

## **Horse Show Volunteer Position Descriptions for August 17 Schooling Show**

All volunteers must operate within the approved show budget and will be reimbursed for expenses by completing and submitting the appropriate forms to the WPDA Treasurer. Forms found at [www.wpda.club/forms](http://www.wpda.club/forms).

### **Secretary – *Position Filled***

The secretary must be able to work in communication with the Board and have good organizational skills. The secretary receives and processes entries and acts on all information on the entry form. Tasks include, contacting riders for incomplete information or corrections on entry forms, creating the schedule/day sheet, assigning bridle numbers, collecting/accounting for payments and delivering same to the treasurer, printing current tests (from appropriate governing organizations) for judge and entering rider/show information on each test (always print extras), creating sponsor ad/recognition pages, creating program which includes the day sheet and sponsor recognition pages and making appropriate number of copies for each rider and the show audience, providing complete stabling information from the entry form to the barn manager as soon as possible. The secretary prepares the judge and scribe on show day by providing the day sheet and the tests for each rider including clipboards, pens, pencils, and a bell/whistle. The secretary must be available to complete significant work on Thursday afternoon and evening in advance of the show because many of the tasks can't be completed until after the closing date. The secretary must deliver a program with bridle number attached to the show grounds for each rider before their arrival and also be available to resolve any outstanding issues on show day.

The secretary must be a WPDA member.

### **Assistant Secretary – *Position Filled***

The assistant secretary works under the direction of the secretary helping with tasks as needed. Please see secretary position description. Because last minute tasks are unavoidable due to the nature of entries, it will be important that this individual be available the day/hours right before the show.

### **Manager – *Position Filled***

The manager must be able to work in communication with the Board and have good organizational skills. The manager creates the prize list and entry form and seeks Board approval of both before releasing in publicity, especially offered classes, and provides a copy of the completed prize list to the show secretary. Classes that are out of the ordinary should also be approved by the judge for the specific show. The manager works with the Board to determine what ribbons/certificates will be offered and works to procure them. The manager provides a contract or letter of confirmation (see [USDF.org/form](http://USDF.org/form)) to the judge for the specific show, makes necessary hotel reservations, and communicates a week prior to the show to confirm/provide accommodations, checking for specific needs, food allergies, etc. The manager provides a "goodie bag" for the judge for the day of the show. Provide a water cooler with ice and water for the judge's tent.

The manager also coordinates publicity with the appropriate Board chair people and identifies and coordinates volunteers. A schedule of all volunteers will be prepared and posted in the show office.

The manager must be a WPDA member.

## **Scorer – *Need volunteers***

Accuracy is important in this volunteer because the scorer adds up the scores on each test, determines the winners for each class, including other special awards offered, posts results on a scoreboard, and provides rider results to the announcer. The use of an adding machine with a printout is helpful; the printout attached to the test sheet will provide the rider with a printed copy of the scoring. The scorer is responsible for setting up the office the day before the show and packing everything up at the end of the show.

## **Assistant/apprentice scorer – *Need volunteers***

The assistant/apprentice scorer works under the direction of the scorer helping with tasks as needed, posting scores, setting out ribbons, and more. Please see scorer position description. This position is an opportunity to learn how to be a scorer.

## **Announcer – *Position Filled***

The announcer must have a good speaking voice and will be a valuable aid in keeping the competition on time and riders and spectators alerted to any changes. Official competition time should be announced starting half an hour before the start of the competition and repeated frequently throughout the day. The announcer must be available the evening before the show to help set-up the public address system and train on the use of the equipment and must arrive at least 30 minutes before the start of the show. Tasks include announcing names of horses and riders as they enter the arena, thanking them when finished, highlighting and thanking sponsors, inviting people to purchase food, announcing rider results, etc.

The announcer will be responsible for packing up the public address system at the end of the show.

The announcer will also have possession of the walkie-talkies.

## **Assistant/apprentice announcer – *Need volunteers***

The assistant/apprentice announcer works under the direction of the announcer helping with tasks as needed and to give the announcer breaks. Please see announcer position description. This position is an opportunity to learn how to be an announcer.

## **Barn manager – *Position filled***

The barn manager receives stabling information from the show secretary as provided on the entry forms. The barn manager assigns stalls and prepares and posts a map of those assignments on the barn, attaches a stall card with horse/rider names on each stall the night before the show before horses and riders can arrive, and checks that bagged bedding is placed outside stalls when requested. The barn manager must be available during the hours when riders are permitted to arrive at the show grounds to welcome competitors and direct horse trailers for unloading/loading and

then parking in permitted areas. The barn manager is the cheerful, welcoming greeter, but at times must be able to enforce rules for everyone's safety

### **Scribe – *Need volunteers***

The scribe is a very important position because they are the closest contact with the judge. It is helpful if this volunteer can give the whole day to the position or at least ½ of the day to minimize disruption for the judge. It is an excellent opportunity to scribe at a schooling show to learn from the judge and to gain the experience to scribe at a rated show in the future. The scribe records everything the judge says both scores and comments on the rider test sheets.

### **Runners – *Need volunteers***

The runner works at the direction of the scorer to collect tests from the scribe and carry them to the scorer between the time that a rider completes the final salute and the bell is rung for the next rider. The runner may not look at these tests. A judge or scribe should not be interrupted while they are recording results. The runner might also be asked to relay information about schedule changes/scratches or to provide snacks, pencils, etc. to the judge's tent. The runner also works at the direction of the scorer to communicate competition results to the announcer.

### **Ring steward – *Need volunteers***

The ring steward is a valuable aid in keeping the competition on time. The ring steward identifies rider/horse combinations when they enter the warm-up arena, keeps riders informed as to the time and their order for entering the show arena, and asks riders to finish their warm-up and be waiting, ready to enter the show arena at their scheduled time. The ring steward conducts bit and whip checks as each rider leaves the competition arena. The ring steward will be provided the day sheet and a walkie-talkie so the ring steward can be advised of any changes/scratches to the schedule. If there are any changes requested to the schedule from riders in the warm-up ring these changes must be communicated by the ring steward to the announcer and the scribe (for the judge's information). This position is good for a volunteer who likes to follow a schedule and is able to keep riders on deck ready to show.

### **Arena set-up – *Need volunteers***

Accurately measure the placement for a 20 X 60 arena and set-up the buckets and chains, including placement of the letters and any decorating greens provided.

Set-up judge's tent and place table and 2 chairs inside.

### **Arena tear-down – *Need volunteers***

Take the arena apart and pack it for storage at the end of the show.

Pack up the judge's tent.

## **Concession stand manager – *Need volunteers***

The concession stand manager must determine a simple menu, with the approval of the Board and Karen Mullens, purchase and deliver food, prepare food, and staff the concession stand either personally or by acquiring volunteers. The show manager will help with finding volunteers. The concession stand must be open for breakfast at least one hour prior to the open of the show and remain open until the end of the show. The kitchen must be left clean and in the order it was found. All profits from the operation of the concession stand go to the WPDA.

## **Concession stand workers – *Need volunteers***

Concession stand workers will work under the direction of the concession stand manager with tasks as needed. Tasks include taking orders, handling cash transactions, and providing correct food orders.

## **Photographer**

The photographer will be available during show hours to take pictures of the riders and their horses. The photographer will be responsible for providing riders with the opportunity to view and purchase photos no later than an hour after the end of the show. Any proceeds for the sale of the photos will go to the WPDA.