



CERTIFIED SCHOOLING SUPERVISORS

Reminders

Before the Show

- Remember to pack your 'box of tools', e.g. measuring tape, electrical tape to tape jumps, etc.
- Review the rules 'one more time' before you get to the show, e.g. to ensure that you
 - Understand and know how to interpret schooling rules completely and correctly;
 - Are able to identify correct and incorrect schooling procedures;
 - Are aware of when Warning Cards can be given, when a charge or protest can be filed, etc.;
 - Are confident that you understand the role and authority of the CSS.
- Have cell phone with camera/video.

Arrival at the Show

- Check in with management to go over their expectations for you.
- Get weekly schedule.
- Pick up walkie-talkie.
- Touch base with the other officials, including other CSSs, the Stewards, the starter, the farrier, etc.
 - Unless you have them already, get phone numbers as needed.
- Review the Accident Preparedness Plan so you know who to call in the case of an accident, including the medics, the veterinarian, the horse ambulance location and driver, etc.
- Familiarize yourself with the showgrounds, paying special attention to the arenas and the schooling areas assigned to the arenas, especially the footing in the schooling areas and the jumps available.
 - Jumps – Number? Are there enough?
 - Are enough safety cups available?
 - Learn the names of the schooling areas so if there's an accident or a pole breaks you can communicate where you are.
- Confirm arrangements for footing maintenance, including how often, the name of who to call if you need help either with the footing or jumps, etc.
- Work with management in order to address concerns about footing or jumps.
- FEI approved safety cups are mandatory in all Hunter, Equitation, and Jumper warm-up/schooling areas.
 - Check with management to ensure that they are available in each location.
 - If FEI approved safety cups are not present in all warm-up/schooling areas, you must include this information within the Steward Report.



- Flags – Are flags required by management or specifications for the class and are they available?
- Have an extra jump rail and extra cups and safety cups available in case of breakage.
- Ask management if a Liverpool will be provided.
- Make sure that you have a rake available.

During the Show

- Safety is key in the schooling area. Don't hesitate to step in!
 - Examples of safety concerns:
 - Fresh horses or stallions
 - Beginner riders not schooling at the correct time
 - Not clearing the area for a water and drag
 - Dogs and babies
 - Incorrect rake storage(e.g. prongs facing up)
- Limit the number of horses in the schooling area for safety reasons.
- Work with the competitors, but don't hesitate to step in if they're doing something illegal.
- Get the schedule for each day and know the specifications for those classes, e.g. heights for schooling, boot regulations, etc.
- Obtain the jumping order for each class in your ring each day.
- Check with the starter before each class for any adds or scratches.
- Be aware of any signs of abuse (spur marks, blood, etc.)
- Be aware of illegal tack.
- Safety cups – Make sure they're being used appropriately
- For larger money classes, double-check that the blacksmith and horse ambulance are close by.
- Keep notes on any incidents or rule violations that happen in the schooling area and be sure they are included in the report submitted by the Steward or as an addendum.