

Gate Check In / Open Close Gates

1. Check with the show manager to see if you can bring in each new class on the heels of the previous class. (most age groups ride back to back for two classes)
2. Use the class list to see if the classes are complete. Be sure to record any changes (additions/scratches). If scratches are made at the gate, inform the show office and announcers booth of the change (via radio or ring steward)
3. Before each class, **call out names or number** to see if all riders are present and ready to enter the arena when the class is called.
4. Delay classes only in an emergency.
5. If there is a required delay or tack change, be sure announcer's booth is informed so they can announce the delay. Tack changes should be limited to 2 minutes.
6. Give the same information to all contestants.
7. Keep spectators and exhibitors away from the gate so that those needing to enter and exit the arena will have space.
8. Assist the ring steward in guiding horses in to the ring. Discuss with the ring steward how horses should enter before each new class

Time	Volunteer Name	Exhibitor
9 am – 10 am		
10 am- 11 am		
11 am – 12		
12- 1 pm		
1 pm – 2 pm		
2 pm – 3 pm		
3 pm – 4 pm		
4 pm- 5pm		

Ring Steward & Ribbons

1. Assist the judge in all matters
2. Communicate between the judge and the announcer via radio
3. Provide judge with cones and markers for pattern classes
4. Communicate results to the announcer
5. Watch for safety concerns during classes (watch for young un-experienced horses and riders - this is a schooling show)
6. Upon completion of the class hand out ribbons in the arena to contestants as announced and guide them to the out gate to clear the arena for the next class.

During Trail only:

When the course gets moved during rides, correct and re-measure the course (if needed) before allowing another rider to enter. Have one rider on deck while the other is on course to keep the classes moving.

Time	Volunteer Name	Exhibitor
9 am – 10 am		
10 am- 11 am		
11 am – 12		
12- 1 pm		
1 pm – 2 pm		
2 pm – 3 pm		
3 pm – 4 pm		
4 pm- 5pm		

Clean Up Crew

1. In order to have the use of a facility again, we have to leave the grounds the way we found them.
2. Manure should be deposited into the trash can. Pooper scoopers are located at the announcers stand.
3. AZ Horse Lovers Park is home to SSC - Let's keep clean!

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9 am – 10 am		
10 am- 11 am		
11 am – 12		
12- 1 pm		
1 pm – 2 pm		
2 pm – 3 pm		
3 pm – 4 pm		
4 pm- 5pm		

Trail Course or Jump Course Set Up

1. Assist in the Set up or Tear down of the Trail
2. Trail will set up at 9 am and open to schooling until 30 minutes prior to start of trail classes
3. Take down will occur as soon as trail classes end...approx. 3pm
4. Jump courses will be set up at the 20 minute break of the English Shows
5. Take down at the end of the Jumping events

Time	Volunteer Name	Exhibitor
Trail Set Up 9-10		
Trail Set Up 9-10		
Trail Set Up 9-10		
Trail Take Down		
Trail Take Down		
Trail Take Down		

Show Office/Entries

1. Check in pre-entries and take payments, fill out entry form with office information
2. Check in SAME DAY entries; assign back numbers; give form to data entry person
3. Answer questions regarding the show.

Time		
Time	Volunteer Name	Exhibitor
8am to 9am		
8am to 9am		

Announcer

1. Main role – ensure that all announcements are made in a timely and polite manner. Check to be sure public address system is working.
2. Before the show – consult with the judge and ring steward on how things will be handled such as calling classes. Radios are recommended for communication between the announcer, ring steward and gate person. When will the last gate call will be given before each class? Once the gate is closed, will late entrants be allowed? When to change gaits during a class.
3. How placings will be announced and awards given out. Typically SSC calls from 6th to 1st

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9 am – 10 am		
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4 pm- 5pm		