

Central New York Dressage and Combined Training Association

Description of Show Volunteer Jobs

The CNYD&CTA relies heavily on the efforts of volunteers. Below is information about the various volunteer jobs required to put on a horse show. This information is tailored to fit CNYD&CTA shows.

It was compiled using materials from AHSA, USDF, USCTA and CNYD&CTA members.

Show Manager

The manager should plan to begin to work at least one month prior to the competition and continue until the competition ends. This job requires a lot of organizing and phone calling time. It also involves public relations and working with people. The manager should plan on arriving at the competition 1-2 hours prior to its start and staying until the show grounds are clean and cleared. A separate checklist and detailed information packet for managers

of a one-day CNYD&CTA show is available.

Hospitality/Host

Hosting an official (judge or technical delegate) for the show involves providing them a place to sleep (usually just the night before the show for a one-day show), dinner the night before the show and breakfast the day of the show. It also involves providing transportation (if needed) between the airport and the host home and the show grounds. The transportation can be provided by one or more persons other than the host. Keep in mind, the hospitality shown to the official is a reflection of the entire Central New York Dressage & Combined Training Assoc.

Grounds Manager & Crew

The grounds crew needs to be available to set up prior to the show (usually the day before) and to reset during the show and to breakdown after the show ends (usually that same day). This may involve transporting equipment to and from the show grounds. Set up and breakdown of a jump course, a dressage ring and tent and warm-up area involves lifting and hammering stakes into the ground. The grounds crew will work with the grounds manager or show manager or jump course designer who will coordinate volunteers' time and work. Plan on working 1-4 hours, depending on the size of the crew and the show. Instructions and a tool for use when setting up a dressage arena are available. For a jump course, the course designer will guide the set up.

Secretary

This is a time consuming job. It can be done by one person or shared. There is the pre-show entry processing work, the scheduling, the day-of-show competitor contact work, and the post-show reporting. When doing the pre-show work plan on being available for pre-show inquiries, receiving and processing all the entries, scheduling rides, printing schedules and competitor lists, and notifying competitors of their ride times. When doing the day-of-show work plan on being available for the entire show, arriving 1-2 hours before the first class starts and staying until the final ribbons/trophies are awarded. If more than one person does this job, good communication links are essential. And remember, you are often the first person the competitor encounters, the impression you leave them with is a reflection on the entire Central New York Dressage & Combined Training Association. A separate checklist and detailed information packet on the secretarial job at CNYD&CTA shows is available.

Scorer

The scorer must be competent with numbers and be able to use a calculator. Scoring is generally done by teams of two people seated at a table in a secluded area. Completed tests requiring tabulation of scores arrive continuously throughout the day. A scorer is directly responsible to the secretary and

should plan to work a half or whole day. An instruction sheet on scoring a dressage test at a dressage show & at a combined test is available. In addition to scoring the dressage test, scoring at a horse trials involves totaling penalty points from all three phases (dressage, cross country, stadium jumping). There is a separate handout detailing scoring at horse trials.

Scribe

Each judge needs a scribe. The scribe sits with the judge in the judges box (usually a trailer) and writes down the score and comment for each movement; or in the case of the horse trials stadium jumping phase, writes the faults incurred. A scribe will be assigned to a judge for either a half or a whole day. The judge's scores and comments about a ride should not be discussed with anyone. A pamphlet describing the duties of scribing is available.

Runner

Runners pick up tests from the judge between rides and deliver them directly to the scorer. Runners also distribute class updates to judge/scribes, ring stewards, scorers and announcer. Runners should be fast and unobtrusive. Runners should never interrupt while a test is in progress. When collecting tests from the judge, a runner should walk quietly to the judge's box after the rider in the arena finishes the final salute. Runners should not talk to either the judge or scribe if they are still commenting on the preceding ride. Runners should be prepared to bring the judge or scribe additional supplies or refreshments if requested. Runners should plan on working a half or whole day.

Ring Steward

Ring stewards add efficiency and quality to the show. It cannot be a haphazard event. Ring stewards should position themselves near the in-gate at 'A' but outside the perimeter area and remain in the vicinity as long as there are classes going on in their assigned ring(s). Ring stewards are not responsible for locating or tracking down competitors. Refer to the master or ring schedule to keep confusion and delay at the gate to a minimum. The show secretary via runners is responsible for updating ring stewards on scratches/adds or other schedule changes. While one test is in progress the ring steward should keep an eye out for the next two riders, making sure they are on time. Ring stewards should plan on working a half or whole day, ring stewards should wear a watch synchronized with show time.

Dress / Saddlery / Equipment / Bit Check

The ring steward can double as the equipment/bit checker. Only a random check is required by AHSA but you should always be alert to violations. Checks should be made and violations should be pointed out to the AHSA Technical Delegate or show management (in the case of a schooling show) after the competitor leaves the ring (ask competitor to wait, if necessary) for dressage shows and prior to the competitor entering the ring for combined tests. Refer to the AHSA Rule Book - Dressage Division for dressage shows.

Refer to the AHSA Rule Book - Combined Training/Eventing Division-for combined training competitions. (Separate handouts available.)

Cross Country Obstacle Judge

(CT / Horse Trials only)

This position requires arrival prior to the start of the cross country phase of a horse trial to attend the jump judge briefing and attendance throughout the cross country phase itself. A jump judge is assigned a fence and is required to mark down whether each competitor cleared the fence with or without penalty. The jump judge is occasionally required to assist a competitor in trouble and/or radio for help if necessary in the event of an injury or fall. Keeping the jump clear of spectators is also the judge's

responsibility. The jump judge must stay on the grounds until the end of the protest period following the completion of the cross country phase. Judges should bring a comfortable chair, sun glasses and/or a hat, sunscreen, and rain gear. Judges should be careful not to locate themselves where they are likely to scare or distract the competitors' horses.

Cross Country / Stadium Timer

(CT / Horse Trials only)

This individual keeps track of the time taken by the competitor to complete the course. Often this person doubles as a starter as well. The time is recorded in seconds from the time the competitor passes through the start flags to the time the competitor passes through the finish flags. If the finish and start flags are located in different areas, then the timer will be required to write the actual time the competitor passes through the relevant flags.

Starter

(CT / Horse Trials only)

This individual makes sure that the competitors make it on course at the proper time without undue agitation. The starter is very important to the atmosphere of the event. Accordingly, he or she should greet the competitor, advise the competitor when it is 1 minute, 45 seconds, 30 seconds, 15 seconds, and 10,9,8,7, etc... before the competitors start time. Often a starter will wish the competitor good luck after announcing the start time. The starter should control the area around the starting box to prevent interference or dangerous activities. The starter should also announce which horses are about to start, on deck, or 1 or 2 away from starting and communicate this information to both the announcer and the ring steward in the warm up area insuring good communication and that the event moves along on time.

(3/2001)

(updated 11/11)