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.

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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.

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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.

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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.

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