

# VOLUNTEER POSITIONS FOR SHOW JUMPING RALLY

## **SHOW OFFICE HELP – need two**

### **DUTIES:**

**Assist show secretary setting up the show office for rally and help to pack up the office at the end of rally.**

Help to organize paperwork and answer questions about rally.

Operate a xerox machine.

### **SKILLS NEEDED:**

Be able to stay off the phone when the office is busiest.

Able to work in a busy, noisy environment.

Be organized, able to handle multiple tasks at once.

Be comfortable answering questions in person and on the radio.

Comfortable using a xerox machine, organizing paperwork.

Time management is essential.

### **WHEN NEEDED:**

Busiest time is early Tuesday morning. Need someone who is willing to be in the office all of Tuesday and Wednesday morning. Helpful to have someone available at the end of rally to pack up supplies, etc.

## **ANNOUNCER'S ASSISTANTS – need two**

**DUTIES – Location will be in the big announcer's booth overlooking the two arenas.**

Help to keep the announcer on track.

Take in information from the judges and the show office and pass it onto the announcer.

### **SKILLS NEEDED**

Comfortable using radios – big part of the job!

Be organized and able to transmit information to announcer in a timely manner.

**JUDGES SCRIBES – need two**

**DUTIES** – Location will be at the judge's table right in front of the assigned ring.

Monitor radio transmit information to the judge as needed

Record all the judge's comments to score sheet

Keep track of the judge's paperwork.

**SKILLS NEEDED:**

Operate a radio – transmit to announcer's stand and show office as needed

Concentrate on the judge's remarks and be able to transcribe them to judging sheets as needed

Be quiet, focused and organized

Keep a quiet, smoothly operating judge's table.

Be able to put your phone away!

**WARM UP STEWARDS – need two to supervise the warmup rings.**

**DUTIES:** Supervise the warmup ring for traffic flow and safety.

Keep track of riders in the ring and moving them from warm up to jump ring.

Be able to track riders and use the radio.

Keep a safe warm up environment by tracking riders in the ring and keeping numbers at a safe level.

**GATE KEEPERS – need two**

Work with the Warmup Stewards to keep traffic flowing into the jump rings.

Open and close gate as needed

Operate radio to let announcer know who is going into the ring.

**Warm Up Stewards and Gate Keepers are super important positions as they monitor traffic flow in and out of the rings and keep an eye open for any safety issues.**

### **COURSE DESIGNER/BUILDER ASSISTANT need one**

**DUTIES:** Help the course designer/builder in whatever they need, including copying – posting courses, relaying messages, help with course building.

### **SKILLS NEEDED**

Assist the designer/builder in whatever way they need.

Be available throughout rally, be willing to move jumps, relay instructions, etc.

Helpful to understand distances and names of jumps being used.

### **JUMP CREW**

All parents involved in rally will be expected to assist in replacing rails, moving jumps between courses as needed. Without jump crew, the rally will stop until suitable people can be found to help.

All these positions are “full day” jobs. Rally is short enough that the positions are **not** split into morning and afternoon slots. Everyone will be able to see their child ride as most of these positions are right there ring side.

MIDSOUTH RALLY VOLUNTEER FORM  
**SHOW JUMPING 2022**  
 SEE DESCRIPTIONS ON DESCRIPTION SHEET

CLUB NAME
DC NAME
EMAIL
PHONE NUMBER -

VOLUNTEER NAME AND REQUESTED POSITION

1 NAME	
PHONE	
EMAIL	
REQUESTED POSITION	

2 NAME	
PHONE	
EMAIL	
REQUESTED POSITION	

3 NAME	
PHONE	
EMAIL	
REQUESTED POSITION	

4 NAME	
PHONE	
EMAIL	
REQUESTED POSITION	