

IEA Steward Guide



***Please refer to the following links for IEA's support documents regarding Covid-19 and your horse show:**

Covid-19 Resource Hub: <https://www.rideiea.org/iea-covid-19-resource-hub/>

IEA Rule Book: <https://www.rideiea.org/rules/>

IEA Extraordinary Exceptions to the Rules<https://www.rideiea.org/rules/>

Thank you for contributing to the IEA by being a steward. This Guide will assist you as you navigate through the many roles and responsibilities in an IEA competition. This Guide is intended to supplement your existing knowledge. You should already have an excellent knowledge of the IEA rules, show policies, and the IEA show format. You need to determine that both horse and rider are level appropriate. All classes have testing requirements/limits as well. It is highly recommended to keep a copy of the rule book with you at all times. **All IEA stewards are required to be members of the IEA. (Rule 6501)**

Why is the role of steward so important?

First and foremost, rider safety, horse welfare, and fair play are your top priorities. Your primary role is to ensure that all riders and horses are capable of safely performing in the levels in which they are assigned. It is the coaches' responsibility to place riders in the appropriate division. Please note any concerns about rider placement in your Steward's Report. All show participants rely on your judgment and impartial decision-making skills. Not all decisions are black and white, so make sure to rely on your rulebook knowledge and what you believe is the fairest option for all involved. Every decision you make should be seen as an educational opportunity. (Rule 6700)

2-3 days before the show:

1. Check in with the show host: Although this is not required, it helps build a working relationship, and allows some time to talk before the competition. Show mornings can be very stressful for the show host, so now is a perfect time to iron out the details:
 - a. What time should you arrive?
 - b. Is the show indoors or outdoors?
 - c. Approximately how many rides are expected?
 - d. How many horses will be provided? (Horses should be scheduled for no more than 5-8 classes and designated as an alternate in 1 class.) (Rule 4204.4)
 - e. Does the manager have any concerns or questions?
 - f. Be sure to let the host know what items you will need (e.g. horse grid, horse descriptions, courses/reining patterns, Steward's Report, and copy of the horse draw).
2. Research your travel route and have directions handy. Being on time is vital and sets precedence for the day.

The night before the show:

1. Every steward has his or her own personal routine. You want to be as physically and mentally prepared as possible. Find what works for you, and try to stick with it. Here are a few suggestions:
 - a. Pack several layers of clothing and a change of socks and shoes.
 - b. Bring a few snacks and drinks to help keep you hydrated and focused.
 - c. Remember to have essential steward supplies such as: pens, sharpie marker, highlighter, clipboard, Steward's Report, and copy of the rulebook.
 - d. You have a big day ahead of you. Get a good night's rest.

Show day morning:

1. When you arrive at the show there is no telling how stressful or chaotic the office will be. Be sure to check in with the show manager and secretary first to find out the following:
 - a. Inquire where the Accident Preparedness plan worksheet is located. This form is intended as a helpful tool for show hosts to develop a safety plan that works best for the competition.
 - b. Where and when does warm up start? Who is the schooling supervisor? (Rule 4502.1)
 - c. Introduce yourself to the official medical personnel. Develop a plan in case of emergency.
 - d. Let the show host know where you plan to watch the competition.

- e. How will you communicate with the show staff? (i.e. judge, show manager, show office)
 - f. Review the warm-up pattern and make sure it is posted at the warm up ring. How do the courses look? Are they level appropriate? Do the ground lines, standards, and jump cups comply with the rules? (Rule 4404)
 - g. How do the reining patterns look? Are they approved patterns and level appropriate? (Rule 7700)
 - h. Make a plan for the horse draw. Find out where, when, and how. Organize this now, so that you can supervise the draw right after warm-ups. (Rule 4503.1)
 - i. Does the secretary have an understanding of the point board, and all IEA required documents (e.g. judges cards, point sheets, add drop sheets etc.)?
 - j. 4th and 5th grade Futures riders may compete in all levels, but they may not be designated as point riders.
2. Horse warm-up! Your first big job as a steward is to watch all horses warm-up. Remember, it is the responsibility of the show manager to run warm up or have a schooling supervisor who is qualified by experience to assist you. (Rule 4502.1) Your focus should be determining if each horse is level appropriate or not, and make adjustments as needed. Show management should choose warm up riders that will best prepare each horse to compete. If you have any concerns regarding a warm up rider, please discuss these concerns with the show manager/schooling supervisor and adjust accordingly.
- a. Make sure all warm-up riders have signed a schooling rider waiver if they are not members. If they are not IEA members, the riders must be 18 years of age or older. (Rule 4501.2) If they are IEA members, they may not school horses over fences higher than their designated IEA competition level. (Rule 4501.2.4) Riders competing in a competition may not school horses until they have finished all phases of competition. (Rule 4501.2.4) Exceptions for open riders are outlined below.
 - b. Open riders may school horses **that are provided by their team** during a regular season show. During post season, open riders **may not** school horses until they are finished competing under any circumstances. Open riders are permitted to compete on a horse they have schooled when randomly drawn. Do not move the rider to the alternate. (Rule 4501.2.4.3, Rule 4501.2.4.4)
 - c. Introduce yourself to all warm-up riders as they come in the ring. Does each rider meet the guidelines to warm-up? Have them check in with you before and after warming up. You want to make sure that each horse jumps all fences in the directions and at the highest height over which they will show. Ensure that you feel comfortable with the amount of horses schooling in the ring at one time. If you feel as if there are too many horses schooling at once, please communicate with the schooling supervisor so that they may make adjustments.

- d. Take notes on each horse. If you notice any issues (e.g. horse is spooky) make note of that. This attention to detail will help you make decisions if you are asked for re-rides later in the day.
 - e. Do the horses look level appropriate? Are they sound?
 - f. Do any of the horses need additional warming up before they show? For example, if there are horses warming up in the morning that do not show until later in the day, it may be smart to have them briefly warmed up before any riders mount.
 - g. Make sure all hunt seat horses warm-up with the recommended aids. For example, if a horse is marked “no spurs” on the description, make sure it jumps the final warm-up course without spurs. Be sure that all changes to the horse descriptions are clearly communicated to all coaches. All spur optional hunt seat horses must be shown in spurs provided by the horse provider that are no larger than 1/2 inch and must be smooth. Under no circumstances should a hunt seat rider wear their own spurs. (Rule 4507.6-10)
 - h. Western horses may school in whatever manner that best prepares them for competition. It is not mandatory to switch to a non-roweled spur for schooling purposes. Western riders should be prepared to supply their own ball (non rowled) or roweled spurs. (Rule 4507.10).
 - i. Western beginner riders may use only ball spurs in the beginner class when indicated in the horse description. The use of roweled spurs for beginners is not allowed, and will result in elimination. (4507.11)
 - j. Discuss any possible horse issues with the show host and work together to make any necessary updates. Schooling may occur at anytime during the show as needed. (Rule 4501.1.7) It is highly encouraged to have warm-up riders available if there is need for any re-schooling during the competition.
3. Horse Draw! There are several ways to conduct the horse draw. Ask the show host if they already have something planned (e.g. a live draw). No matter how they do this, make sure the following criteria are met in a fair manner:
- a. A quiet place with 1-2 helpers to record the numbers.
 - b. Are all point sheets in? The secretary should make sure that each team has turned in a point sheet. (Rule 4503.1) If for some reason they have not, and the draw must be done, let them know that the team’s point rider by default is designated to the first rider listed on the team’s entry form in their respective classes. After the draw is completed, there can be no changes to the point sheet unless the steward is involved. Any changes should only be allowed in an emergency or extreme situation and is up to your discretion. (Rule 8106.4)
 - c. The correct amount of horses listed on each draw sheet. There should be at least 1-2 alternates assigned for each class. The names of the alternates should not be publicly posted, but the steward must be aware of the alternate horses. Only the steward may choose the alternate when a re-ride is requested.

- d. Let your draw helper(s) know who needs copies of the draw sheets (e.g. yourself, the posted copy, ingate person or warm-up ring supervisor, office or secretary).
 - e. Make any substitutions for riders who draw height or weight-restricted mounts. It is a good practice to discuss with the show host a baseline height limitation for ponies who may not have a weight limit (e.g. riders over 5'7" may have legs too long to safely ride a narrow pony) as well as a weight minimum for very large or heavy horses (e.g. a 80 lb, 4'10" child might not have enough mass/leverage to ride a large draft-cross.) There are no specific IEA rules that detail these minimums or maximums- the IEA relies on your good judgment and common sense. Substitutions should only be made after you have had an opportunity to meet the rider in question.
 - f. There are several effective methods of conducting the horse draw. You may supervise or appoint a designee for the drawing of horses. Some example methods of completing draw: Live draw with candy/trinkets, steward calling off random numbers from each class while a helper writes down the numbers in order on the draw sheets. Live draw can be fun for riders, but it does take a significantly longer amount of time, requires detailed preparation in advance, and requires more helpers to organize all riders. When conducting live draw, be sure that all items are identical. Above all, the draw needs to be fair and impartial.
4. Check in with the judge.
- a. Has the judge ever worked an IEA show before? Do they have questions on class descriptions and/or tests allowed/required in each class?
 - b. Does the judge know to look for the best rider and not the best horse?
 - c. Let him/her know that you are available for any questions during the day, and that you may be conferring with them on issues that potentially pop up.
 - d. Explain the process of re-rides. Is the judge comfortable judging through possible issues?
 - e. Discuss flat class safety. You may have to disrupt a class if there are any safety issues. In the event that a rider or horse is unsuitable or unsafe for the class, the steward and/or judge may excuse the rider and/or horse.
 - f. Have a discussion about not penalizing riders for well-executed simple changes. Riders should be judged on smoothness and not necessarily on the number of strides in between jumps.
 - g. Inform the judge that the IEA defers to USEF rules in regards to hunt seat attire and coaching from the rail. (Rule 4508)
 - h. When two judges are used in a Western competition, a tie breaker judge for each class must be determined before the start of the competition (Rule 7601.5)
 - i. Appropriate use of the crop should not be penalized. Point out any horses that have specific recommendations.
 - j. Ask if the judge has anything he/she would like shared at the coaches meeting

Coaches Meeting:

1. You should attend the coaches meeting so that you may introduce yourself to all coaches, and set the precedence for the horse show. Make sure to introduce yourself to essential show staff/volunteers as well.
 - a. Ask all of the coaches to introduce themselves and say which team they are with.
 - b. Let them know how and where they can reach you if they have questions.
 - c. Explain how to go about asking for a re ride. Only the rider's coach may ask for a re-ride. They must simply ask for a re ride. It is vital to remind coaches that when asking for a re ride, it is not appropriate or sportsmanlike to be rude or argue a decision. Your job is to make a decision whether or not the issue is through no fault of the rider. (Rule 4505.1)
 - d. Share any important reminders to help the coaches out (e.g. no spurs for hunt seat and dressage beginners, no loud coaching from the sidelines etc. Western beginner riders are allowed spurs with stipulations). (Rule 4507.11)
 - e. Share any Horse Description updates. It is recommended that horse providers attend the meeting so that they can share additional horse information if need be.
 - f. Let coaches know that if time allows you will do your best to explain all re-ride decisions, but that all decisions are final. This is a courtesy educational opportunity for the coaches and not an invitation for a debate.
 - g. Discuss the importance of good sportsmanship from all coaches, riders, and audience members. Everyone should be courteous and respectful to all riders and horses. (Rule 4511)
 - h. Explain how the rider warm-up will be carried out. (Rule 4502)
 - i. Now is a perfect time for a bathroom break! You will want to be available ringside during schooling and competition, so squeeze this in before the day begins. While riders are in the show ring, **you must watch the ring.**
2. Check in with other show staff.
 - a. Introduce yourself to ingate and warm-up ring officials.
 - b. Do they understand their roles?
 - c. Remind them of all warm-up rules. (Rule 4502)
 - d. Riders should not be eliminated for falling off or going off course in the warm-up.

Start of the show:

1. Watch all rides as closely as possible. You should always keep the safety of the riders and horses as your first priority. It is vital that you watch the ring at all times. You can not effectively steward an IEA event unless you are focussed on the horses and riders in the ring. If you happen to miss something, you should check with the judge for their opinion.
 - a. Keep an eye on your horse grid to make sure that all horses are being used fairly, and have enough energy to carry on. (Rule 4204.4)

- b. Publicly announce and note any change in tack (crop/spur) that effect a horse's description throughout the competition.
 - c. Make note of any issues you see. This will help in case a coach asks for a re-ride during a class.
 - d. If you notice any long breaks in between trips, please feel free to talk to the show host to see if he/she needs help or tips to keep the show running efficiently. It is not your job to manage the show, but helping the show run smoother by educating staff can be extremely helpful.
 - e. When rider classification is called into question, it is your job to review the rider's ability for proper placement and make a written recommendation in the Steward's Report. If time allows, discuss your concerns with rider's coach. (Rule 6702)
 - f. In the case of a fall, or serious accident to someone at the show, the show manager should complete the Incident Report form.
2. Re-ride requests are a big part of a steward's role. It is your responsibility to confidently and effectively express your decision to the coach. (Rule 4505.1 and Rule 4505.7) Please remember, it is the duty of the coach to advocate for their riders. You should be approachable and friendly, but firm in all of your decisions. Your first thoughts should be whether or not the horse and/or rider are level appropriate. Did the rider try to ride through the situation? Please remember the following:
- a. Only coaches and the judge can request re-rides. If a parent approaches you, ask them to send the coach over. (Rule 4505.3) A coach may only request a re ride for their own riders.
 - b. Your decision is final. No one should be pushy or a poor sport.
 - c. Ask the judge if they are capable of judging through a minor situation in lieu of a re-ride.
 - d. Never offer a re-ride. It is up to the coach to ask prior to the card being signed by that judge for that particular class. (Rule 4505.3)
 - e. If a coach continues talking while you are considering a request, please feel free to politely ask them to stop.
 - f. You can also ask the judge to keep an over fences card open if you need to see the horse perform with another rider to make a determination if something is horse or rider error.
 - g. If a re-ride is granted in a flat class, the judge decides where to resume the class. (Rule 4505.6)
 - h. If you miss the ride in question, ask the judge for input.
 - i. Follow your instincts: 99% of the time your initial reaction is the right one. Do not let the words of a coach sway your decision.
 - j. Under unusual circumstance a judge may confer with the show steward to request a re-ride or excuse the rider from a class. (Rule 4505.3)
 - k. Remember that every now and then you may wish you made a different decision. For example, if you deny a reride for a horse that you end up pulling in the next class, feel free to talk to the coach and let them know their options and your

opinion (i.e. if they should write a petition). Make notations regarding these issues in the Steward's Report.

- l. Often the level of class is considered when deciding to remove a horse from competition. For example, a horse that is scheduled to compete in Open and Intermediate may behave in such a way that you will expect the Open riders to manage, but will remove it from the Intermediate classes.
 - m. The less that you say to a coach about the way a rider performed the better. It is not the job of the steward to explain how the rider should be riding.
3. Rider Elimination:
- a. Team identifying logos and names shall not be allowed on Western show clothing. Failure to use appropriate attire will result in a score of zero. (Rule 4508.5)
 - b. Hunt Seat riders whose headgear becomes lost or unfastened while in the show ring will be disqualified and immediately excused from the ring. (Rule 4508.2)
 - c. Usage of spurs in the beginner classes in both Western and Hunt Seat. (Rule 4507.6)
 - d. Improper usage of crops and/or spurs. (Rule 4507.4)
 - e. Riders in all disciplines are expected to compete displaying the number assigned by show management. Should a rider compete without a number or with the wrong number, he/she **will not be eliminated** as long as he/she can be correctly identified. (Rule 4508.2)
4. Examples of Non-Protestable Decisions:
- a. Soundness of the horse or suitability of rider when determined by the steward and/or judge. (Rule 6400)
 - b. All judge's decisions are final.

Finishing up the day:

- a. Look over the point board, and break any ties if need be. (Rule 4510)
- b. Be sure to complete your Steward's Report and send a copy to the IEA Membership Office and Zone Administrator within 48 hours of the competition. Do not leave your report with the show host, as it is your responsibility to send in. (Rule 6701.12)
- c. Thank the show host and see if they have any questions or concerns before you leave. Feel free to offer feedback to the show host.

Thanks again for stewarding for the IEA! Please feel free to contact the IEA Membership Office with any questions, concerns, or suggestions.

Updated/New Rules for the 2020-2021 Season

~This list does not include all rule changes.

~ Please see the Rule Book, Dressage Addendum, Intro Pilot Program Addendum, and 2020-2021 Extraordinary Exceptions Addendum)

2304.1 Any full-time student enrolled in grades four (4) through twelve (12) during the application year is eligible to be a rider member provided they are less than twenty (20) years of age on September 1st. Middle school riders (Futures) shall be those students in grades four (4) six (6) through eight (8) and high school riders (Varsity and Junior Varsity) shall be those students in grades nine (9) through twelve (12). Any change to the student's grade level in the application year must be reported to the IEA Membership Office.

4304.2 When there are less than three (3) Open riders in a class, they drop down to compete in the Intermediate classes at the intermediate height but points will be adjusted. Open rider(s) will keep any points earned and points will be adjusted as needed for Intermediate riders by taking out the Open rider(s) then sliding up the Intermediate placements. (e.g. An Open rider competes with an Intermediate flat class and places 5th. The Open rider receives 2 points for the 5th finish and the Intermediate rider who placed 6th is counted as placing 5th earning 2 points and the Intermediate rider who was 7th moves to 6th earning 1 point.) Only points are adjusted. Any ribbons or awards won in combined classes remain the same.

4305.4 A class may not be split for points unless there are twelve (12) or more riders in the class. The number of riders in the class will be determined by the actual number attending and participating in the class in question, not by the number of entries. The assignment of riders to each split class shall be equitable; however, no one section can have fewer than six (6) riders in it for points and awards to be given. When a scratch occurs after the draw in a group of twelve (12) that is split in two sections of six (6), the group can be recombined to compete as one class of eleven (11) or remain split to run as two sections of five (5) and six (6) but must be pinned together as one class of eleven (11).

4404.2 All fences must have wings or standards at least twelve inches (12") higher than the top of the fence.

4404.4 The use of oxers is permitted only at the Varsity Open level.

4404.7 Judges and Show Steward must visually inspect each course prior to the start of competition (see rule 6305).

4405 Small and Medium ponies may only be used in Futures classes. Horse descriptions should note horse providers' allowances for height and weight.

4502.4 Riders must enter the ring at the walk and remain at the walk until the class is called to order unless otherwise instructed by the judge. 4502.5 Over Fences Class riders will be allowed one lap in each direction around the warm-up arena and two (2) practice jumps (one off each lead) before the competition. Practice jumps will be set and adjusted by the Schooling Supervisor

and/or Show Steward. Jumps should be set at the same height as the class in the show arena. The Show Steward should post a set warmup pattern that complies with the above guidelines.

4506.2 For temporary or permanent disability requiring special equipment or substitution of tack, follow rule 2402.

4506.7 Conventional tack appropriate for the show ring is expected. Training equipment (e.g. draw reins, training forks, tie downs) may not be used in the competition ring. **(See page 34 for list of acceptable hunt seat and western tack, and page 71 for dressage specifications)**

4507.3 One or two disciplinary applications (typically used behind the girth or cinch unless otherwise designated) in the event of disobedience are sufficient. Use of the crop or spur should not be penalized when it is appropriate to the situation and/or mount.

4507.4 Stewards and/or Judges may rule that a rider be penalized or disqualified for improper use of crops, whips or bats, or spurs.

4507.7 In divisions of Hunt Seat and Dressage Novice, Intermediate, and Open riders may only use spurs when indicated in the horse description. Hunt Seat and Dressage Beginner (Walk/Trot & Walk/Trot/Canter) riders are not permitted to wear spurs and will be eliminated for doing so. Western Beginner (Walk/Jog & Walk/Jog/Lope) riders are permitted to wear spurs when indicated in the horse description but only ball spurs are permitted.

4507.8 In the Hunt Seat and Dressage disciplines, spurs must be supplied by the horse provider. On the day of competition any changes to spurs provided with the horse must be approved by the Show Steward

4507.11 Western beginner riders may use spurs when indicated in the horse description but those spurs can only be ball (non-roweled) spurs. Beginner riders who use roweled spurs will be eliminated for doing so. 4507.12 Coaches and riders are responsible for using only the approved aids as listed in the horse description paying particular attention to the type of spur (non-roweled or roweled) noted. Any variance will have to be approved by the show steward in conjunction with the horse provider. Riders using anything other than what is noted in the horse description or pre-approved by the Show Steward will be eliminated.

4508.5 No position aids not otherwise required due to valid medical reasons supported by written doctor's orders will be allowed. The written orders from the physician must be presented to the show steward at each competition or event. Position aids include but are not limited to spray tight, stick tight, shoulders back, wrist guards, and full seat breeches in disciplines other than dressage.

4510.1 At all shows, including Zone and Regional Finals, for all placings, team ties shall be broken first by the total number of first (1st) place finishes, then by total number of second (2nd) place finishes, then by total number of third (3rd) place finishes, then by total number of fourth (4th) place finishes, then by total number of fifth (5th) place finishes. If a tie still exists, then it shall be broken by the highest combined total of points from performance classes (hunt seat over

fences, dressage test, or western reining). Designated team point rider scores are the only scores to be considered when breaking team placement ties.

4510.4 For ties in Reining classes, see Rules 7602.3 and 7602.4.

5315 Riders or Teams who become eligible after the entry closing date of a competition may not enter and compete in that event.

6502 A Show Steward not meeting qualification criteria outlined in Rule 6501 may be used only in cases of extreme circumstances with prior written consent from the Zone Administrator or by approved petition to the Zone Ethics Committee for a single event.

6701.5. A Show Steward must visually inspect courses after they have been set to ensure jump criteria outlined in rule section 4404 is followed.

7401 Classes over fences shall be held over at least six (6) jumps, type to be left to the discretion of management. Novice courses must include one (1) change of direction. Open and Intermediate courses must include at least two (2) changes of direction.

7602.3 Reining Tie Break Rule: For all reining ties during regular and post season shows, (besides first (1st) place at Nationals or any qualifying spots for Nationals), ties will be broken in the following manner: 1. Fewest number of penalty points 2. The highest score on a predetermined maneuver other than a spin or slide, chosen by the designated judge, before the start of the reining competition. 3. If a tie can still not be broken, a coin toss will be held to determine the winner. 7602.4 Reining Tie Break Rule: For all first (1st) place reining ties at Nationals or any post season individual class determining a qualifying spot for Nationals will be broken in the following manner: 1. Fewest number of penalty points. 2. The highest score on a predetermined maneuver other than a spin or slide, chosen by the designated judge, before the start of the reining competition. 3. A ride off- ride will take place. Riders will switch horses and ride IEA Pattern 10. If both riders were on the same horse they will use predetermined alternate horses chosen by the stewards. 4. If a tie can still not be broken in an individual class, the riders will remain tied in points / title / qualification. If a tie can still not be broken in a team class, the tie remains and points will be awarded to both riders. In both individual and team classes, if a tie remains after steps 1-3 are completed, a coin toss will be used to determine who retains what prizes. The winner of the toss takes all prizes for the higher level, and the other rider gets the prizes designated for the next lower award level. When riders remain tied, the next placing skips a spot and then resumes. (e.g., Tie for 2nd can't be broken. Riders remain tied so no one is placed 3rd. The next placing awarded is 4th)

7700 Reining Pattern Requirements

7708 Speed variation is required. Any rider exhibiting excessive speed will be assigned a penalty 1 score per maneuver.

8106.1 Each Team will designate one rider per class to compete for points toward the team championship. Riders in grades 4 and 5 are not eligible to be designated as point riders.