



Pony Club Dressage Rally Volunteer Descriptions



Job Title	Abilities and Skills Needed	Job Duties	Time
POSITIONS LISTED BELOW DO NOT REQUIRE HORSE KNOWLEDGE OR EXPERIENCE			
Gate Keeper	<ul style="list-style-type: none"> • Ability to open and close a gate • Ability to spend long periods of time standing • May require bending/lifting • May require use of radio 	<ul style="list-style-type: none"> • Gate keepers oversee opening and closing the ring and/or arena gates to allow riders into or out. • May be required to communicate with announcer/judge/warm up steward via radio. • Should open and close gate as directed by the volunteer coordinator or other official. <ul style="list-style-type: none"> ○ <i>Should sit or stand quietly to not spook the mount in the ring</i> ○ <i>Depending how the warm-up area is set up, sometimes the gate keeper is also the ring steward</i> 	Varied, usually broken into AM and PM shifts.
HM Turnout Inspection Scribe	<ul style="list-style-type: none"> • Note taking while standing 	<ul style="list-style-type: none"> • Takes notes from horse management judge performing turnout inspections. <i>*This is a great way to learn more about how the inspections are done.</i> 	Varied, usually at least the duration of a division.
HM Turnout Inspection Steward/Timer	<ul style="list-style-type: none"> • Note taking • Ability to watch the time/record accurately • Seated job 	<ul style="list-style-type: none"> • Checks in each rider to ensure that they have arrived on time even if the horse management judge is not ready for them. <i>*This is a great way to get to see and meet all the riders.</i> 	Varied, usually at least the duration of a division.
Parking Monitor	<ul style="list-style-type: none"> • Ability to direct traffic • Comfy chair to sit in between rushes 	<ul style="list-style-type: none"> • Direct traffic to locations as specified by the volunteer lead. • Park cars/trailers as efficiently as possible. • May need to help guide trailers into spots. 	Varied, usually one to two hours at the start of the event.
Score Runner	<ul style="list-style-type: none"> • Mobility - Runner may walk between arenas and scoring or use a golf cart depending upon the size of show grounds. 	<ul style="list-style-type: none"> • As directed go to each ring and pick up the completed score sheets from the judge's scribe and take them to the scorers. • Inform the judge of any additions/scratches or changes as directed. • <i>Runners should only approach the judge's booth between rides, as not to disturb the mount in the ring. Runners may also be expected to deliver drinks and stacks to the judge and scribe since they cannot leave their post.</i> 	Varied, usually broken into AM and PM shifts.
Team Chaperone	<ul style="list-style-type: none"> • Comfortable overseeing the team and meeting their needs before, during and after each competition day. • Awareness of food allergies/special needs and ability to advocate for these members as needed. 	<ul style="list-style-type: none"> • Chaperone duties and responsibilities are included as an appendix in the discipline rulebook. • Chaperones are not allowed in the barn area or other restricted areas. • If a neutral zone is used chaperones may want to bring a notebook and pens for competitors to use for communication left in the neutral zone. <i>Chaperones may also drop off other items (water, food, etc.) for their team members in the neutral zone.</i> 	Duration of the event

**Please note key rally positions are listed in the Rally Organizer's Guide*

Warm-Up Ring Steward	<ul style="list-style-type: none"> Organization – clipboard, pens, and a list of rider order of go Loud voice to call out rider numbers across a crowded arena Ability to stand for long periods of time Ability to pleasantly, but firmly direct riders, parents, and coaches 	<ul style="list-style-type: none"> Responsible for making sure riders have checked in upon arriving at the warm-up arena. Letting riders know the order of go, who is “on deck” (next), and “in the hole” (next of next). Sending riders to the in-gate to keep the show flowing in a timely fashion. Making sure the arena does not become too crowded (riders may be asked to wait to enter the warm-up arena until X # of riders ahead). The warm-up steward will have a clipboard with the order of go, and a pen to check off riders as they get sent to the in-gate. 	Varied, usually broken into AM and PM shifts.
Clean-Up Crew	<ul style="list-style-type: none"> Organization Manual labor Bending and heavy lifting required 	<ul style="list-style-type: none"> Working throughout the day, keeping the grounds clean and organized. Put all equipment away at the end of the day. 	Varied, usually one to two hours at the end of the event.
Hospitality Crew	<ul style="list-style-type: none"> Attention to detail May require driving a golf cart 	<ul style="list-style-type: none"> Make sure competitors, officials, horse management judges and volunteers always have access to water. Deliver food/snacks as needed. 	Varied. May be broken up by AM and PM, phases, days, etc.
Poop Crew	<ul style="list-style-type: none"> Ability to handle a pitchfork and muck bucket Bending and heavy lifting required 	<ul style="list-style-type: none"> Clean up all manure between riders/divisions (whenever you can get into the arena without disturbing the flow of the show) left in the arenas and walkways between arenas. 	Varied, usually broken into AM and PM shifts.
Set-Up/Tear Down Crew	<ul style="list-style-type: none"> Manual labor Ability to spend long periods of time standing Bending/heavy lifting required 	<ul style="list-style-type: none"> Follow the directions of the volunteer lead. Help set up warm up and competition areas (i.e. dressage arenas, tables, etc.). 	One to two hours in length depending on equipment.
POSITIONS LISTED BELOW MAY REQUIRE SOME HORSE AND COMPETITION KNOWLEDGE			
Announcer	<ul style="list-style-type: none"> Clear, cadenced voice Basic knowledge of discipline rules and faults Seated job 	<ul style="list-style-type: none"> Clearly announce rider/mount/team names, give directions to riders as needed, communicate faults/points/happenings to the riders/audience. 	Duration of the competition
Awards	<ul style="list-style-type: none"> Understanding of ribbon colors/placing order May need to set up tables-bending and lifting may be involved May need to announce winners (or enlist a separate person to announce) 	<ul style="list-style-type: none"> Set up awards in designated awards ceremony area Organize and present individual and team ribbons/awards at the end of the competition Knowledge of the event/history/fun facts is helpful to keep the audience engaged during the ceremony 	Needed at the end of the competition

Judge's Scribe	<ul style="list-style-type: none"> • Ability to write quickly with legible handwriting • Ability to talk softly / hear the judge talking softly • Knowledge of basic phase terminology encouraged • Seated job 	<ul style="list-style-type: none"> • The judge's scribe sits next to the judge and take notes as directed by the judge 	Minimum of partial day (can change when judge has a break), but often for duration of the day
Scorer	<ul style="list-style-type: none"> • Ability to use a computer/printer • Attention to detail • Basic math skills • Knowledge of assessment of points/penalties for the competition 	<ul style="list-style-type: none"> • Working with the scoring chair enter, check and post scores for the competition 	Duration of the competition
<i>POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND EXPERIENCE</i>			
Team Coach	<ul style="list-style-type: none"> • Solid knowledge of discipline rules • Ability to instruct members effectively • Time management skills • Patience 	<ul style="list-style-type: none"> • Coaches duties and responsibilities are included as an appendix in the discipline rulebook. 	Duration of the event