

VOLUNTEER JOB DESCRIPTIONS

1. Ring Steward: The Ring Steward is primarily responsible for keeping the ring running on time and to check equipment for adherence to rules (now required for all classes with more than six entries, or as directed by the Technical Delegate (TD). The Ring Steward will have a current schedule of ride times, a watch set to the official show time, a copy of legal equipment, latex gloves for bit checks and either a whip measuring tool or a measuring tape. The announcer will notify the Ring Steward of all changes and scratches via radio. The Ring Steward will in turn, notify the announcer of any no shows or riders scratching at the gate. To ensure riders are ready the Ring Steward should know where the next three riders are and should notify all three of their impending ride times. According to the rules, a rider missing their time can be eliminated, but most dressage competitions will allow switching if problems arise. However, the judge and scribe must be notified of all changes in order of go to ensure that the test sheets are properly identified.

2. Scribe: The scribe is responsible for maintaining a list of all horse/rider combinations that enter and exit the ring. Scribes will be provided with a complete list and order of all riders in order to do so. Please mark all riders as they enter the ring and note any scratches. Scribes also write down all scores and comments given by the judge on the corresponding test. After the test is complete, please hand the test to the judge for further scores and comments. Prior to handing the test to the runner, ensure that all scores are present and the judge has signed the test.

3. Runners: Runners are the go-between for the show office, rings, and awards trailer. You will pick up tests from your appropriate ring and bring them back to the show office for scoring. If tests are completed and scored in the show office, please take these to the awards trailer. Runners may also be asked to fill in temporarily for other volunteers who need a break, etc and may be asked to run water/snacks to volunteers as well.

4. Awards Trailer: You will be responsible for collecting scored tests from runners and filing them, by class, in the appropriate box. As riders come to pick up their tests, please ensure that they sign for each test that they are picking up. Hand the test and appropriate ribbon to the rider once he/she has

signed. You will also be responsible for handing out special awards that have been donated for breeds and high point. Further instructions for these awards will be shared with you.

5. Barn Manager: The barn manager is the go-between the competitors and show office with regards to stalling needs. You will ensure that competitors find their stalls and have the shavings that they ordered. If competitors need shavings, please let the show office know. We have someone who will be delivering shavings to stalls during the show. Please walk through the barn to ensure all stalls that are not occupied are locked.