



# Pony Club Show Jumping Rally Volunteer Descriptions



Job Title(s)	Abilities and Skills Needed	Job Duties	Time
<b>POSITIONS LISTED BELOW DO NOT REQUIRE HORSE KNOWLEDGE OR EXPERIENCE</b>			
<b>HM Turnout Inspection Scribe</b>	<ul style="list-style-type: none"> <li>Note taking skills while standing</li> </ul>	<ul style="list-style-type: none"> <li>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></li> </ul>	Varied, at least the duration of a division.
<b>HM Turnout Inspection Steward/Timer</b>	<ul style="list-style-type: none"> <li>Note taking skills</li> <li>Ability to watch the time/record accurately</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>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></li> </ul>	Varied, at least the duration of a division.
<b>In-Gate Steward</b>	<ul style="list-style-type: none"> <li>Ability to open and close a gate</li> <li>Ability to spend long periods of time standing</li> <li>May require bending/lifting</li> <li>May require use of radio</li> </ul>	<ul style="list-style-type: none"> <li>Gate keepers oversee opening and closing the gates at the beginning and end of each class or round to allow riders into or out of the arena.</li> <li>May be required to communicate with announcer/judge/warm up steward via radio.</li> </ul>	Varied, usually broken into AM and PM shifts.
<b>Jump Crew</b>	<ul style="list-style-type: none"> <li>Manual labor (picking up knocked down poles/jump materials)</li> <li>Bending/Heavy Lifting required</li> <li>Ability to move quickly</li> <li>Ringside view of all riders</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Varied, can be broken into AM and PM shifts.
<b>Parking Monitor</b>	<ul style="list-style-type: none"> <li>Ability to direct traffic</li> <li>Comfy chair to sit in between rushes</li> </ul>	<ul style="list-style-type: none"> <li>Direct traffic to locations as specified by the volunteer lead.</li> <li>Park cars/trailers as efficiently as possible.</li> <li>May need to help guide trailers into spots.</li> </ul>	Varied, usually one to two hours at the start of the event.
<b>Runner</b>	<ul style="list-style-type: none"> <li>Mobility - Runner may walk between arenas and scoring or to use a golf cart depending upon the size of show grounds</li> </ul>	<ul style="list-style-type: none"> <li>Go to each ring and pick up the completed score sheets from the judge's scribe and take it to the scorers to be entered.</li> <li>Inform the judge of any additions/scratches or changes as directed.</li> </ul>	Varied, usually broken into AM and PM shifts.
<b>Scribe</b>	<ul style="list-style-type: none"> <li>Ability to write quickly with legible handwriting</li> <li>Ability to talk softly / hear the judge talking softly</li> <li>Knowledge of basic phase terminology encouraged</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>The scribe will sit next to the judge and take notes for her as she judges the class- must have good hearing as the judge will talk softly so the riders don't hear, and have very neat, small handwriting.</li> <li>Record jump penalties and scores</li> </ul>	Varied, usually duration of phase.

<b>Team Chaperone</b>	<ul style="list-style-type: none"> <li>Comfortable overseeing the team and meeting their needs before, during and after each competition day.</li> <li>Awareness of food allergies/special needs and ability to advocate for members as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Chaperone duties and responsibilities are included as an appendix in the discipline rulebook.</li> <li>Chaperones are not allowed in the barn area or other restricted areas.</li> <li>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.</li> </ul>	Duration of the event
<b>Timer</b>	<ul style="list-style-type: none"> <li>Ability to use a stopwatch</li> <li>Ringside view of all riders</li> <li>Seated job</li> <li>May need to use radio</li> </ul>	<ul style="list-style-type: none"> <li>Time from start to finish on a course (horse's chest crosses the line)</li> <li>Stand/sit by the start/finish line</li> <li>May need to radio in the times</li> </ul>	Varied, usually duration of round.
<b>Clean-Up Crew</b>	<ul style="list-style-type: none"> <li>Organization</li> <li>Manual labor</li> <li>Bending and heavy lifting required</li> </ul>	<ul style="list-style-type: none"> <li>Working throughout the day, keeping the grounds clean and organized.</li> <li>Put all equipment away at the end of the day.</li> </ul>	Varied, usually one to two hours at the end of the event.
<b>Hospitality Crew</b>	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>May require driving a golf cart</li> </ul>	<ul style="list-style-type: none"> <li>Make sure competitors, officials, horse management judges and volunteers always have access to water.</li> <li>Deliver food/snacks as needed.</li> </ul>	Varied, times may be broken up by AM and PM, phases, days, etc.
<b>Poop Crew</b>	<ul style="list-style-type: none"> <li>Ability to handle a pitchfork and muck bucket</li> <li>Bending and heavy lifting required</li> </ul>	<ul style="list-style-type: none"> <li>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.</li> </ul>	Varied, usually broken into AM and PM shifts.
<b>Set-Up/Tear Down Crew</b>	<ul style="list-style-type: none"> <li>Manual labor</li> <li>Ability to spend long periods of time standing</li> <li>Bending/heavy lifting required</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions of the volunteer lead.</li> <li>Help set up warm up and competition areas (i.e. show jumping courses, tables, etc. based on rally discipline).</li> </ul>	One to two hours in length depending on equipment.
<b>POSITIONS LISTED BELOW REQUIRE SOME HORSE AND COMEPTITION KNOWLEGE</b>			
<b>Announcer</b>	<ul style="list-style-type: none"> <li>Clear, cadenced voice</li> <li>Basic knowledge of discipline rules and faults</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>Clearly announce rider/mount/team names, give directions to riders as needed, communicate faults/points/happenings to the riders/audience.</li> </ul>	Duration of the competition
<b>Arena Manager</b>	<ul style="list-style-type: none"> <li>Manual Labor</li> <li>Lifting/Moving items</li> <li>Clear communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for building the course to the designer's specifications.</li> <li>Oversees the ring crew</li> <li>Gather's equipment for building courses</li> <li>Guides jump crew in what to expect with height and spread changes.</li> </ul>	Before Competition

<b>Awards</b>	<ul style="list-style-type: none"> <li>• Understanding of ribbon colors/placing order</li> <li>• May need to set up tables-bending and lifting may be involved</li> <li>• May also serve as announcer</li> </ul>	<ul style="list-style-type: none"> <li>• Set up awards in designated awards ceremony area</li> <li>• Organize and present individual and team ribbons/awards at the end of the competition</li> <li>• Knowledge of the event/history/fun facts is helpful to keep the audience engaged during the ceremony</li> </ul>	Needed at the end of the competition
<b>Judge's Scribe</b>	<ul style="list-style-type: none"> <li>• Ability to write quickly with legible handwriting</li> <li>• Ability to talk softly / hear the judge talking softly</li> <li>• Knowledge of basic phase terminology encouraged</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• The judge's scribe sits next to the judge and take notes as directed by the judge.</li> </ul>	Minimum of partial day (can change when judge has a break), but often for duration of the discipline
<b>Scorer</b>	<ul style="list-style-type: none"> <li>• Ability to use a computer/printer</li> <li>• Attention to detail</li> <li>• Basic math skills</li> <li>• Knowledge of assessment of points/penalties for the competition</li> </ul>	<ul style="list-style-type: none"> <li>• Working with the scoring chair, enter, check, and post scores for the competition.</li> </ul>	Duration of the competition

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<b>Paddock Master</b>	<ul style="list-style-type: none"> <li>• Organization – clipboard, pens, and a list of rider order of go</li> <li>• Loud voice to call out rider numbers</li> <li>• Ability to stand for long periods</li> <li>• Ability to direct riders, parents, and coaches</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for making sure riders have checked in upon arriving at the warm-up arena.</li> <li>• Let riders know the order of go, who is “on deck” (next) and “in the hole” (next of next).</li> <li>• Send riders to the in gate to keep the show flowing in a timely fashion.</li> <li>• Make 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).</li> </ul>	Varied, usually broken into AM and PM shifts.
<b>Team Coach</b>	<ul style="list-style-type: none"> <li>• Solid knowledge of discipline rules</li> <li>• Instruct members effectively</li> <li>• Time management skills</li> <li>• Patience</li> </ul>	<ul style="list-style-type: none"> <li>• Coaches duties and responsibilities are included as an appendix in the discipline rulebook.</li> </ul>	Duration of the event