



# Pony Club Tetrathlon 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, usually 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, usually at least the duration of a division.
<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>Riding Phase 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>Riding Phase Gate and Slip Rail Timer(s)</b>	<ul style="list-style-type: none"> <li>Ability to use a stopwatch</li> </ul>	<ul style="list-style-type: none"> <li>Stand in line with cones 10' in front of obstacle</li> </ul>	Varied, usually duration of round.
<b>Riding Phase 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>	Duration of phase
<b>Riding Phase Runner</b>	<ul style="list-style-type: none"> <li>Mobility - Runner may be expected to 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 the ring as often as the show secretary would like 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>Riding Phase 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.

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

<b>Riding Phase Warm-Up Steward</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 across a crowded arena</li> <li>Ability to stand for long periods of time</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>Letting riders know the order of go, who is “on deck” (next) and “in the hole” (next of next).</li> <li>Sending riders to the in gate to keep the show flowing in a timely fashion.</li> <li>Making 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> <li>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.</li> </ul>	Varied, usually broken into AM and PM shifts.
<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>Running Phase Scribe/Timer</b>	<ul style="list-style-type: none"> <li>Ability to use a stopwatch</li> <li>Ability to write quickly and legibly</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>Time assigned runner(s)</li> <li>Writes runner # and records time as runners cross finish line</li> </ul>	Duration of phase
<b>Running Phase Spotters</b>	<ul style="list-style-type: none"> <li>Impartial and Honest</li> </ul>	<ul style="list-style-type: none"> <li>If the whole course cannot be seen, the spotter makes sure the competitors have run the full course</li> </ul>	Duration of the phase
<b>Shooting Phase Gun Mover</b>	<ul style="list-style-type: none"> <li>No experience necessary</li> <li>Excellent ringside view</li> </ul>	<ul style="list-style-type: none"> <li>Move guns to range</li> <li>Oversee competitors getting/putting away their guns</li> </ul>	Duration of the phase
<b>Shooting Phase Target Retrievers</b>	<ul style="list-style-type: none"> <li>Ability to spend long periods of time standing</li> <li>Detail oriented</li> <li>Focused</li> </ul>	<ul style="list-style-type: none"> <li>Make sure the correct targets get hung for the correct competitor</li> <li>Hang/retrieve targets</li> </ul>	Duration of the phase
<b>Shooting Phase Range Set-up</b>	<ul style="list-style-type: none"> <li>Ability to lift and move tables/chairs</li> </ul>	<ul style="list-style-type: none"> <li>Place target holders, tables, and chairs for competitors</li> </ul>	Duration of the phase
<b>Swimming Phase Scribe(s)</b>	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>Use of calculator</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>Average times between two timers for each competitor</li> </ul>	Duration of the phase

<b>Swimming Phase Timer</b>	<ul style="list-style-type: none"> <li>• Ability to run a stopwatch</li> <li>• Ability to write legibly on an index card</li> <li>• Focus- must count laps</li> </ul>	<ul style="list-style-type: none"> <li>• Time and record a competitor's time on a heat-lane card</li> <li>• Start button depressed at the start signal</li> <li>• Watch stopped when any part of the competitor's body touches the wall at the completion of the final length. <i>*2 Timer's times recorded to the nearest hundredth of a second and written on the swimmer's heat-lane card</i></li> <li>• Do not clear watches until the Starter/Referee says so in case of a timing problem</li> <li>• <i>*2 spare watches started in case of watch malfunctions (if malfunction hold up faulty watch- spare timer steps in)</i></li> </ul>	Duration of the phase
<b>Swim Turn Judge</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure swimmers touch the wall in their turn in the lane</li> </ul>	Duration of the phase
<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.

**POSITIONS LISTED BELOW MAY REQUIRE SOME HORSE OR COMPETITION KNOWLEDGE**

<b>Awards</b>	<ul style="list-style-type: none"> <li>• Understanding of ribbon colors/placing order</li> <li>• May need to announce winners or may use a separate person to do the announcing</li> <li>• May need to set up</li> <li>• tables-bending/lifting may be involved</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> </ul>	<ul style="list-style-type: none"> <li>• The Judge's 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</li> </ul>	minimum of partial day (can change when judge has a break), but

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

	<ul style="list-style-type: none"> <li>• Ability to talk softly / hear the judge talking softly</li> <li>• Knowledge of basic phase terminology encouraged</li> <li>• Seated job</li> </ul>	<p>riders don't hear, and have very neat, small handwriting.</p> <ul style="list-style-type: none"> <li>• Record jump/dressage penalties and scores</li> <li>• Record judge's comments</li> </ul>	often for duration of the discipline
<b>Riding, Running, Shooting, and Swimming phase Announcer(s)</b>	<ul style="list-style-type: none"> <li>• Clear, cadenced voice</li> <li>• Basic knowledge of discipline rules and faults</li> <li>• Sense of humor</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly announce rider/horse/team names, give directions to riders as needed, communicate faults/points/happenings to the riders/audience</li> </ul>	duration of the competition
<b>Running Phase Starter</b>	<ul style="list-style-type: none"> <li>• Excellent organization skills</li> <li>• Efficient</li> </ul>	<ul style="list-style-type: none"> <li>• Lines up runners in numerical order</li> <li>• Tells Timers to start watches- check all watches are running</li> <li>• Runner #1 starts at 1 min</li> <li>• Give runners 1 min countdown (30, 15, 10, 5-4-3-2-1-go)</li> </ul>	Duration of the phase
<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
<b>Swimming Phase Starter</b>	<ul style="list-style-type: none"> <li>• Comfortable with starting signal and usage</li> <li>• May need to use megaphone</li> </ul>	<ul style="list-style-type: none"> <li>• Starter will always ask "are Timers ready?" to signal all timers to "clear" / return to zero" watches for the start of the next heat before putting swimmer on blocks</li> </ul>	Duration of the phase
<b>Swimming Phase Lifeguards</b>	<ul style="list-style-type: none"> <li>• Ability to swim</li> <li>• May need certification (depends on pool)</li> <li>• Lifeguarding experience</li> </ul>	<ul style="list-style-type: none"> <li>• Oversee the swimming phase of the competition.</li> <li>• Swim and rescue if necessary. <i>*Pools often require a certified lifeguard on duty.</i></li> </ul>	Duration of phase
<b>POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND COMEPTITION EXPERIENCE</b>			
<b>Team Coach</b>	<ul style="list-style-type: none"> <li>• Solid knowledge of discipline rules</li> <li>• Teaching skills</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
<b>Shooting Phase Range Officer</b>	<ul style="list-style-type: none"> <li>• Comfortable around guns</li> <li>• Knowledge of guns/safety</li> <li>• Aggressive about safety</li> </ul>	<ul style="list-style-type: none"> <li>• Handles all timing for the range</li> <li>• Oversees range volunteers / activities</li> </ul>	Duration of Phase