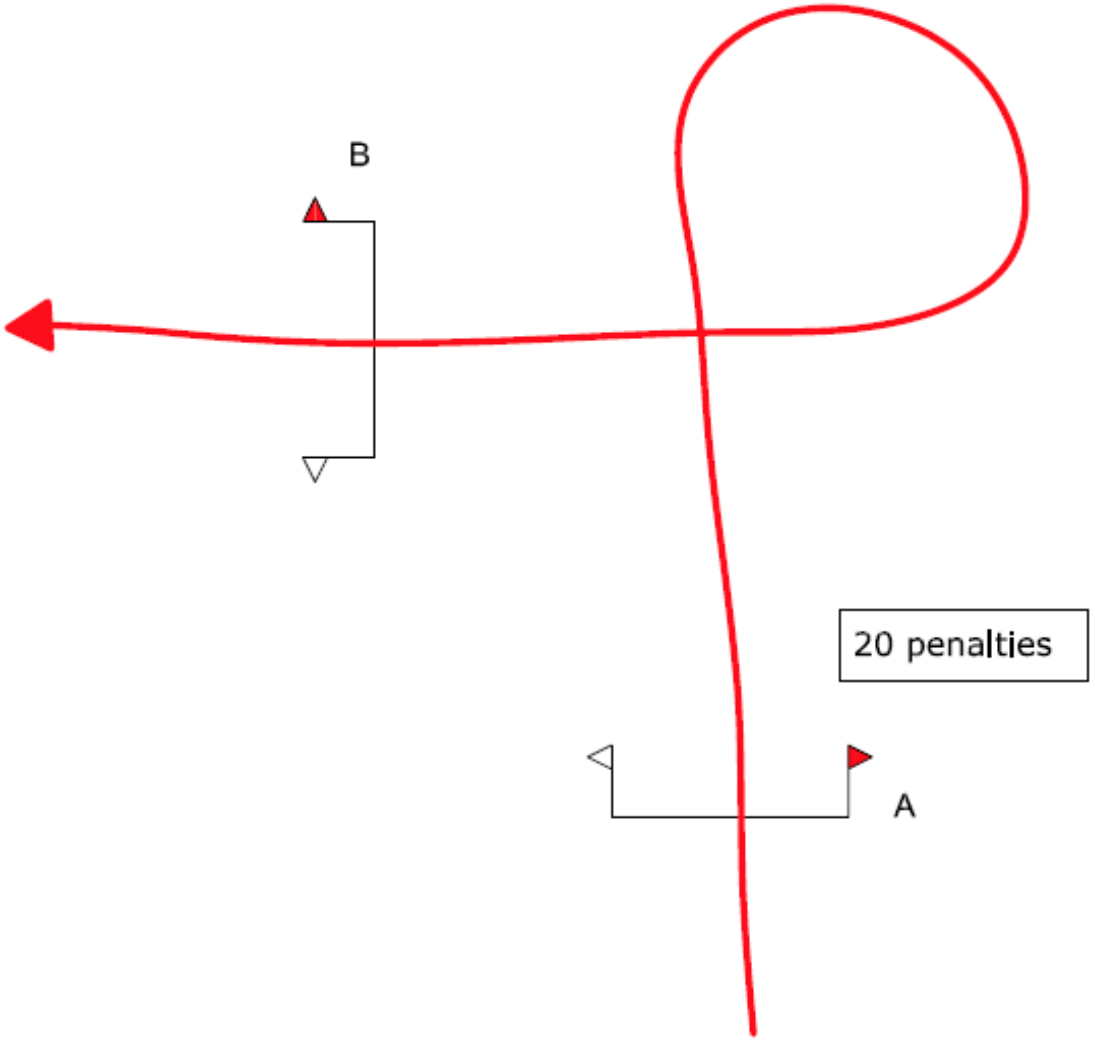

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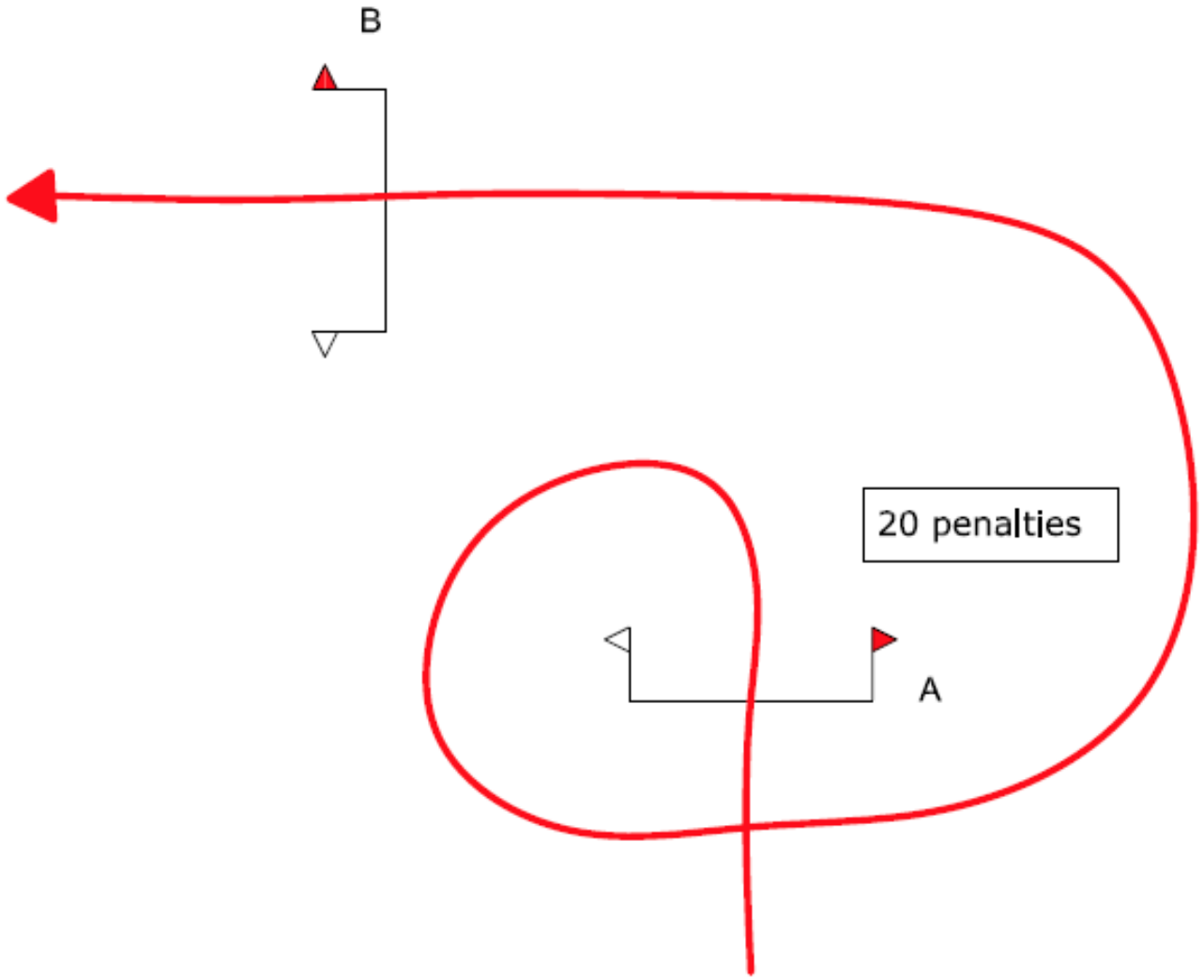

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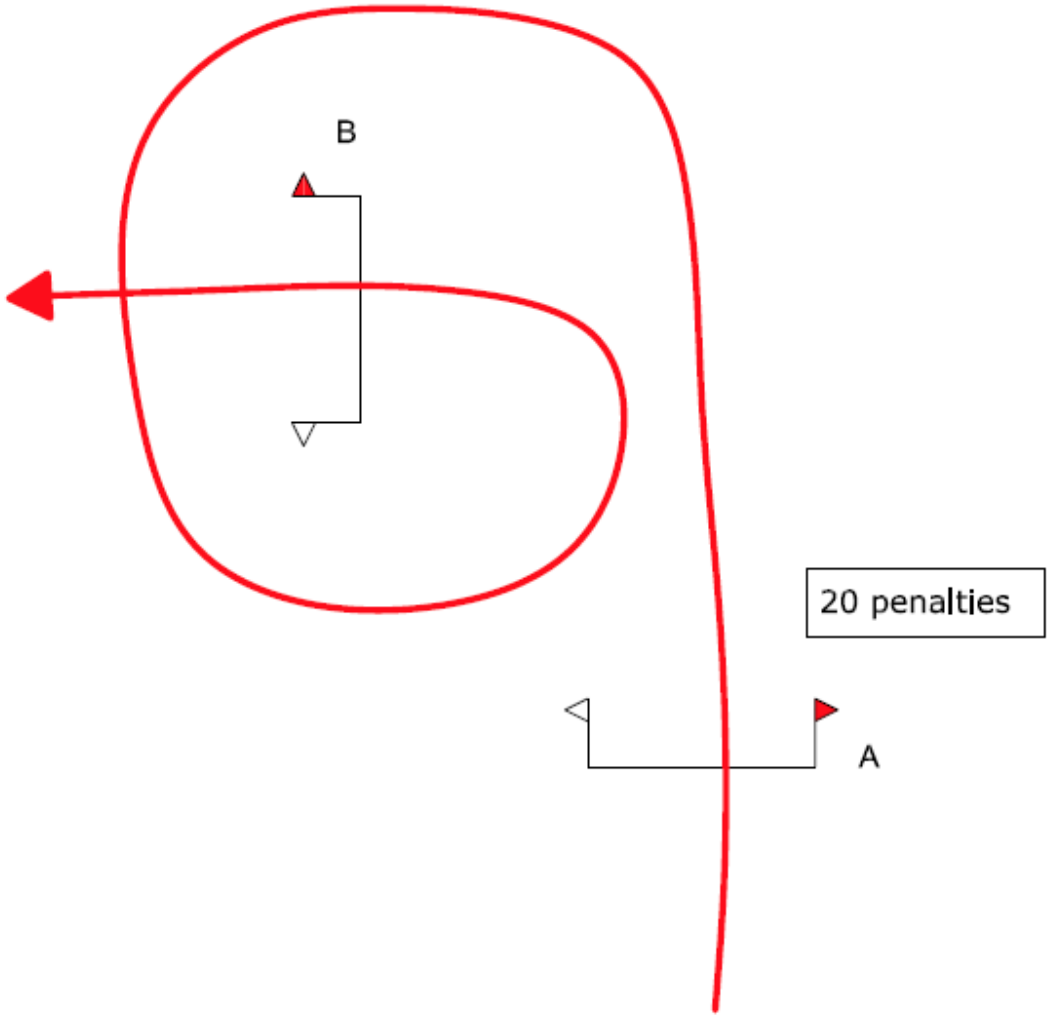

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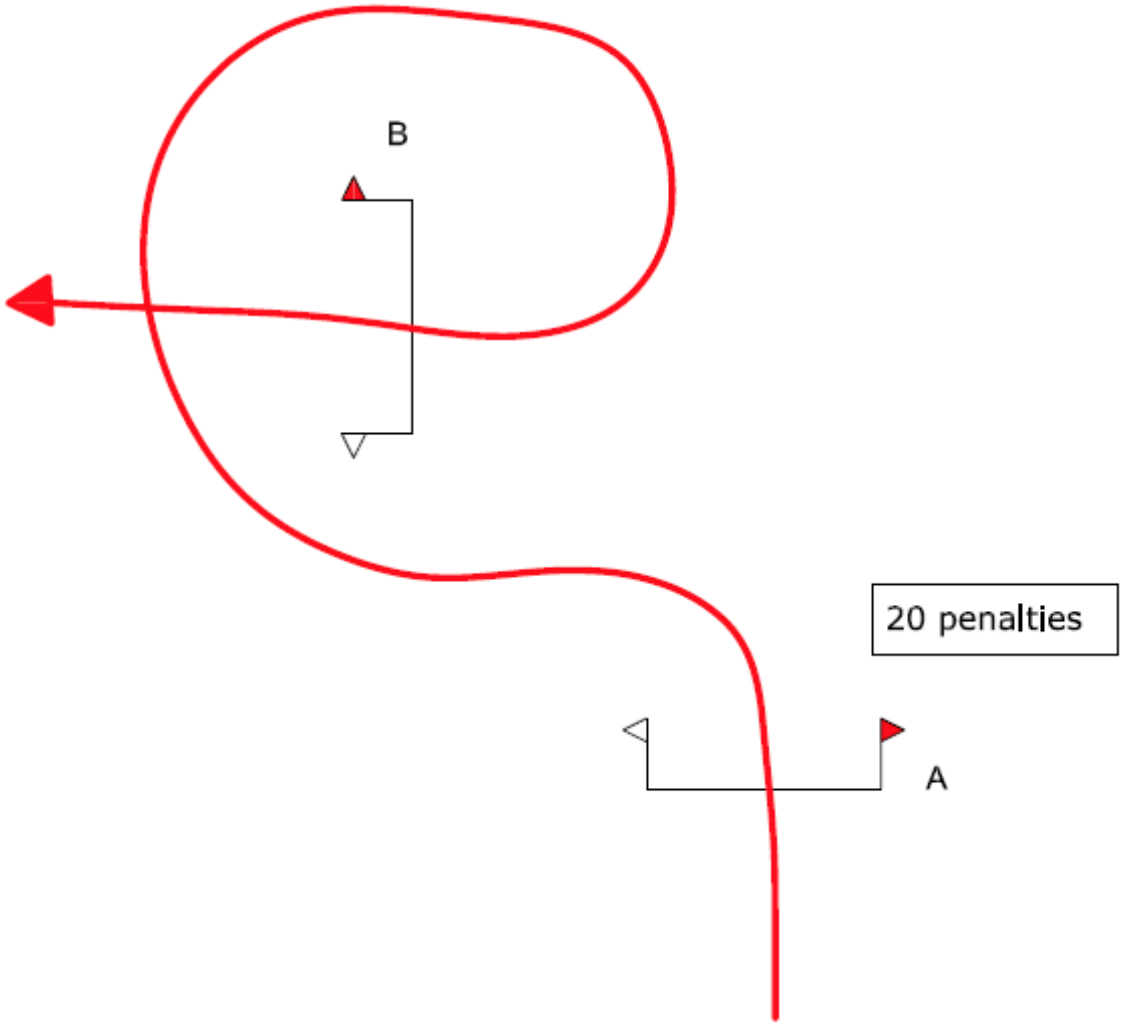

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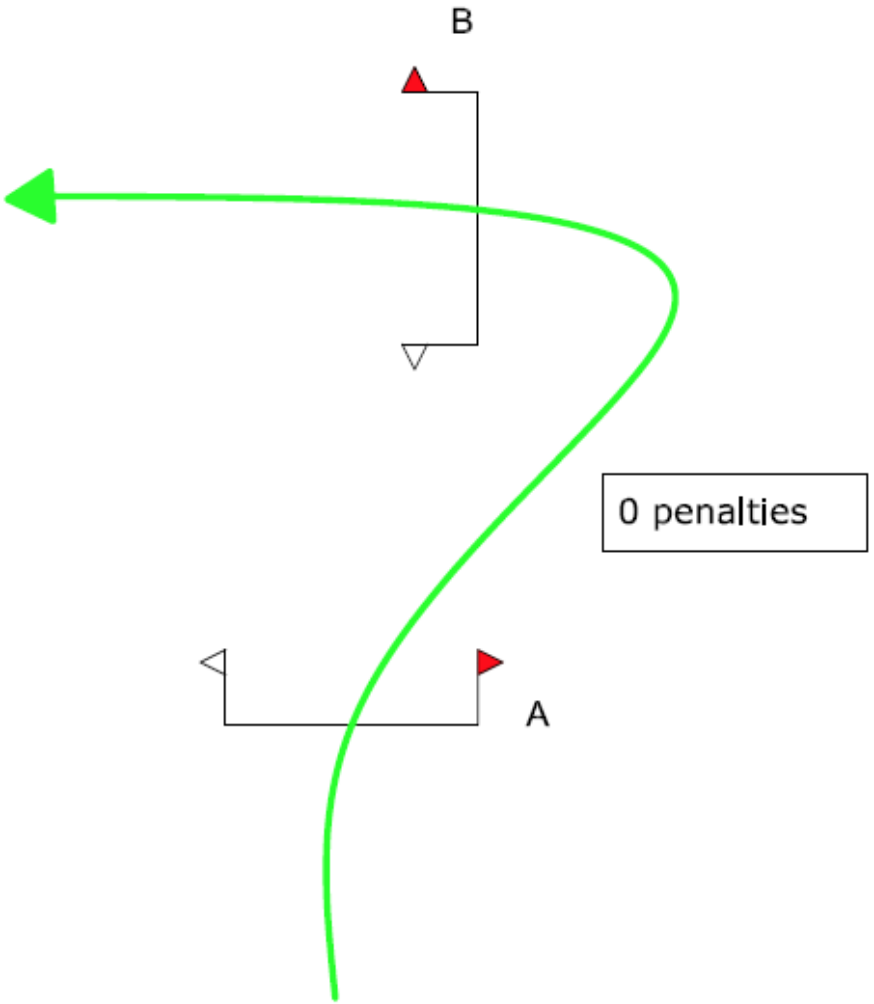

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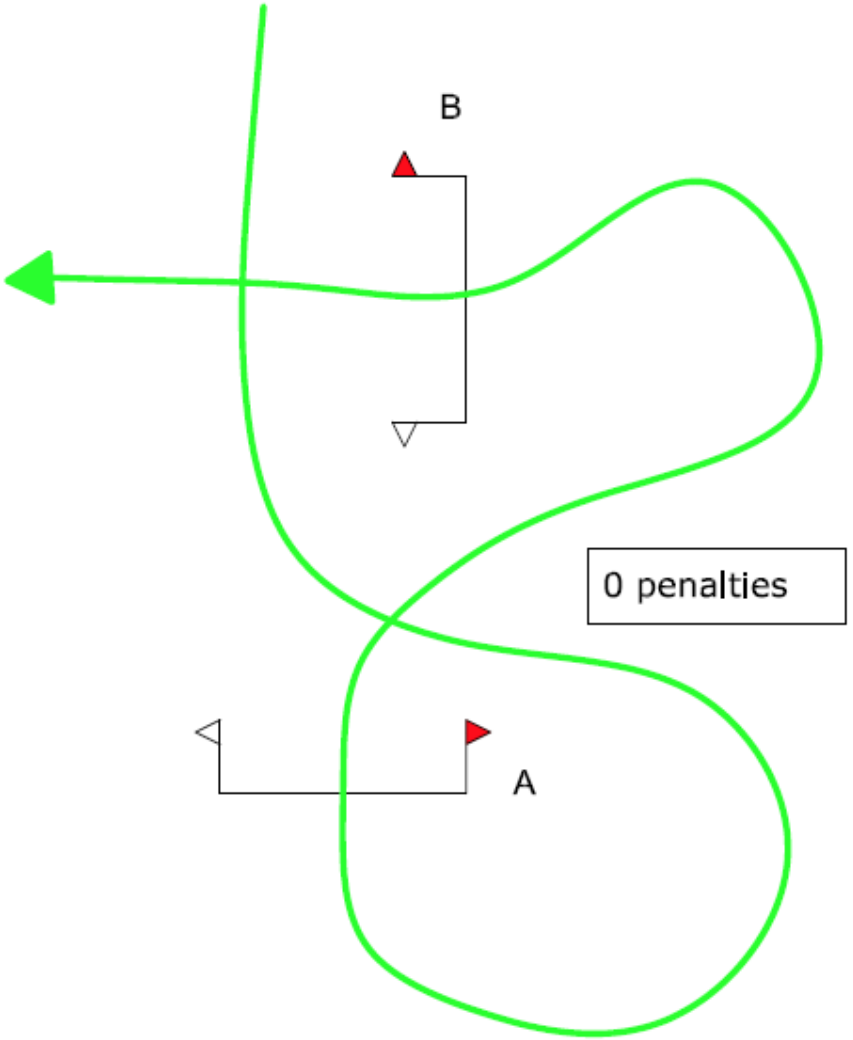

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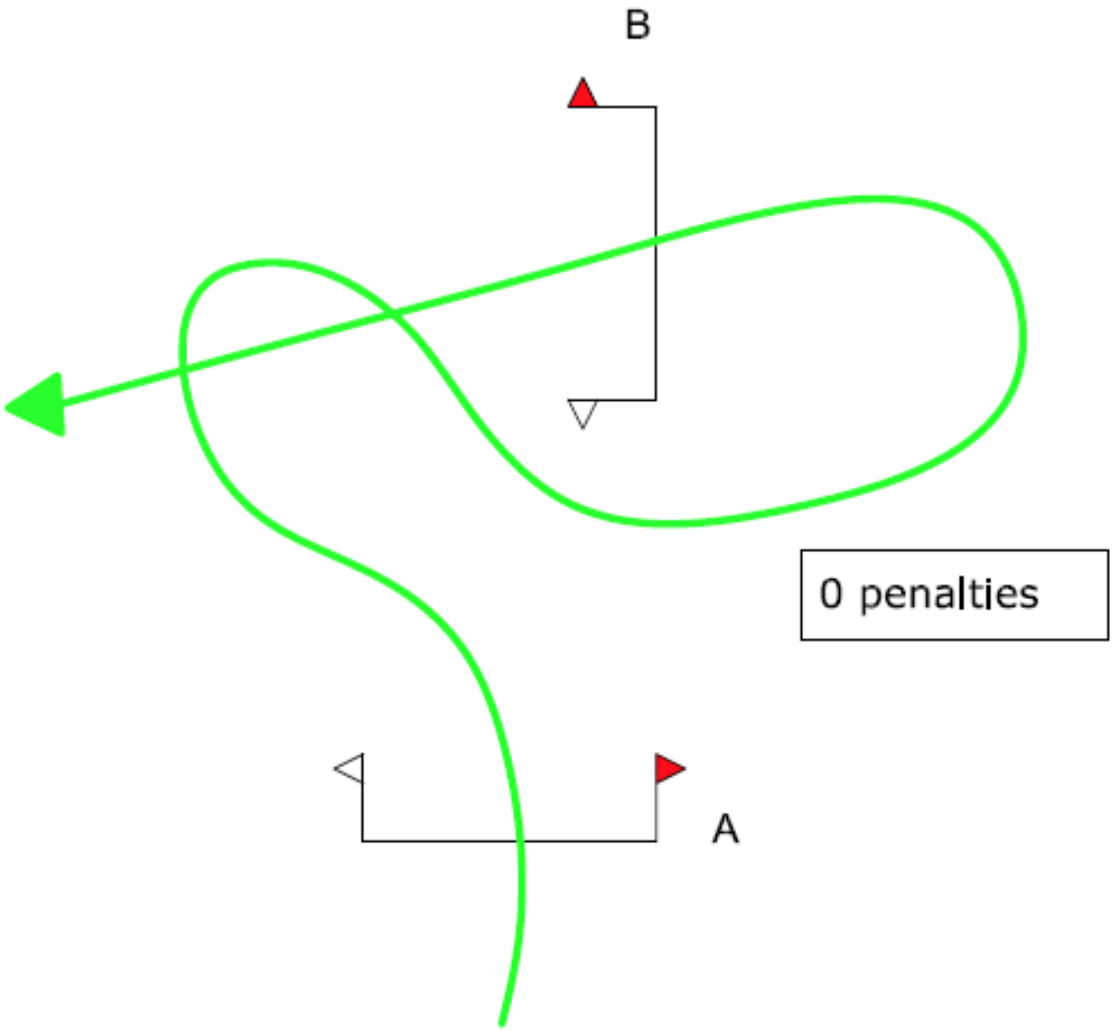

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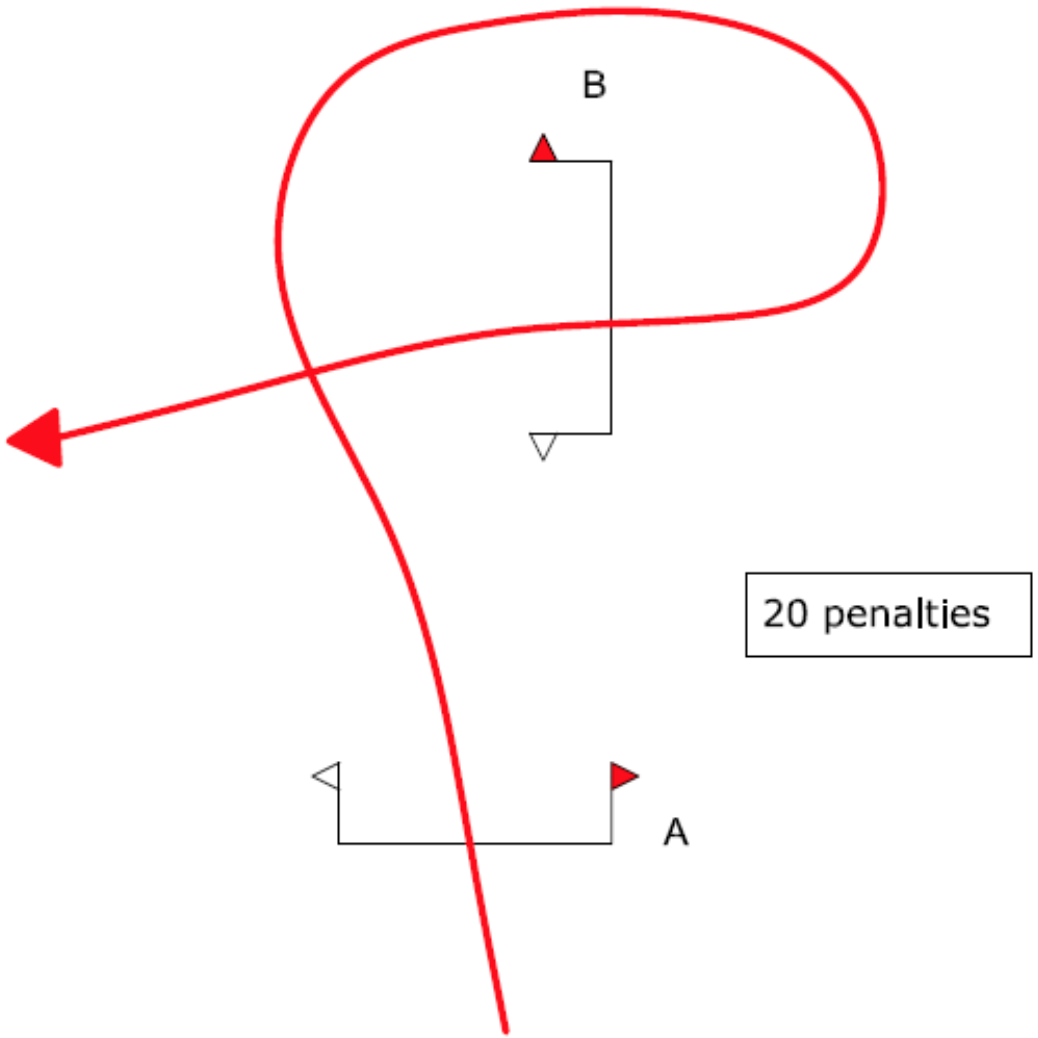

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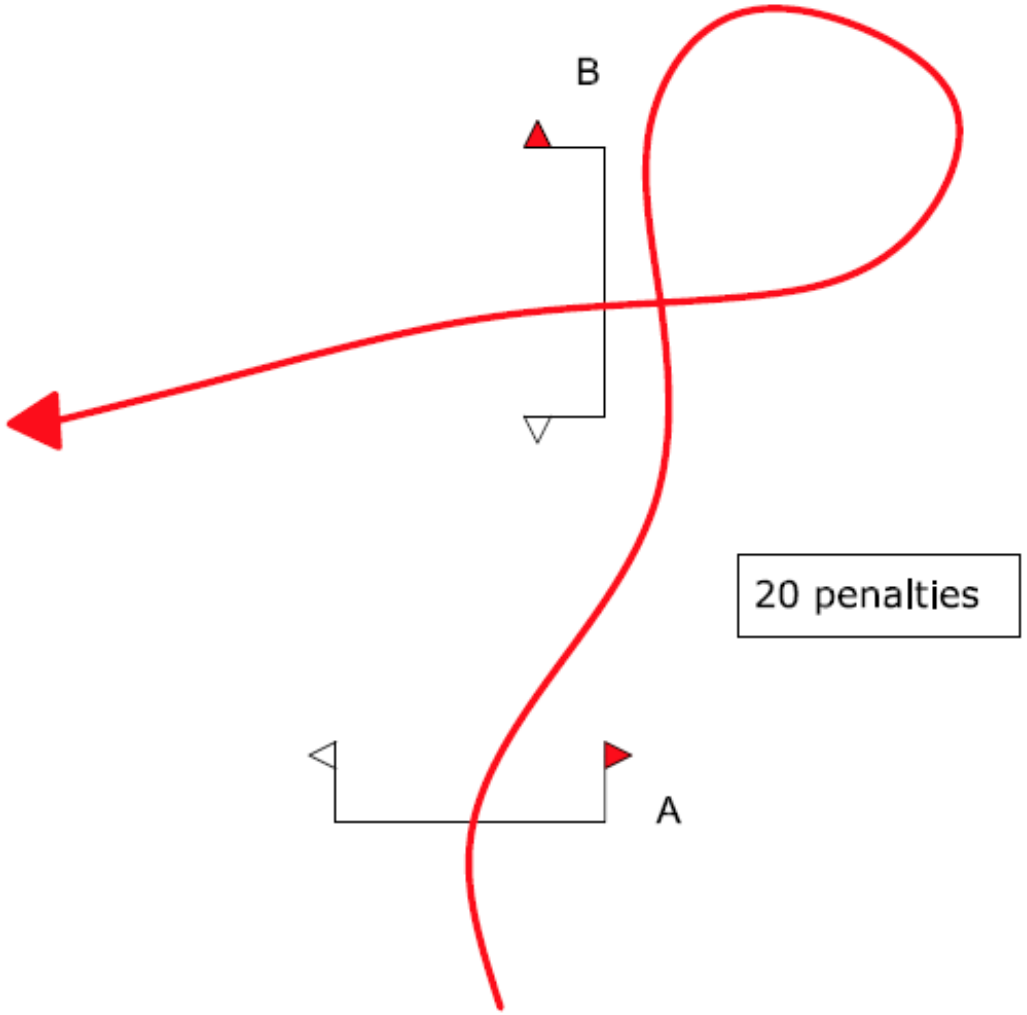

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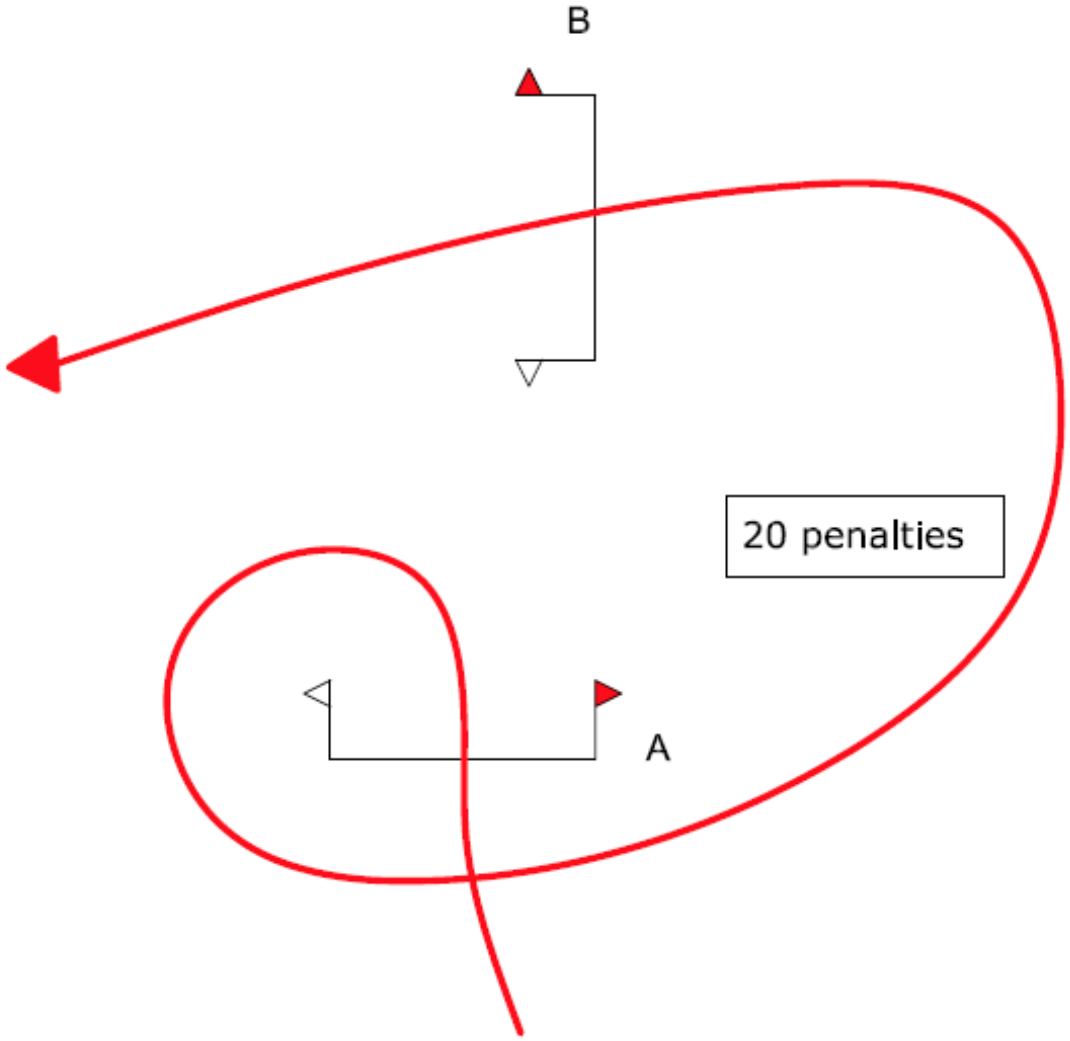

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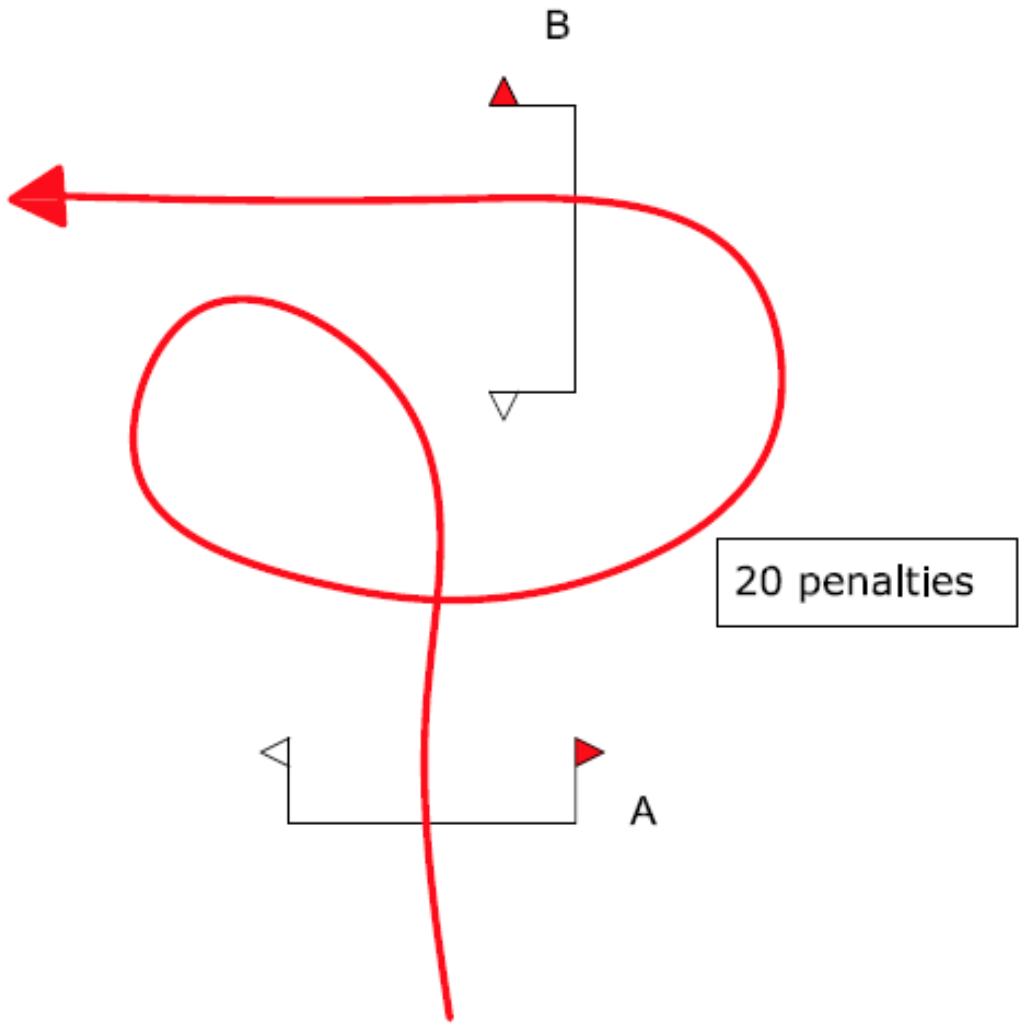
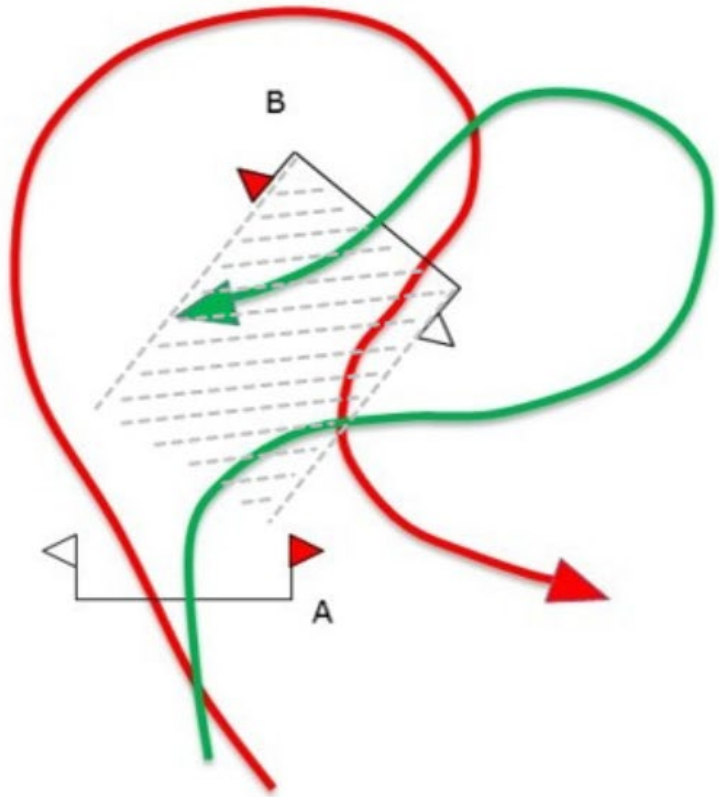


New Diagram - 26 & 28

Diagram 26 & 28

At an obstacle composed of several elements (A, B, C, etc.) a Horse will be penalised if it passes around the back of any element or circles between elements.



20 penalties

0 penalties

Red route:

20 penalties because it passes around the back of element B (crosses the entire projection of the back of element B)

Green route:

Clear because it avoids passing around the back of element B (avoids to cross the entire projection of the back of element B)

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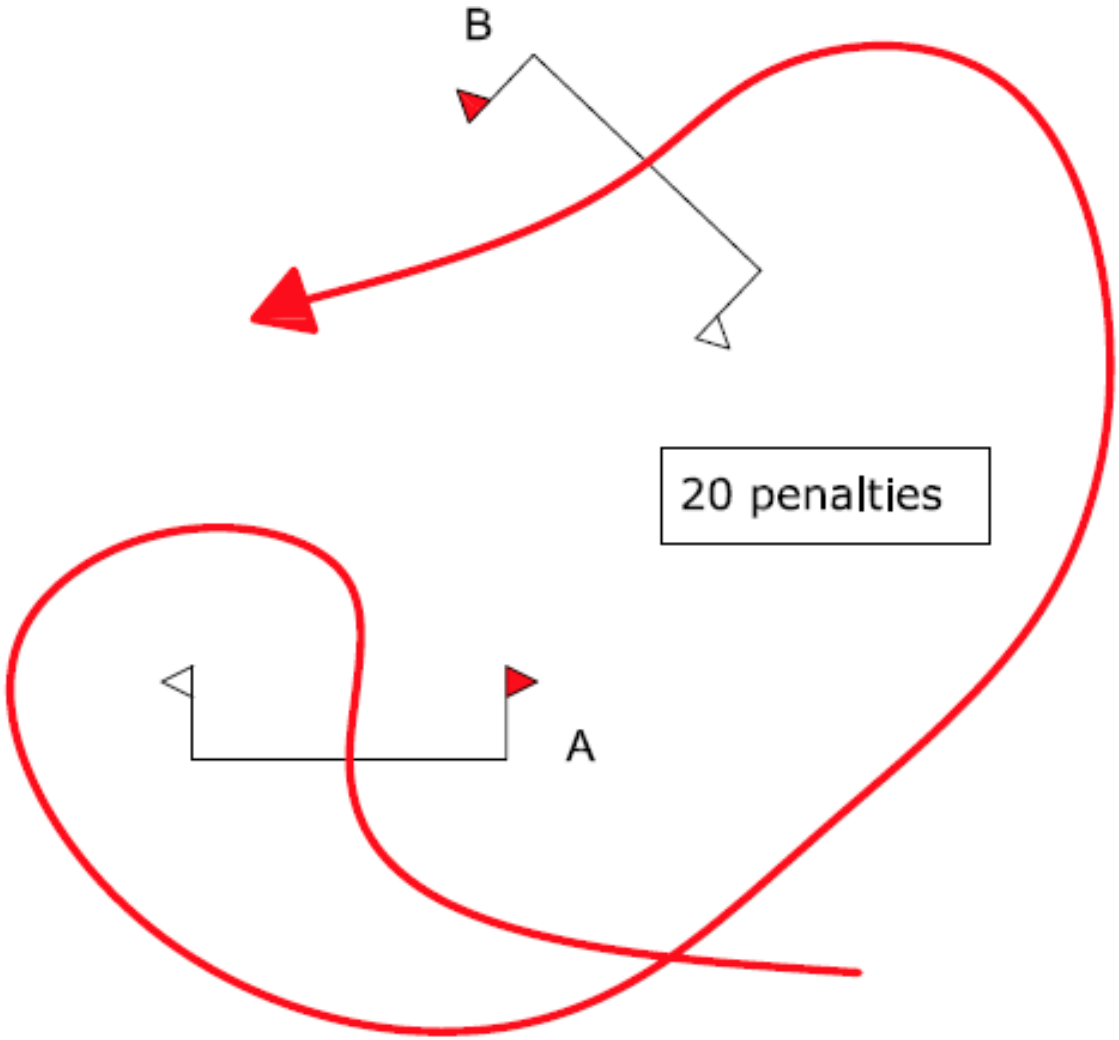

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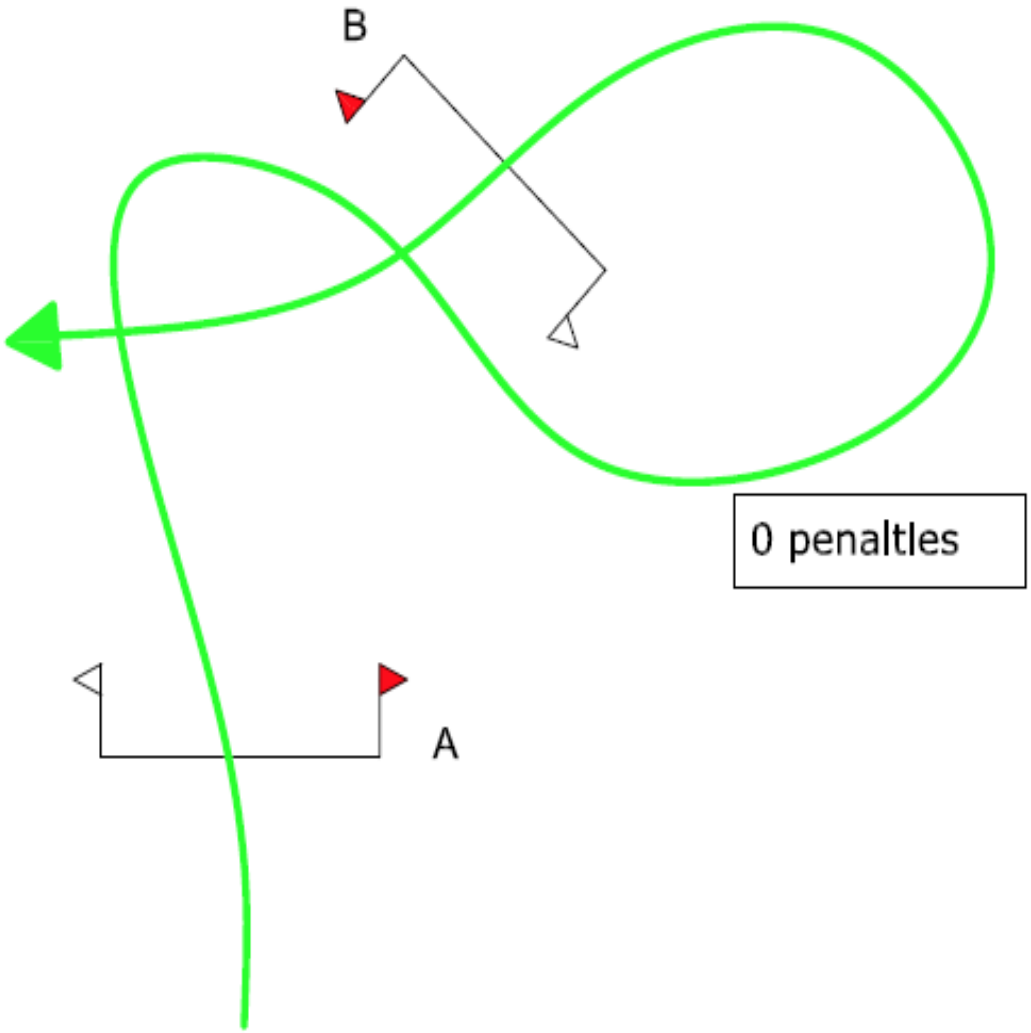

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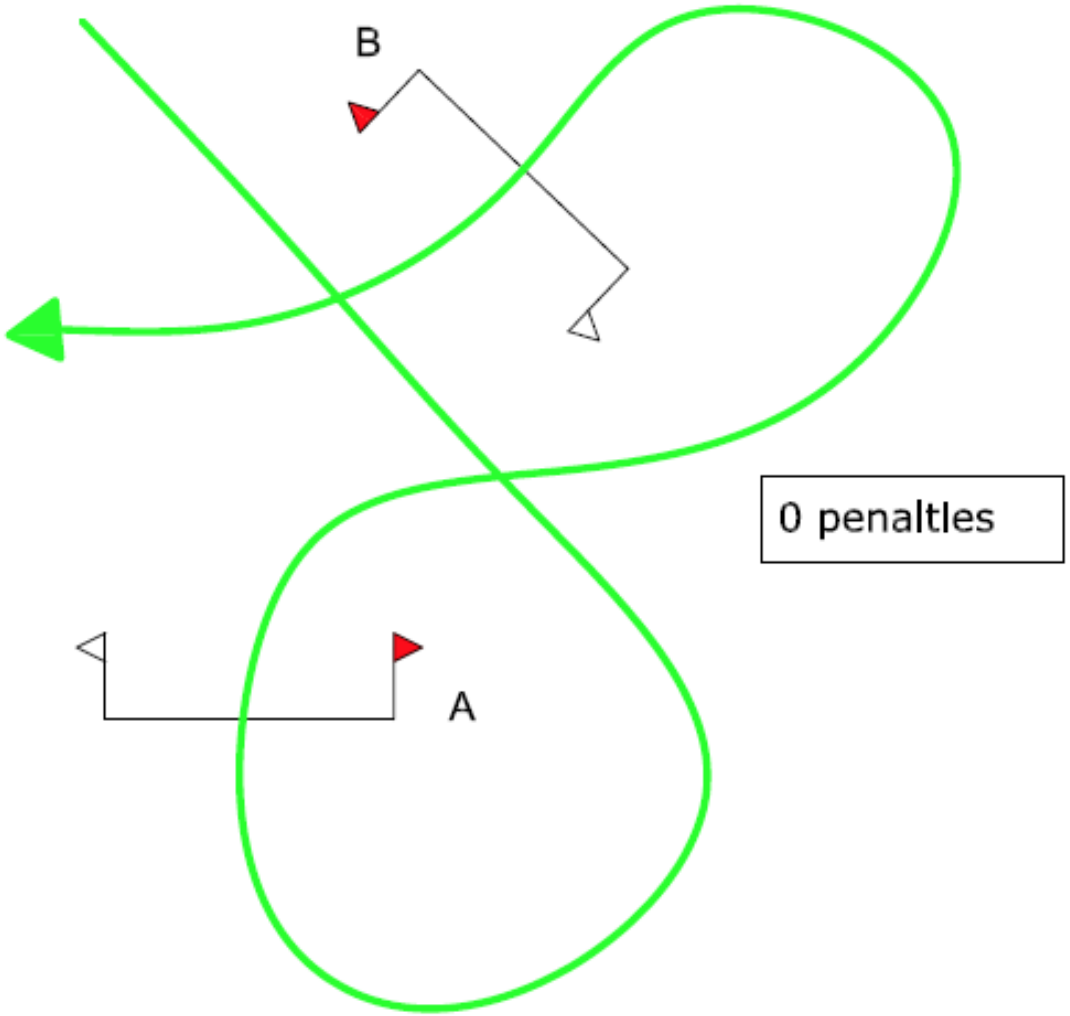


Penalties

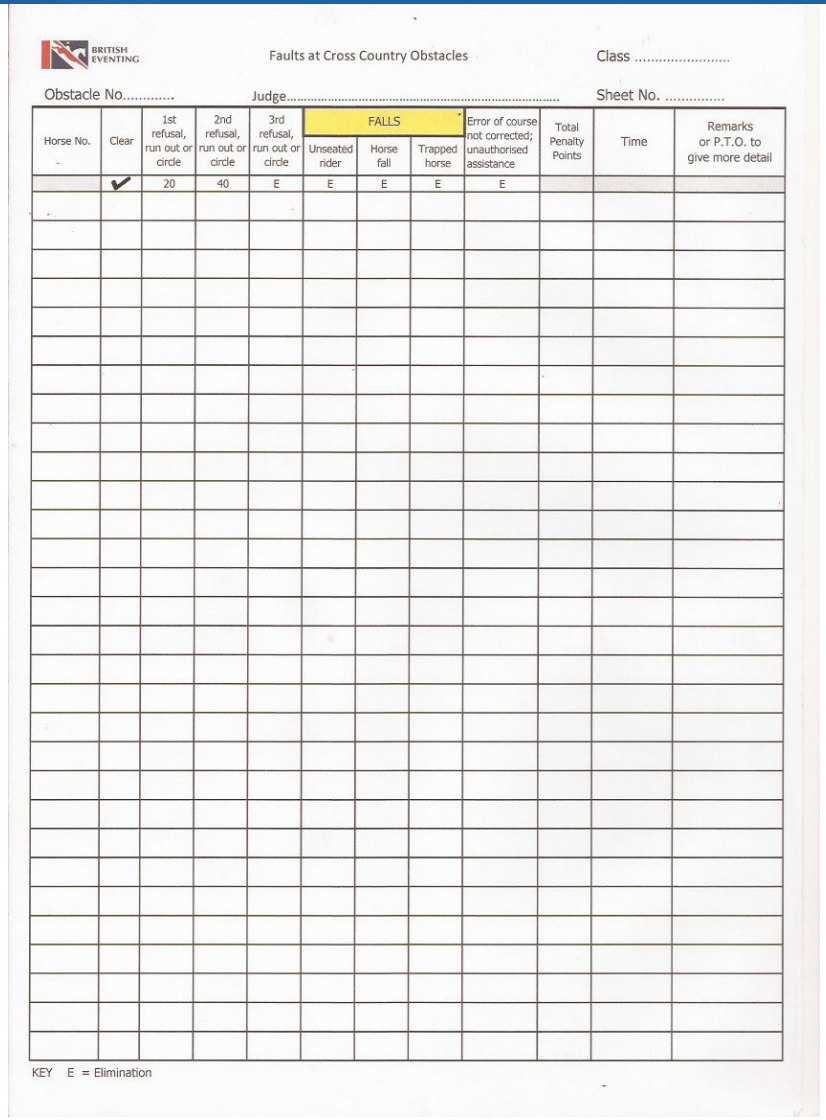
FAULT	PENALTY
First refusal, run-out or circle of horse at obstacle	20 penalties
Second refusal, run-out or circle of horse at same obstacle	40 penalties
Third cumulative refusal - Novice and above	Elimination
Fourth cumulative refusal - BE105 and below	Elimination
Third refusal, run-out or circle of horse at same obstacle	Elimination
Fall of rider anywhere on course	Elimination
Fall of horse anywhere on course	Elimination
Trapped horse	Elimination
Error of course not rectified	Elimination
After more than two minutes of continuous disobedience	Elimination
Omission of obstacle or boundary flag	Elimination
Retaking an obstacle already jumped	Elimination
Jumping obstacle in wrong order	Elimination
Jumping an obstacle with crossed flags	Elimination

Score Sheets

Scoring Online

Importance of Radio Reporting

On site Video Footage



BRITISH EVENTING

Faults at Cross Country Obstacles

Class .....

Obstacle No.....

Judge.....

Sheet No. .....

Horse No.	Clear	1st refusal, run out or circle	2nd refusal, run out or circle	3rd refusal, run out or circle	FALLS			Error of course not corrected; unauthorised assistance	Total Penalty Points	Time	Remarks or P.T.O. to give more detail
					Unseated rider	Horse fall	Trapped horse				
	✔	20	40	E	E	E	E	E			

Timing Procedure

- Use your timing landmark
- Stop the timer at the same point for each competitor
- Write the time on your score sheet against the appropriate horse number

Stopping Drill

1. Use your Timing Landmark
2. When the competitor passes your mark, press start/stop on your timing clock
3. Stop by waving red flag at shoulder height. Once stopped note down time on clock.
4. Explain to the rider they will get warning when they are about to restart. Make them aware of the marker.
5. Inform control. Only when told by Control to restart, give the rider plenty of room to start before the marker.
6. When the competitor passes your landmark press the stop button on your timing clock. Note down the time on the score sheet.

Radio Operation

- Radio operators communicate with Control. Primary Objective is safety and information
- Don’t change channel
- Don’t break into the network, wait for other users to finish.
- Speak your message clearly
- Report each rider over the fence and report refusals straight away.
- If a fall happens at your fence, say ‘HORSE FALL’ or ‘RIDER FALL’ as appropriate, with fence number and horse number and whether the course is BLOCKED or CLEAR.
- All other radio operators should remain on radio silence unless they too have a FALL.
- Keep listening and observing – you are the Controller’s eyes and ears.

Emergency Procedures

1. TRAPPED HORSE

- A horse is trapped when it cannot proceed without assistance or is at risk or injury
- Rider should dismount – they are eliminated
- Hold the horse's head to stop it struggling
- Immediately call for fence repair and TA via Control

2. CALLING ASSISTANCE

- Either a Radio or a set of four coloured flags can be used.
- Red: Doctor/Ambulance
- Blue: Veterinary Surgeon
- White: Fence repair
- Orange: Indicate course is blocked.
- Wait until acknowledged by radio from Control.

Emergency Procedures

3. HEALTH OF RIDER OR HORSE

- If in doubt about health of rider or horse, summon professional help via Control.
- Endeavour not to allow a rider who is seriously confused or in severe pain to remount until cleared by the Doctor.

4. INJURED RIDER ON THE FLOOR

- Do not attempt to loosen air jacket, clothes or hat, leave this to the doctor and paramedics.
- The only thing that you should do before medical help arrives is to clear a blocked airway.

Horse Welfare

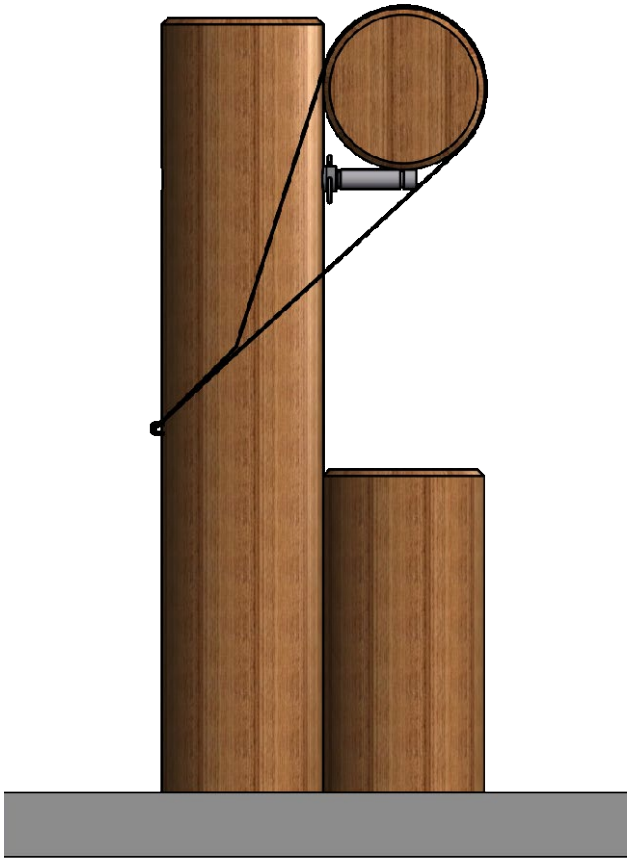
Rule 5.5 Use of the Whip

The use of a whip must be:

- For a good reason, as an aid to encourage the Horse forward or as a reprimand. Use of the whip to vent a competitor's anger is excessive
- At an appropriate time, namely when the horse is reluctant to go forward under normal aids of seat and legs or as a reprimand immediately after a Horse has been disobedient. Use after elimination is always excessive
- In the right place, namely down the shoulder or behind the leg but never overarm. Use on the Horse's head, neck etc is always excessive
- With appropriate severity. As a reprimand only. However; it should never be hit more than **twice** for any one incident. Use of a whip which causes injury, e.g. broken skin or weal, is always excessive

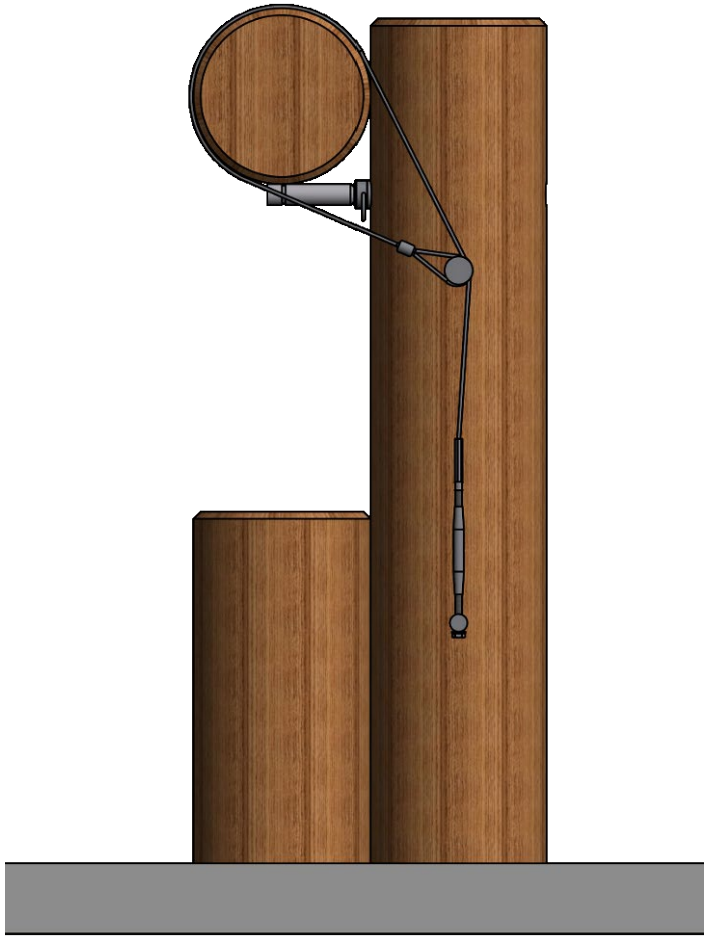
Frangible Devices

Frangible Devices



Front Pins

Frangible Devices



Reverse Pin

Frangible Devices

Oxer kit

ASSEMBLY INSTRUCTIONS – Art. Nr. 80329

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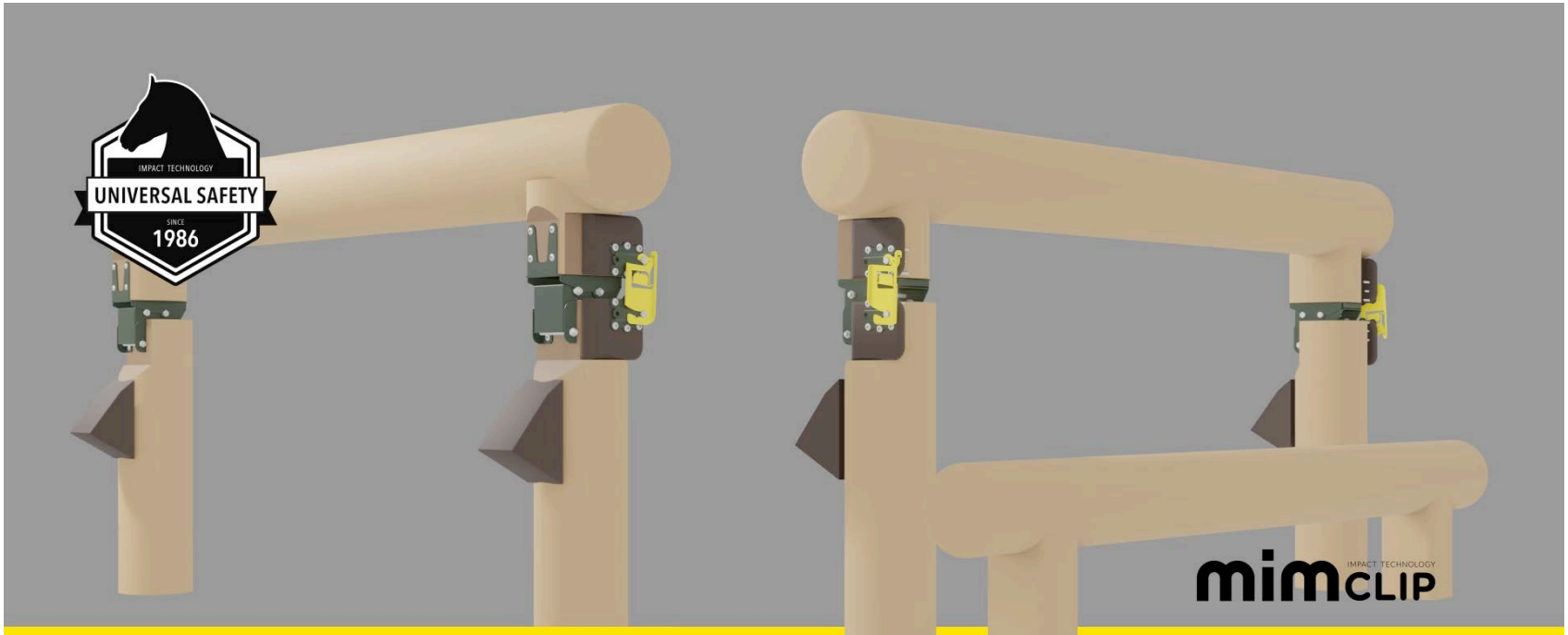
BRITISH EVENTING



Corner kit

ASSEMBLY INSTRUCTIONS – Art. Nr. 80326

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FAQ Frangible Devices

As per article 547.2.4 of the FEI Eventing rules, Cross Country obstacles can be provided with frangible/deformable technology when such technology has been approved by the FEI according to the FEI Standard for the minimum strength of frangible/deformable cross country fences.

A combination activating a frangible device during the Cross Country test will automatically be awarded 11 penalty points where the dimension of the fence is modified.

Please find below frequently asked questions about the application of the penalties related to the activation of frangible devices. **Frequently asked question**	**FEI Eventing Committee's answer**
Q: If an Athlete was clear at first attempt but was not sure and represents, breaks a frangible device at second attempts. How many penalties should be given?	**A:** No penalties should be given to the combination and no time should be removed to the final time.
Q: If a combination has a refusal and breaks a frangible device: **a.**what is the penalty? **b.**does additional time be added as per the Jumping rules (6 seconds)?	**A:** **a.**20 penalties for the refusal will be awarded to the combination. **b.**No additional time will be added to the final time. The time must be stopped/ deducted during the time the obstacle needs to be rebuilt.
Q: Does a Cross Country round with one frangible device broken (11 penalties) still count as an MER?	**A:** Yes as long as the Dressage, XC time and Jumping obstacle penalties are all within the MER parameters.
Q: As a Cross Country course penalised with 15 points (flag rule) can also count as an MER, does a Cross Country score of 26 points (11+15) can count as an MER?	**A:** No, any cross country score on obstacles above 19 penalty points cannot be considered as a qualifying result for the next level.

The End

Any Questions?