



Pony Club Eventing Rally Volunteer Descriptions



Job Title(s)	Abilities and Skills Needed	Job Duties	Time
POSITIONS LISTED BELOW DO NOT REQUIRE HORSE KNOWLEDGE OR EXPERIENCE			
Cross-Country Score Collector	<ul style="list-style-type: none"> • Drive golf cart or vehicle 	<ul style="list-style-type: none"> • Use golf cart or other means to travel on XC course picking up sheets from start, finish and all XC fences • Deliver jump judge meals, snacks, or drinks as necessary • Inform the jump judges of changes as directed 	Varied, usually broken into AM and PM shifts
Cross-Country Warm-Up 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 • Ability to stand for long periods • 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” (after the next) • Sending riders to the start box to keep the show flowing • Making sure the warm-up arena does not become too crowded (<i>riders may be asked to wait to enter the warm-up arena until X number of riders ahead</i>) • 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 start box 	Varied, usually broken into AM and PM shifts
Dressage Gate Keeper	<ul style="list-style-type: none"> • Ability to open and close a gate • Ability to spend long periods • May require bending/lifting • May require use of radio 	<ul style="list-style-type: none"> • 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.</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
Dressage Score Runner	<ul style="list-style-type: none"> • May require running/walking between arenas and show grounds • May require driving golf cart 	<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 <ul style="list-style-type: none"> ○ <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
Dressage 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 • Ability to stand for long periods • Ability to pleasantly, but firmly, direct 	<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” (after the next) • Sending riders to the in gate to keep the show flowing 	Varied, usually broken into AM and PM shifts

*Please note key rally positions are listed in the Rally Organizers Guide

	riders, parents, and coaches	<ul style="list-style-type: none"> • Making sure the arena does not become too crowded (<i>riders may be asked to wait to enter the warm-up arena until X number of riders ahead</i>) • 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 	
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
Stadium In-Gate Steward	<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"> • Oversee opening and closing the 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
Stadium Scribe	<ul style="list-style-type: none"> • Ability to write quickly and legibly • Ability to talk softly and 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 documents penalties, time and scores as directed by the judge 	Varied, usually duration of phase
Stadium Timer	<ul style="list-style-type: none"> • Ability to use a stopwatch • Ringside view of all riders • Seated job • May need to use radio 	<ul style="list-style-type: none"> • Time from start to finish on a course (horse's chest crosses the line) • Stand/sit by the start/finish line • May need to radio in the times 	Varied, usually duration of phase
Stadium 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 • Ability to stand for long periods • Ability to pleasantly, but firmly direct 	<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” (after the next) • Sending riders to the in gate to keep the show flowing 	Varied, usually broken into AM and PM shifts

**Please note key rally positions are listed in the Rally Organizers Guide*

	riders, parents, and coaches	<ul style="list-style-type: none"> • Making sure the arena does not become too crowded (<i>riders may be asked to wait to enter the warm-up arena until X number of riders ahead</i>) • 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 	
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
Clean-Up Crew	<ul style="list-style-type: none"> • Organization • Manual labor • Bending and heavy lifting 	<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
Cross-Country Jump Judge(s)	<ul style="list-style-type: none"> • Note-taking skills – pen, clipboard, order of go list and score sheets (<i>all materials supplied by event</i>) • Ability to attend a cross- country briefing (<i>will explain the job</i>) • Basic understanding of discipline rules and faults 	<ul style="list-style-type: none"> • Attend a briefing that will explain exactly what constitutes a run-out, refusal, etc. at a jump based on the rules for that current year • Sit next to an assigned XC jump for the duration of the division(s) • Watch each rider as they attempt their obstacle • Jump judges make notes on the jump score sheets (<i>they will be given a Jump Sheet, clipboard, pens, and possibly a radio</i>) as to whether the horses are clear or not over their obstacle • Cross-Country Jump Judges should read the USEA Guidelines for Cross Country Jump Judges before the Jump Monitor briefing. More information can be found on the Pony Club website 	Varied, usually duration of phase
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, times 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 	<ul style="list-style-type: none"> • Clean up all manure between riders/divisions (<i>whenever you can get into the arena without disturbing the flow of the show</i>) 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 stand for long periods • Bending/heavy lifting 	<ul style="list-style-type: none"> • Follow the directions of the volunteer lead. • Help set up warm up and competition areas (<i>i.e. dressage arenas, show jumping courses, tables, etc. based on rally discipline</i>) 	One to two hours in length depending on equipment
Stadium Jump Crew	<ul style="list-style-type: none"> • Manual labor (<i>picking up knocked down poles/jump materials</i>) • Bending/Heavy Lifting 	<ul style="list-style-type: none"> • Watch all the jumping rounds and make sure if a rail gets knocked down that it is put back up ASAP without startling the horse jumping. 	Duration of phase

	<ul style="list-style-type: none"> • Ability to move quickly • Ringside view of all riders 		
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/horse/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 also serve as announcer 	<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 and legibly • Ability to talk softly/hear the judge talking softly • Knowledge of basic phase terminology • Seated job 	<ul style="list-style-type: none"> • The Judge's Scribe will sit next to the judge and take notes as they judge the class. • Record jump/dressage penalties and scores • Record judge's comments 	Minimum of partial day (can change when judge has a break), but often for duration of the discipline
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 	<ul style="list-style-type: none"> • Working with the scoring chair enter, check and post scores for the competition 	Duration of the competition
POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND EXPERIENCE			
Cross-Country Controller	<ul style="list-style-type: none"> • Ability to communicate clearly • Organized • May require driving golf cart • Leadership skills 	<ul style="list-style-type: none"> • Coordinate and be prepared for emergency situations. • Maintain contact with Cross-Country Steward and Jump Judges. • Maintain knowledge of the timing of the competition and course maps. • Contact medical, veterinary, or implement holds on course <ul style="list-style-type: none"> ○ <i>The Controller may be the announcer</i> 	Duration of phase
Cross-Country Steward	<ul style="list-style-type: none"> • Ability to communicate clearly • Ability to use radios • Organized • May require driving golf cart • Some lifting (<i>setting up chairs for jump judges</i>) • Leadership skills 	<ul style="list-style-type: none"> • Coordinate with the Course Designer and be familiar with the course and its' condition • Coordinate Volunteers for Cross-Country phase • Maintain contact with organizer and controller throughout event • Position, manage, and educate volunteers on judging fences 	Duration of phase

	<ul style="list-style-type: none"> • Self-motivated 		
Team Coach	<ul style="list-style-type: none"> • Solid knowledge of discipline rules • Instruct members effectively • Time management skills • Patient 	<ul style="list-style-type: none"> • Coaches duties and responsibilities are included as an appendix in the discipline rulebook. 	Duration of the event