



Pony Club Gymkhana Rally Volunteer Descriptions



Job Title(s)	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 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 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
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"> Gate keepers oversee opening and closing the ring and/or arena to allow riders into or out of the arena. May be required to communicate with announcer/judge/warm up steward via radio. Open and close gate as directed by the volunteer coordinator or other official. 	Varied, usually broken into AM and PM shifts.
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
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
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 Ability to 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 in a timely fashion. Making sure the arena does not become too crowded 	Varied, 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, 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 required 	<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, broken into AM and PM shifts
Rake Crew	<ul style="list-style-type: none"> • Manual labor 	<ul style="list-style-type: none"> • Rake the path and/or area around the obstacles every few riders as determined by the chief judge. 	Varied, broken by division
Set-Up/Tear Down Crew	<ul style="list-style-type: none"> • Manual labor • Ability to stand for long periods • 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, equipment, 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 (or enlist a separate person to announce) • May need to set up Tables-bending/lifting 	<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
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 coring chair, enter, check, and post scores for the competition. 	Duration of the competition

Spotters	<ul style="list-style-type: none"> • Knowledge of the race's and what qualifies as an elimination • May require standing for long periods 	<ul style="list-style-type: none"> • Identify any eliminations while rider is on course. • Notify judge if an elimination has been identified (<i>usually with a white/red paddle but can use other methods like hand signals</i>). 	Varied, for the duration of the division
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 • Stand/sit by the start/finish line • May need to radio in the times 	Varied, broken into AM and PM shifts
<i>POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND EXPERIENCE</i>			
Team Coach	<ul style="list-style-type: none"> • Solid knowledge of discipline rules • Able 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