

CHECKLIST FOR OFFICIAL/PHASE COORDINATOR

CROSS COUNTRY BRIEFING

1. Thank jump judges for attending.
2. Hand out Judge's scoresheets and ensure everyone knows which jump they are on.
3. Give name of **PONY CLUB STEWARD** and how to contact them.
4. Have a look at your fence and sit at the best angle out of the way
5. Advise any **new** rule changes which will affect jump judging.
6. Make sure judges know which way horses will be approaching ie. red flag on right, white on left.
7. Explain how to fill out score sheet correctly and to add a comment if necessary.
8. Outside assistance – intentionally following another competitor, having friends call directions or make signals in passing, having someone at an obstacle to encourage the horse by any means whatsoever, to tamper with obstacles or any part of the course.
 - A) Explain – that if a rider asks if they negotiated the obstacle correctly, that you must answer correctly. (without penalty to the rider)
 - B) May hand whips, glasses etc.
9. Definition of faults, - refusal, run out, circle.(If unsure, do diagram on back of sheet). Falls
10. Number of faults allowed at one obstacle. **Falls are elimination**
11. Combination obstacles, - how to retake if a refusal occurs
12. Elimination or retiring. Grade 4 and 5 elimination.
13. Who to call if you need help. Understanding an emergency, how to use red flag, whistle.
14. How to stop and restart a competitor. Using the stopwatch.
15. Advise of breaks ie. lunch, toilet etc.
16. Make sure jump judges stay at their jump until score sheet is collected.
17. When you get to your jump and have queries, call official/phase coordinator as soon as possible to clarify your query.
18. Any questions?
19. Rough riding – misuse of whip/spurs, bad language etc.
20. Thank jump judges again, have a nice day etc.