



WE United Show Officials & Personnel Descriptions

This document is a guide for show managers, show officials and show personnel. It summarizes the roles and responsibilities of the various show officials and personnel.

Official	B-Rated		A-Rated	Championships
Judge ~	r (thru Intem.)	R,S (all levels)	R,S (all levels)	R or S for Regional S for National
	1-5 judges required *		1-5 judges required	2-5 judges required
Technical Delegate ~	Strongly Recommended, "TD" or "L" License Recommended		"TD" WE Licensed Required	"TD" WE Licensed Required
Gate Steward	Recommended *		Required ~	Required ~
Paddock Master	Recommended (may be same as Gate Steward) *		Required ~	Required ~
Show Secretary	Required		Required	Required
Course Designer * ~	Required		Required	Required
Veterinarian	Min. on-call, recommended on site		Required on site ~	Required on site ~
Farrier	Min. on-call, recommended on site		Required on site	Required on site
Emergency Medical Personnel	Min. on-call, recommended on site		Required on site	Required on site
Scribe	1 required for each judge		1 required for each judge	1 required for each judge
Scorer *	Required		Required	Required
Runner	1 per competition arena		1 per competition arena	1 per competition arena
Ground Crew	1 or 2 per competition arena		1 or 2 per competition arena	1 or 2 per competition arena
Timer (used in speed and cow trials)	2 required		2 required	2 required
Announcer *	Required		Required	Required

~ Where the ~ is indicated, the official may not compete in the competition. Where this appears in the first column, the official may not compete in any licensed competition where they are an official. If it appears in a competition type column, it indicates this official cannot compete at that level of competition in which they are an official.

* Where the * is indicated, the official may serve multiple positions as an official. See descriptions of officials and the rules for more information.

JUDGE

REQUIRED FOR: *All licensed competitions.*

- *B-Rated competitions: At least one judge but no more than five judges. Judges must have WE United r, R, or S credentials.. If an r judge officiates, they may only judge Children through Intermediate levels.*
- *A-Rated competitions; At least one but no more than five judges. Judges must have WE United R or S credentials.*
- *Regional Championship competitions; At least two but no more than five judges. Judges must have WE United R or S credentials.*
- *National Championship competitions; At least two but no more than five judges. Judges must have WE United S credentials.*

LICENSING REQUIREMENTS:

- *B-Rated competitions: Judges must have WE United r, R, or S credentials.. If an r judge officiates, they may only judge Children through Intermediate levels.*
- *A-Rated competitions; Judges must have WE United R or S credentials.*
- *Regional Championship competitions;. Judges must have WE United R or S credentials.*
- *National Championship competitions; Judges must have WE United R or S credentials.*

QUALIFICATIONS: *Reference licensing requirements.*

EQUIPMENT REQUIRED:

- *A clip board and/or notepad/notebook with:*
 - *Order of Go for each trial;*
 - *A blank copy of each dressage test to be judged.*
 - *A copy of each Ease of Handling and Speed course map to be judged.*
 - *Blank paper for notes.*
 - *Pen.*
 - *Ease of Handling gait chart.*
 - *Speed trial penalty chart.*
- *A bell.*
- *When multiple judges are utilized, each must have a two-way radio tuned to a frequency for judges so that they may communicate across the arena.*

DESCRIPTION

The Judge is the highest authority of the competition. The judge is responsible for evaluating each entry's performance in their trials. The Judge is responsible for ensuring the rules are followed.

When there are multiple judges they are called a jury. There shall be one judge appointed as the president of the jury.

Each judge shall be provided with a scribe to make notations of marks and comments and to manage the scorecards during the trials.

The Judge may not compete in a licensed competition in which he/she is officiating.

TECHNIAL DELEGATE

REQUIRED FOR: *A-Rated and Championship competitions. Strongly recommended for B-Rated competitions.*

LICENSING REQUIREMENTS: *A WE United "TD" license is required for A-Rated and Championship competitions. While not required for B-Rated competitions, a WE United "TD" or "L" Technical Delegate license is strongly encouraged.*

QUALIFICATIONS: *The Technical Delegate should have a clear and comprehensive knowledge and understanding of the rules and have a copy of the rules with them at the competition.*

EQUIPMENT REQUIRED:

- *A copy of the current rules governing the competition..*
- *A clip board and/or notepad/notebook which will have blank paper and a pen for notes.*
- *Copies of competition information pertaining to the entries, orders of go, and courses.*
- *A two way radio to communicate with other officials is highly recommended.*

DESCRIPTION

The prime duty of the Technical Delegate (TD) is to ensure the rules are enforced. In order to fulfil this directive, the Technical Delegate is required to coordinate and interact with various officials, show management, and competitors.

- **Judge:** One of the principal roles of the Technical Delegate is to be a second set of eyes for the judge. The role of judge requires them to be focused upon the performance of the rider performing at the time. While judges are trained to be knowledgeable regarding the rules, the focus with an eye to quantify a performance will at times make it difficult to attend to the broader requirements of the rules. It is the Technical Delegate's role to ease the judge of some of that burden.
- **Show Management:** The Technical Delegate will interact to ensure the competition is in compliance with the rules and the arena surfaces and courses provide good sporting and technical conditions.
- **Show Secretary:** The Technical Delegate must coordinate with the Secretary and staff to ensure the Orders of Go and Course Maps are posted appropriately and within time requirements.
- **Course Designers:** The Technical Delegate is responsible for ensuring the courses as designed and set up in compliance with the rules and provide good technical and sporting conditions.
- **Gate Steward:** When injuries or blood are detected on a horse, the Technical Delegate is typically the first official summoned, and they will then determine how the matter is handled thereafter, typically with consultation with the judge and, if present, veterinarian. The Technical Delegate may also be consulted to determine legality of tack and attire.
- **Paddock Master:** The Technical Delegate is typically the official called when there are disruptions in the paddock.
- **Veterinarian:** The Technical Delegate works with the veterinarian to ensure the rules are followed in regards to the health and well-being of the horses.

- Scorers: The Technical Delegate may be required to review the scoring and answer any questions the scorers may have as they pertain to the rules.
- Competitors: The Technical Delegate is a resource for the Riders, Trainers, and Owners whenever they have questions regarding the competition, especially the rules. The Technical Delegate is also the individual who receives any Inquiries or Protests and ensures they are addressed in accordance with the rules.

The Judge is the ultimate authority of the competition. The Technical Delegate must defer to the judge's authority. The Technical Delegate has authority over certain things, as stated in the rules. If the Technical Delegate observes or becomes aware of a situation where the rules are not being followed or where a clarification may be helpful to the judge, the Technical Delegate should discretely advise the judge. It will be the responsibility of the judge in such cases to determine the application of the rules in that instance.

While management of the competition is the responsibility of the Show Manager and their staff, the Technical Delegate has a significant role in coordinating between the various officials, show management, and competitors. In most cases when a question arises regarding the competition, especially as it pertains to the rules, the Technical Delegate is the individual to whom the question is directed. The Technical Delegate will coordinate as necessary with other officials and competitors to ensure the question/concern is addressed in accordance with the rules.

While the rules do not require a Technical Delegate at B-Rated competitions, competitions are strongly encouraged to include a Technical Delegate in their staff of officials. When no Technical Delegate is present:

- There is no official that competitors can go to regarding rule clarifications or to bring inquiries.
- There is no official observing the competition as a whole to ensure the rules are enforced. This places an additional burden on the judge which will potentially distract them from the focused analysis of competitors' performance.

Similarly, while the rules allow for the Judge to serve as the Technical Delegate, WE United advises against the practice.

- Since competitors can not approach the judge to pose questions regarding the rules and the competition, this may effectively deny them important clarifications.
- The judge is unable to act as the second set of eyes for himself/herself. This will lose the additional perspective of the second set of eyes and may distract the judge from the task of evaluating competitors.

The Technical Delegate may not compete in any licensed competition in which he/she is officiating.

GATE STEWARD

REQUIRED FOR: *A-Rated and Championship competitions. Recommended for B-Rated competitions.*

LICENSING REQUIREMENTS: *None at this time.*

QUALIFICATIONS: *The Gate Steward should have a knowledge of tack and attire allowed and prohibited by the rules. The Gate Steward must be able and willing to inspect horses mouths including inserting rubber gloved fingers in horses' mouths to inspect for blood.*

EQUIPMENT REQUIRED:

- *A clip board and/or notepad/notebook and pen with which to make notes.*
- *Copies of the orders of go for the various trials.*
- *Rubber gloves for checking the horses for blood. While more expensive than vinyl, latex or nitrile gloves are easier to take on and off, especially for individuals with larger hands and are recommended.*
- *Trash receptacle for disposing of used gloves.*
- *Stop watch.*
- *A two way radio to communicate with other officials, especially the Paddock Master and the Technical Delegate, is highly recommended.*

DESCRIPTION

The principal duties of the Gate Steward are to:

- Control the entry of competitors to ensure a smooth flow of competitors.
- To check if the horse is presented with blood before the trial and to inspect for blood on the horse at the end of the trial.
- To check for illegal or inappropriate tack/attire.

At B-rated competitions, the positions of Gate Steward and Paddock Master may be filled by the same individual. At competitions where there is a separate Paddock Master, the Gate Steward coordinates with the Paddock Master to facilitate the smooth and timely flow of competitors from the Paddock to the trial staging area. When the Gate Steward and Paddock Master are the same individual, the official will handle the coordination.

In the event a competitor presents with illegal tack and/or attire, the competitor will be given the opportunity to correct the tack/attire and will be moved to the end of the ride order. The Gate Steward will advise the Technical Delegate of such adjustments. If a competitor enters the competition arena with illegal tack/attire, the Gate Steward shall notify the Technical Delegate.

At the conclusion of the trial, the Gate Steward shall immediately inspect the horse of the competitor for presence of blood. If no blood is detected, the Gate Steward shall signal the Judge with an all clear sign so the Judge can signal the next competitor to start their trial. If blood is detected, the Gate Steward shall either:

- Immediately notify the Technical Delegate so the Technical Delegate can come to the inspection area and verify. If the Technical Delegate is not immediately available, the Gate Steward shall notify the Judge.
- If the Judge has given the Gate Steward the authority to disqualify or eliminate on the evidence of blood, in accordance with the rules, the Gate Steward shall notify the competitor of their disqualification or elimination and then immediately notify the Technical Delegate, or Judge in the case the Technical Delegate is not immediately available.

The Judge or Technical Delegate on behalf of the Judge may delegate the Gate Steward as the official to send competitors into the competition arena. If this responsibility is delegated, the 60 second time limit for the competitor to enter the competition arena begins when the Gate Steward instructs the competitor to enter. The Gate Steward in such instances should have a stop watch to verify the time and immediately advise the Technical Delegate, or the Judge directly if the Technical Delegate is not immediately available, of the infraction.

The Gate Steward may not compete in an A-rated or championship competition in which he is officiating.

Paddock Master

REQUIRED FOR: A-Rated and Championship competitions. Recommended for B-Rated competitions.

LICENSING REQUIREMENTS: None at this time.

QUALIFICATIONS: The Paddock Master should have a knowledge of tack and attire allowed and prohibited by the rules.

EQUIPMENT REQUIRED:

- A clip board and/or notepad/notebook and pen with which to make notes.
- Copies of the orders of go for the various trials.
- A two way radio to communicate with other officials, especially the Gate Steward and the Technical Delegate, is highly recommended.

DESCRIPTION

The principal duties of the Paddock Master are to:

- Monitor the competitors warming up and cooling down horses to ensure a safe environment.
- Advise competitors warming up in the arena as to the progress of the ride schedule and which horses are directed to the trial staging area for the competition arena.

At B-rated competitions, the positions of Gate Steward and Paddock Master may be filled by the same individual. At competitions where there is a separate Paddock Master, the Paddock Master coordinates with the Gate Steward to facilitate the smooth and timely flow of competitors from the Paddock to the trial staging area. When the Gate Steward and Paddock Master are the same individual, the official will handle the coordination.

If the Paddock Master observes illegal tack and/or attire, he/she shall notify the competitor as well as the Technical Delegate. The competitor will be given the opportunity to correct the tack/attire.

If the Paddock Master observes reckless or unsafe activity by competitors, he/she will warn the competitors and/or advise the Technical Delegate depending upon the severity of the activity, at the Paddock Master's discretion.

If the individuals other than competitors warming-up before or cooling down after a trial, or their trainers are present in the paddock, the Paddock Master shall request they leave the Paddock. Only competitors and their trainers are permitted in the Paddock.

The Paddock Master may not compete in an A-rated or championship competition in which he is officiating.

SHOW SECRETARY

REQUIRED FOR: *All licensed competitions*

LICENSING REQUIREMENTS: *None*

QUALIFICATIONS: *The Show Secretary should have good computer skills, good organization skills, good money handling skills, and good people skills.*

EQUIPMENT REQUIRED:

- *Computer is highly recommended.*
- *Printer is highly recommended.*
- *Calculator.*
- *Pens, pads, clipboards/notebooks.*

DESCRIPTION

The Show Secretary has duties that include:

- Processing of entries
 - This will include verification of membership and horse ID #.
 - Verify entry is eligible to compete at the level/division for which they apply.
 - Assigning back numbers
 - Assigning stabling and arranging for delivery of bedding.
 - Collecting payment.
- Preparing score sheets for each entry for the Dressage and EOH trials. Preparing score sheets for each level for the Speed trial. Preparing score sheets for each team in the Cow trial.
- Preparing and posting Orders of Go after drawn in conjunction with the Technical Delegate and after authorization by Technical Delegate.
- Posting of the course maps for the Ease of Handling and Speed trials along with the Orders of Go.
- Posting of trial results and competition results when released by the Judge and/or Technical Delegate.
- Copying the score cards for records prior to distribution to competitors. The score cards may be released when authorized by the Judge and/or Technical Delegate. Scanned copies (.pdf) are preferable.
- Reporting competition results to the WE United Show Licensing and Oversight Committee.

COURSE DESIGNER

REQUIRED FOR: All licensed competitions. The role may be fulfilled by another official (see description).

LICENSING REQUIREMENTS: None

QUALIFICATIONS: The Course Designer should have a good understanding of the sport and course design for Working Equitation.

EQUIPMENT REQUIRED:

- Show Management shall provide the Course Designer a list of available obstacles, competition arena size, and levels to be included.
- Tape measures: Short tape (12'-25') and long tape (30m or 100 ft. minimum)

DESCRIPTION

The Course Designer shall design the Ease of Handling and Speed trial courses.

- It is recommended whenever possible the course designer should be given a minimum of two weeks to design the course.
- Photographs of available obstacles should be provided the Course Designer whenever possible.
- When possible, it is recommended that the Course Designer be on site during the show to direct placement of the obstacles and adjustments as necessary.

The role of Course Designer may be filled by other officials. It is common to see either the Judge or Technical Delegate perform this role when a dedicated Course Designer is not included in the officials. Whenever possible, a dedicated Course Designer is recommended.

The courses should be clear, legible, and preferably on letter size paper to facilitate copying and posting.

The Course Designer may not compete in any licensed competition in which he/she has designed the course.

VETERINARIAN

REQUIRED FOR: *On-site at A-rated and championship competitions. Recommended on-site for B-rated competitions but if not on site must be on call.*

LICENSING REQUIREMENTS: *Veterinarian must be licensed to practice veterinarian services in the state where the competition is held.*

QUALIFICATIONS: *The Veterinarian must have at the site tools and supplies necessary to provide veterinary services typical for horse shows.*

EQUIPMENT REQUIRED:

- *Veterinary tools and medications appropriate for on-site diagnostics and treatment of equine illnesses and injuries. The Veterinarian shall provide these themselves as tools of the trade.*
- *Syringes, needles, and containers appropriate for drawing blood or collecting urine for drug analysis. Whether the Veterinarian or Show Management provides these shall be determined by the Veterinarian before the competition.*
- *A clip board and/or notepad/notebook and pen with which to make notes.*
- *List of competition entries including back #, horse name, horse breed, horse color, horse age, rider name and contact information, owners name and contact information.*

DESCRIPTION

The Veterinarian shall be available to attend to injuries. At A-Rated and Championship competitions, and B-Rated competitions when the Veterinarian is on site, the Veterinarian shall be available for:

- Treating of injuries of horses.
- Veterinary inspection of horses at the beginning of the competition.
- Veterinary inspection if called upon to do so by the Judge, Technical Delegate, or Gate Steward. The Veterinarian shall be situated in such a location as to be able to report quickly for such inspections whether they take place in the inspection area for the trials or at the stabling area.
- Drawing blood and/or urine samples for drug testing.

The Veterinarian may not compete in an A-rated or championship competition in which he/she is officiating.

FARRIER

REQUIRED FOR: *On-site at A-rated and championship competitions. Recommended on-site for B-rated competitions but if not on site must be on call.*

LICENSING REQUIREMENTS: *None at this time.*

QUALIFICATIONS: *The Farrier must have ability and tools to do basic farrier work including but not limited to removing and installing horse shoes.*

EQUIPMENT REQUIRED:

- *Farrier tools, farrier typically provides but the Show Manager shall verify if any tools or equipment shall be required.*

DESCRIPTION

The Farrier shall be available for farrier needs of competitors. The Judge, Technical Delegate, or Veterinarian may direct the Farrier to inspect hooves and/or remove and/or install horse shoes for horses subject to inspection by officials.

EMERGENCY MEDICAL PERSONNEL

REQUIRED FOR: *On-site at A-rated and championship competitions. Recommended on-site for B-rated competitions but if not on site must be on call.*

LICENSING REQUIREMENTS: *None at this time.*

QUALIFICATIONS: *The Emergency Medical Personnel must at the site tools and supplies necessary to provide emergency medical services for people typical for horse shows.*

EQUIPMENT REQUIRED:

- *Medical tools and supplies necessary to provide emergency medical services for people typical for horse shows shall be required.*

DESCRIPTION

The Emergency Medical Personnel shall be available to attend to injuries. At A-Rated and Championship competitions.

SCRIBE

REQUIRED FOR: *All licensed competitions. Each judge shall have a scribe.*

LICENSING REQUIREMENTS: *None.*

QUALIFICATIONS: *Ability to record marks and verbal notes on score sheets quickly and legibly. The scribe must be fluent and able to record notes in English. Whenever possible, the scribe should be fluent in a language in which the Judge is fluent.*

EQUIPMENT REQUIRED:

- *A clip board or notebook with score sheets for all entries. It is recommended that these be placed in the order of go.*
- *Pen.*
- *A stopwatch.*

DESCRIPTION

Unless the judge has delegated it to the Gate Steward, the Scribe shall start the stop watch when the judge signals the competitor to enter the competition arena within 60 seconds. If the competitor does not enter the competition arena within the 60 seconds, the scribe shall advise the Judge.

The scribe shall start the stop watch when the judge rings the bell signaling the competitor that they have 60 seconds to begin their trial. If the competitor does not begin the trial within the 60 seconds, the scribe shall advise the Judge.

The scribe will record the marks and notes to each exercise in the Dressage trial and each obstacle in the Ease of Handling trial. During the Speed and Cow trials they will record elapsed time and errors.

While multiple scribes may be used for a judge during a competition, the scribe should be the same for all competitors in a level during a trial whenever possible.

After the judge has added the collective marks and any general notes to the scoresheets in the Dressage and Ease of Handling trials, the Scribe will give the completed scoresheet to the runner for delivery to the Scorer. For Speed and Cow trials, the Scribe will give the completed scoresheets to the runner for delivery to the scorer after the final rider of the level in that trial.

SCORER

REQUIRED FOR: All licensed competitions. The role may be filled by the Show Secretary.

LICENSING REQUIREMENTS: None at this time.

QUALIFICATIONS: The Scorer should have a knowledge of how to calculate scores according to the rules. The Scorer should have good mathematical skills and legible handwriting.

EQUIPMENT REQUIRED:

- A clip board and/or notepad/notebook in which to make notes.
- A pen.
- Computer with appropriate scoring software if a computer is used for scoring.
- An adding machine with tape read out.
- A two way radio to communicate with the Technical Delegate is encouraged.

DESCRIPTION

The Scorer:

- Will receive the scorecards for each trial from the Judge/Scribe and calculate the extensions for the dressage trial, tabulate total marks and calculate percentages for the Dressage and Ease of Handling trials, and confirm time elapsed and penalty/bonus times are totaled correctly.
 - In the event the Scorer is unsure of a mark or no mark is given, they shall send the score sheet back to the Judge for clarification or entry of missing marks.
 - When there is a jury (multiple judges), if a certain exercise or obstacle has a zero score by one or more judges but not all judges, the scorer shall send the score sheet back to the President of the Jury for determination of the score of the particular exercise or obstacle.
- Tabulate trial point awards based upon places and according to the rules.
- Tabulate final placings of the competition according to the rules.

When computer based scoring systems are utilized the Scorer must be familiar with how to work these systems. Regardless of whether a computerized system is used, the scorer should have good mathematical skills. An adding machine should be available and used when computer based systems are not utilized and as a back-up when computerized scoring systems are used.

The Scorer shall deliver tabulations for posting by the Show Secretary after approved by the Judge and/or Technical Delegate.

It is recommended that scores be double checked to verify accuracy.

RUNNER

REQUIRED FOR: *All licensed competitions, one for each competition arena.*

LICENSING REQUIREMENTS: *None.*

QUALIFICATIONS: *Ability to be mobile for extended periods of time.*

EQUIPMENT REQUIRED: *None*

DESCRIPTION

The runner will take score cards from the Judge(s) to the Scorer.

- In the Dressage and Ease of Handling trials the runner will take the score card for each entry when the Judge(s) has completed the score card.
- In the Speed trial, the runner will take the score card for the level when the level's trials are complete.
- In the Cow trial, the runner will take the score card for each team when all team members have been scored and the score card is complete.
- The runner may take other information or items to or from the judge as needed.

GROUND CREW

REQUIRED FOR: *All licensed competitions, minimum of one for each competition arena.*

LICENSING REQUIREMENTS: *None.*

QUALIFICATIONS: *Ability to be mobile for extended periods of time and ability to move the obstacles as needed for course changes and if disturbed during a trial.*

EQUIPMENT REQUIRED: *A rake to smooth out the arena surface is recommended.*

DESCRIPTION

For the Dressage trial, the Ground Crew shall be stationed outside the competition rectangle but within the arena. They will reset the rails if disturbed and rake/smooth the arena surface if it becomes significantly disturbed or compromised. If the entry of the dressage court is to be closed after the competitor enters and opened as they leave, the ground crew shall move the rail.

For the Ease of Handling and Speed trials, the Ground Crew should be stationed in the competition arena but in a portion of the arena where they will not be in the way of competitors as they traverse the course. They shall reset obstacles after each competitor's trial to return the course to the pre-run condition. If at the Children or Introductory levels a portion of an obstacle is dropped, they will pick it up and hand it to the competitor in accordance with the rules.

For the Cow trial, the Ground Crew shall be stationed outside the arena. They will only enter the arena if directed by the Judge or the Technical Delegate.

TIMER

REQUIRED FOR: *Two required at all licensed competitions:*

LICENSING REQUIREMENTS: *None.*

QUALIFICATIONS:

- *Ability to operate a stop watch.*
- *Ability to convert minutes and seconds into seconds.*
- *Ability to average two times.*
- *Ability to operate a photo-electric eye timer (except at B-Rated competitions where one is not used).*

EQUIPMENT REQUIRED:

- *Two stop watches*
- *Photo-electric eye timer preferably with display board (except B-Rated competitions where a photo electric eye time is not used).*
- *Calculator is recommended.*

DESCRIPTION

Timers are used in the Speed and Cow trials.

For the Speed trial the timers shall be stationed in line with the start/finish lines but not close to the line; there should be some distance away so as to not 'crowd' the horse/rider. The timers' may need to adjust their positions after the start so as to not be in the travel way of horses while they negotiate the course. They must return to stop the time before the entry crosses the finish line.

When a photo-electric eye timer is used, one timer or other designated individual shall monitor the timer to ensure proper operation.

When a photo-electric eye timer is used, the official time for an entry shall be that of the photo-electric eye timer. If the photo-electric eye timer should fail or no photo-electric eye timer is used, the official time shall be the average of the two hand operated stop watches. The times shall be in seconds only which may require conversion from minutes/seconds.

ANNOUNCER

REQUIRED FOR: *Required at all licensed competitions. The role may be filled by another official and it is not uncommon for the Scorer to also perform the role of the Announcer.*

LICENSING REQUIREMENTS: *None.*

QUALIFICATIONS:

- *Ability to clearly announce and read scores and entry information.*

EQUIPMENT REQUIRED:

- *Public address system.*
 - *Included in the public address system shall be a way to play music provided by Masters level riders to be played during their Dressage trials. The music should be provided either on CD or via portable memory and in a common audio file format.*
 - *At A-Rated and Championship competitions, the public address system must serve the competition arena, the paddock, and the stabling area.*
- *A clip board and/or notepad/notebook and pen with which to make notes.*
- *List of competition entries including back #, horse name, horse breed, horse color, horse age, rider name and contact information, owners' name and contact information.*
- *A two way radio to communicate with the other officials.*

DESCRIPTION

The Announcer provides announcements and plays music via the public address system. While the Announcer may be required to make announcements of varied nature, the principal requirements include:

- Announce schedule.
- Announce riders in the competition arena.
- Announce scores as they are tabulated and provided by the scorer. This includes individual scores of riders during the competition as well as the placings of the trials and the competition.
- Play the music for Masters level riders during their dressage trial. The music need not be broadcast to the paddock or stabling area.
- Announcers are also encouraged to play suitable music during all trials. The style and tempo of the music should be reasonably uniform for all riders within a specific trial. Music for the various trials should generally conform to the following:
 - Dressage – The music should be of a slow to medium tempo and not harsh.
 - Ease of Handling – The music should have a medium tempo and be slightly animated.
 - Speed – The music should have rapid tempo and be quite lively.
 - Cow – When used, the music should be similar to that used for the Ease of Handling trial.
- Care must be taken that music and announcements are loud enough to be audible and recognizable but not so loud as to be disruptive. This is especially important in the competition arena.