

VOLUNTEER POSITIONS

Area:	Position:	Job Description:
ALL	Volunteer Coordinator	Work closely with show manager and secretary to schedule volunteers; deliver coolers and ice to judges' booths and show office; monitor volunteer sign-in; hand out supplies to volunteers; get lunches ready for judges
ALL	Awards Coordinator	Place ribbons and prizes in boxes and set out at gates; post results in designated places; answer questions for competitors or direct them to correct person or office
ALL	Announcer	Announce horse and rider competitors; announce results of each class; talk about sponsors and other events *Must be able to speak clearly and confidently to a crowd
ALL	Parking Attendant	Direct competitors and spectators to designated parking areas; ensure safety and flow of traffic for event
DR	Gate Keeper	Maintain safety and help the show run on schedule by ensuring that riders are ready to enter the competition ring on time; keep track of horses and competitor numbers; notify riders of schedule changes; notify show management of any no-shows, scratches or mishaps; perform inspections of equipment (bit, whip, and spurs) and report any potential issues
DR	Ring Steward	Maintain safety in the show and warm up arenas; keep people out of the way while competitors are entering arena; direct people to designated areas for lunging and warm up; limit number of riders in arena at one time; ensure safety policies are followed; maintain radio contact with show officials
DR	Scribe	Write the judge's comments and numerical scores given for each movement onto the test sheet as the rider is performing their test; review the test to make sure all required areas are filled in and any necessary signatures are applied before giving the test sheets to the arena Runner. It is very important that the Scribe be able to focus, keep up with the movements of the test, and write legibly and quickly for long periods of time. * Experience preferred
DR	Test Runner	Pick up tests from the Scribe and bring them to the show office. Tests are usually picked up every 2nd ride, but the runner should check with the show secretary as to how often they want the test picked up. Judges/scribes will often ask runners to bring a bottle of water, etc. * Must be at least 16 years old with a valid Drivers License
SJ	Warm Up Ring Steward	Monitor safety in the warm up areas; direct people to designated areas for lunging and warm up; limit number of riders in arena at one time; ensure safety policies are followed; maintain radio contact with show officials

SJ	Jump Ring Steward	Maintain safety and help the show run on schedule by keeping track of horses and keeping the riders moving to the show ring; maintain the order of go provided; field questions such as estimated times for different divisions; tell the announcer when horses start their courses; open and close any gates to the ring as necessary
SJ	Time Keeper	Accurately record the amount of time each competitor spends on each jumping round and inform judge of times
XC	Chief Cross Country Steward	Responsible for familiarity with course, flags and numbering; conduct final course check; briefs other personnel on duties and responsibilities; available at all times to management and Control
XC	Controller	Person dedicated to instantly implementing holds in course, sending medical or veterinary assistance in the event of an accident on course; keeps track of where each rider is on course at all times
XC	Assistant Control	Assists Controller in duties listed above and helps to keep track of where each rider is on course at all times
XC	Safety Coordinator	Coordinates emergency responses, supervises and directs in case of emergency on course
XC	Chief Jump Judge Steward	Assign fences to jump judges; attend jump judge briefing; hand out equipment as needed; answer questions from jump judges; adjust assignments if necessary; ensure that each fence is covered by a jump judge with necessary working equipment
XC	Jump Judge	Stationed at one obstacle on cross-country; make sure area around obstacle is clear as each rider approaches, assess penalties at obstacles, respond properly and promptly in case of emergency <ul style="list-style-type: none"> ▪ No experience necessary, training provided
XC	Score Runner	Collect score sheets and ensure timely delivery to scorers; may also run errands for judge such as bringing food or water and supplies <ul style="list-style-type: none"> ▪ No experience necessary, training provided *Must be at least 16 years old with a valid Drivers License
XC	Timer	Record start or finish time as positioned; maintain radio contact with Control
XC	Starters (Chief and Assistant)	Start each competitor on cross-country at the scheduled time and in accordance with USEF Rules; Call competitor and count down to start; notify next rider of 3 and 2 minute warnings; operation of primary time system and initiate holds on course as directed by Control
XC	Stopping Steward	In the event of a Hold on course, stop competitors at designated stop location and keep accurate time of the duration that competitor was held
H/J	Runner	Pick up score cards from judge and deliver to horse show office; may also run errands for judge such as bringing food or water and supplies *Must be at least 16 years old with a valid Drivers License

H/J	Awards Presentation	Hand out ribbons and awards to riders in all flat and under saddle classes; help organize ribbons and prizes
H/J	Ring Set Up/ Jump Crew	Responsible for course set-up and measuring to ensure that fence heights and distances are accurate as provided by the course designer; replace poles that are knocked down during a round; help raise all fences between divisions and reset any jumps as necessary
H/J	Lunch Distributor	Pass out food and water to gate keepers, judges, announcer and all volunteers
H/J	Trash Pickup	Ensure that trash is picked up and placed in trash cans; empty or replace trash cans if full

DR = Dressage

SJ = Show jumping

XC = Cross Country

H/J = Hunter/Jumper Show

**Not all positions are available at all shows. Management may combine or change positions and/or requirements as necessary to accommodate individual events.*