

#### Arena Gate (2 Hour Shifts)

- There is a need for 3 people to run arena gates during events. One person per gate.
- The gate person should be over 18 and have experience with horses.
- The gate will be run in two hour shifts, but one person may sign up for as many shifts as needed.

#### Arena Check In (2 Hour Shifts)

- One person will stand by the entrance gate to check in riders for their classes.
- The check in person should know the show bill and exhibitors.
- The arena check in will be run in two hour shifts

#### Monitor Warm Up Arena (2 Hour Shifts)

- One adult is needed to monitor the warm up arena in two hour shifts.
- The responsibility of the warm up arena monitor is to ensure the safety of the riders and run gates as needed.

#### Ring Steward (Full Day)

- The Ring Steward is a full day position.
- The Ring steward should work with the judge to ensure the safety of the arena, talk with the announcer, and run placing cards to the announcing booth.
- The Ring Steward should be over 18 and have experience with horses.

#### Announcer (Full Day)

- The announcer will work with the ring steward to announce calls for the class, as well as placings.
- The announcer will also be announcing which classes are coming up, and any other important information for the day.
- The announcer is a position that does not need experience with horses, but the announcer should have a working knowledge of the showbill and classes.
- The announcer will also be in charge of keeping records of placings for the fairboard.

#### Announcing Booth Helper (Full Day)

- The announcing booth helper will work with the announcer for the full show.
- The helper will assist in keeping records, and announcing for classes.

- This position does not require horse experience, but the helper should have a working knowledge of the showbill and classes.

#### Ribbon Hand Out (Full Day)

- One Volunteer is needed to help hand out ribbons at the show.
- The Ribbon handout will have a list of placings and be in charge of giving riders the correct ribbon or trophy.
- This person does not need horse experience but should know most of the riders.

#### Show Check In (Morning)

- Three adults are needed the morning of the show to help check in.
- These adults will be provided with all information needed to check in the students.
- They will be responsible for checking coggins, collecting trailer deposits, collecting 5 way vaccination proof, and checking for each students classes.
- These volunteers do not need horse experience, but should know the showbill.

#### Arena Drag (Before Event)

- One or two people are needed to go to the arena within a week before the show and drag/provide maintenance.
- This position is needed to maintain the ground quality for the horses and exhibitors.

#### Arena Set Up

- Several Volunteers are needed depending on the event to set up the arena/trail course for pattern events.
- These people do not need to have horse experience but should know the patterns well.
- These volunteers will also be in charge of taking down any patterns.

#### Show Clean Up (Check In, Ribbons, Announcer Booth, Trail Course)

- Several people are needed after each show to clean up the grounds, take down any patterns, pack up check in supplies, and close up the announcers booth.
- These people do not need horse experience, and there is no maximum on how many people can help!

#### Trailer Check

- One adult is needed to check each trailer after the show and refund exhibitors for having a clean area.
- This adult is responsible for properly determining if the areas are clean, and correctly managing all deposits. This is preferred to be the same person that took deposits during check in.