



# Pony Club Trail Rally Volunteer Descriptions



Job Title	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 the Open Score Collector</b>	<ul style="list-style-type: none"> <li>Drive golf cart or vehicle</li> </ul>	<ul style="list-style-type: none"> <li>Use golf cart or other means to travel on In the Open course picking up sheets from start, finish and all obstacles</li> <li>Deliver obstacle judge meals, snacks, or drinks as necessary</li> <li>Inform the obstacle judges of changes as directed</li> </ul>	Varied, usually 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, one to two hours at the start of the event
<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. <i>Chaperones may also drop off other items (water, food, etc.) for their team members in the neutral zone.</i></li> </ul>	Duration of the event
<b>Warm-Up Ring Steward</b>	<ul style="list-style-type: none"> <li>Organization – clipboard, pens, and a competition schedule</li> <li>Loud voice</li> <li>Ability to stand for long periods</li> <li>Pleasantly, but firmly, direct riders, parents, and coaches</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for verifying teams are ready and in the warm-up arena.</li> <li>Letting competitors know the order of games.</li> <li>Sending teams into the arena to keep the competition flowing.</li> <li>Responsible for making sure the arena does not become too crowded.</li> </ul>	Varied, usually broken into AM and PM shifts
<b>Classic &amp; Ranch Round Score Runner</b>	<ul style="list-style-type: none"> <li>Mobility - Runner may walk between arenas and scoring or use a golf cart depending upon the size of show grounds.</li> </ul>	<ul style="list-style-type: none"> <li>As directed go to each ring and pick up the completed score sheets from the judge's scribe and take them to the scorers.</li> <li>Inform the judge of any additions/scratches or changes as directed.</li> <li><i>Runners should only approach the judge's booth between rides, as not to disturb the mount in the ring. Runners may also be expected to deliver drinks</i></li> </ul>	Varied, usually broken into AM and PM shifts

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

		<i>and stacks to the judge and scribe since they cannot leave their post.</i>	
<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>Gate Keeper</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 ring and/or arena gates to allow riders into or out.</li> <li>• May be required to communicate with announcer/judge/warm up steward via radio.</li> <li>• Should open and close gate as directed by the volunteer coordinator or other official. <ul style="list-style-type: none"> <li>◦ <i>Should sit or stand quietly to not spook the mount in the ring</i></li> </ul> </li> <li>• <i>Depending how the warm-up area is set up, sometimes the gate keeper is also the ring steward</i></li> </ul>	Varied, usually broken into AM and PM shifts.
<b>Obstacle Crew</b>	<ul style="list-style-type: none"> <li>• Manual labor</li> <li>• May require bending/heavy lifting</li> <li>• No knowledge of equipment necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Help the Equipment Chief put out the equipment needed for each race.</li> </ul>	Varied, broken by division
<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</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	Varied, usually broken into AM and PM shifts
<b>Rake Crew</b>	<ul style="list-style-type: none"> <li>• Manual labor</li> </ul>	<ul style="list-style-type: none"> <li>• Rake the path and/or area around the obstacles every few riders as determined by the chief judge.</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>i.e. tables, etc. based on rally discipline</i>).</li> </ul>	One to two hours in length depending on equipment
<b>POSITIONS LISTED BELOW MAY REQUIRE SOME HORSE AND COMPETITION KNOWLEDGE</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>Awards</b>	<ul style="list-style-type: none"> <li>• Understanding of ribbon colors/placing order</li> <li>• May need to announce winners. <i>(May use different person for announcing)</i></li> <li>• May require bending/lifting tables</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 discipline 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 day
<b>Scorer</b>	<ul style="list-style-type: none"> <li>• Ability to use a computer and printer</li> <li>• Attention to detail</li> <li>• Basic math skills</li> <li>• Knowledge of assessment of points/penalties</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>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</li> <li>• Stand/sit by the start/finish line</li> <li>• May need to radio in the times</li> <li>• <i>The In the Open Round may require multiple timers with synced stopwatches, if start and finish can't be seen by one timer.</i></li> </ul>	Varied, broken into AM and PM shifts
<b>POSITIONS LISTED BELOW REQUIRE HORSE KNOWLEDGE AND EXPERIENCE</b>			
<b>In the Open Chief Judge</b>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly</li> <li>• Organized</li> <li>• May require driving golf cart</li> <li>• Leadership skills</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain contact with Warm-Up Steward and Obstacle Judges.</li> <li>• Maintain knowledge of the timing of the competition and course maps.</li> <li>• Contact medical, veterinary, or implement holds on course</li> <li>• <i>The Chief Judge may be the announcer</i></li> </ul>	Duration of phase

<b>In the Open Obstacle Judge(s)</b>	<ul style="list-style-type: none"> <li>• Note-taking skills – pen, clipboard, order of go list and score sheets <i>(all materials supplied by event)</i></li> <li>• Ability to attend an In the Open briefing <i>(will explain the job)</i></li> <li>• Understanding of scoring principles for horse and rider</li> </ul>	<ul style="list-style-type: none"> <li>• Attend a briefing that will explain how to judge a rider and mount</li> <li>• Sit next to an assigned obstacle for the duration of the division(s)</li> <li>• Watch each rider as they attempt their obstacle</li> <li>• Jump judges score the obstacle and make notes on the score sheets <i>(they will be given score sheets, clipboard, pens, and possibly a radio)</i> as to whether the horses are clear or not over their obstacle</li> </ul>	Varied, usually duration of phase
<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