



Pony Club Quiz Rally Volunteer Descriptions



Job Title(s)	Abilities and Skills Needed	Job Duties	Time
POSITIONS BELOW DO NOT REQUIRE HORSE KNOWLEDGE AND EXPERIENCE			
Classroom Scribe	<ul style="list-style-type: none"> • Neat handwriting • Ability to use a calculator/basic math • Seated job • Must attend volunteer briefing. 	<ul style="list-style-type: none"> • Keep track of which question was asked to each competitor (questions are numbered) • Assess points awarded by the judge • Tally points • Listen carefully during the competition. • Record the question value requested and the question's rating level and number. • Record scores on permanent sheet for the correct competitor or team. 	Duration of the phase
Mega-Room Judge	<ul style="list-style-type: none"> • Ability to stand for long periods 	<ul style="list-style-type: none"> • Monitor the tables in Mega-Room • Keep to a time schedule for each table • Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate • Grade competitor's answer card using an answer key 	Duration of the phase
Overall Competition Reader/Scribe	<ul style="list-style-type: none"> • Ability to help competitors who are reading/writing challenged 	<ul style="list-style-type: none"> • Help assigned competitor in each phase to read/write one answer sheets 	Duration of the competition
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 as efficiently as possible. 	Varied, usually one to two hours at the start of the event.
Quiz Runner	<ul style="list-style-type: none"> • Ability to stand/walk for long periods of time • Attention to detail 	<ul style="list-style-type: none"> • Pick up score cards from each room/phase • Take score cards to scoring room • Make sure ALL scorecards make it to the scoring room in a timely fashion 	Varied, AM/PM shifts or duration of the competition
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. • Chaperones may be expected to escort young competitors to and from different phases. • 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. Chaperones may also drop off other items (water, food, etc.) for their team members in the neutral zone. 	Duration of the event

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

Written Test Monitor/ Grader	<ul style="list-style-type: none"> Mostly seated with some walking (walk around the room during test) 	<ul style="list-style-type: none"> Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate 	Duration of the phase
Barn Steward(s)	<ul style="list-style-type: none"> Attention to detail Ability to stand for lengthy periods of time 	<ul style="list-style-type: none"> Check each competitor for proper footwear and unauthorized jewelry. Check each competitor for his/her Pony Club pin, which should be worn during competition. Ensure the teams move through the Barn Phase in a timely manner. Keep the Judges on time 	Duration of the phase
Room Steward(s) for Classroom, Mega-Room, and Stations	<ul style="list-style-type: none"> Attention to detail Ability to stand for lengthy periods of time 	<ul style="list-style-type: none"> Check each competitor for proper footwear and unauthorized jewelry. Check each competitor for his/her Pony Club pin, which should be worn during competition. Ensure the teams move through the Barn Phase in a timely manner. Keep the Judges on time. 	Duration of the phase
Score Keeper(s) for Barn, Classroom, Mega-Room, and Stations	<ul style="list-style-type: none"> Detail Oriented Legible Handwriting 	<ul style="list-style-type: none"> Record scores on permanent sheet for the correct competitor or team. Record the question value requested and the question's certification level and number. Record if a Jr. D conferred or if there was an inquiry. Recheck calculations at the end of the session, calculate any penalty points, have them proofread, and then post for competitors to check. Make changes only as directed by the Judge or Technical Delegate. 	Duration of the phase
Table Monitor(s) for Mega-Room and Stations	<ul style="list-style-type: none"> Seated job, may involve some walking around the room during the testing 	<ul style="list-style-type: none"> Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Technical Delegate Grade written test using an answer key 	30min-1hr at the start of the competition
Timer(s) for Barn, Classroom, Mega-Room, and Stations	<ul style="list-style-type: none"> Operate the stopwatch and record on the answer sheet the name of team, section, and time of session. Listen carefully during the competition. Must attend volunteer briefing. Seated job 	<ul style="list-style-type: none"> Check stopwatch for readiness and function. Must understand rules of timing for competition. Ds have 20 seconds to begin the answer. Cs and up have 15 seconds to begin. Novice Ds have additional 30 seconds to begin if they request to confer within the first 20 seconds. Team questions: 60 seconds to begin the answer for team questions for all divisions unless otherwise instructed. Give 5-second warning. Work out with the judge a notification system to indicate when the answer has truly started, otherwise keep the watch running. 	Duration of the phase

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, and volunteers always have access to water. • Deliver food/snacks as needed. 	Varied, may be broken up by AM and PM, phases, days, etc.
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 competition areas (i.e. tables etc.). 	One to two hours in length depending on equipment.

POSITIONS BELOW MAY REQUIRE SOME HORSE AND COMPETITION KNOWLEDGE

Awards	<ul style="list-style-type: none"> • Understanding of ribbon colors/placing order • May need to announce winners or may use a separate person to do the announcing • May need to set up tables-bending/lifting may be involved 	<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
Overall Competition Judge(s)	<ul style="list-style-type: none"> • Ability to stand for long periods • Knowledgeable of Quiz rules. • Communicate clearly, in a friendly fashion, the procedures to be used. • Read instructions clearly with correct punctuation. 	<ul style="list-style-type: none"> • Should preview questions and prior to session. • Assure that the session proceeds according to the rules. • Begin the Station on time. • Set the tone and pace for the Station Phase. Must keep to the time schedule and do not allow Station to run over time. • Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Stations Coordinator or Technical Delegate 	Duration of the phase
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

POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND EXPERIENCE

Barn Judge(s)	<ul style="list-style-type: none"> • Seated job • Very knowledgeable and experienced in all areas of Pony Club (<i>could be a National Examiner, Horse Management Judge, graduate H-A or A, or Pony Club instructor</i>). 	<ul style="list-style-type: none"> • Check each competitor for proper footwear and unauthorized jewelry. • Check each competitor for his/her Pony Club pin, which should be worn during competition. • Should preview questions prior to session. • Set the tone for the atmosphere in the Barn to achieve a fair, friendly 	Duration of the phase
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*Please note key rally positions are listed in the Rally Organizers Guide

	<ul style="list-style-type: none"> • Familiar with and have current knowledge of all Pony Club references, Standards, Rules of Rallies, and Quiz rules • Unflappable, quick to make fair decisions • Familiar with the responsibilities of the other officials in the Barn • Communicate clearly, in a friendly fashion, the procedures • Read questions clearly with correct punctuation 	<p>competition.</p> <ul style="list-style-type: none"> • Assure that the session proceeds according to rules. • Begin Barn stall on time. Report to Technical Delegate any lateness and determine penalty according to scoring rules. • Set the tone and pace for the Barn stall. Must keep to the time schedule and do not allow stall to run over time. • Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Barn Coordinator or Technical Delegate. 	
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