



Pony Club Games Rally Volunteer Descriptions



Job Title	Abilities and Skills Needed	Job Duties	Time
POSITIONS LISTED BELOW DO NOT REQUIRE HORSE KNOWLEDGE OR EXPERIENCE			
HM Turnout Inspection Scribe	<ul style="list-style-type: none"> Note taking skills 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, at least the duration of a division
HM Turnout Inspection Steward /Timer	<ul style="list-style-type: none"> Note taking skills 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, 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, one to two hours at the start of the event
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 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
Warm-Up Ring Steward	<ul style="list-style-type: none"> Organization – clipboard, pens, and a competition schedule Loud voice Ability to stand for long periods Pleasantly, but firmly, direct riders, parents, and coaches 	<ul style="list-style-type: none"> Responsible for verifying teams are ready and in the warm-up arena. Letting competitors know the order of games. Sending teams into the arena to keep the competition flowing. Responsible for making sure the arena does not become too crowded. 	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

Equipment Crew	<ul style="list-style-type: none"> • Manual labor • May require bending/heavy lifting • No knowledge of equipment necessary 	<ul style="list-style-type: none"> • Help the Equipment Chief put out the equipment needed for each race. 	Varied, broken by division
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 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>i.e. tables, etc. based on rally discipline</i>). 	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 announce winners. (<i>May use different person for announcing</i>) • May require bending/lifting tables 	<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
Line Judge	<ul style="list-style-type: none"> • Basic understanding of the rules of Games 	<ul style="list-style-type: none"> • Stands at either line A, B, or C and ensures that all riders make their handoffs or next rider goes out behind the appropriate lines • Watch across all 4 lanes at once but there will be another judge directly across the other side of the line. Confer with them if there is a questionable call. 	Varied, broken by division

Lane Judge	<ul style="list-style-type: none"> • Basic understanding of the Games and the rules 	<ul style="list-style-type: none"> • Stands at the end of a lane and watches to be sure that the team completes the race according to the rulebook. • If any equipment is dislodged or mistakes are made, ensure that they make the corrections according to the rules. • Rulebooks are provided by the organizer and there is enough time between each race to read the rules for the upcoming race. <i>*This is a great way to learn the rules.</i> 	Varied, broken by division
Scorer	<ul style="list-style-type: none"> • Ability to use a computer and 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
<i>POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND EXPERIENCE</i>			
Team Coach	<ul style="list-style-type: none"> • Solid knowledge of discipline rules • 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