

## Parent Volunteers General Positions & Eventing, Show Jumping & Dressage Positions

*\*All volunteers will be given more specific details about their assigned positions at the competition.*

**Green=No Horse Knowledge Needed Yellow=Limited Horse/Competition Knowledge Needed Red=Horse Knowledge/Experience Needed**

<u>Job Title</u>	<u>Abilities &amp; Skills-Sets Needed</u>	<u>Job Duties</u>	<u>Time Commitment</u>
<b>Chaperone</b>	<ul style="list-style-type: none"> <li>Comfortable being in charge of the team &amp; meeting their needs before, during &amp; after each competition day</li> <li>Awareness of food allergies/special needs &amp; ability to advocate for these children as needed</li> </ul>	<ul style="list-style-type: none"> <li>Chaperones can find the rules &amp; guidelines for chaperones on the USPC website under Guidelines for Chaperones</li> </ul> <p><b>*Quiz Chaperones</b> Quiz chaperones may need to escort teams with very young members from the “stalls” to the various rooms for the duration of the competition.</p> <p><b>*Mounted Rally Chaperones</b> Chaperones for a mounted rally are expected to stay outside the barns and are the only people permitted into the Neutral Zone. Chaperones may want to bring a notebook &amp; pens for riders to use for communication/notes left in the Neutral Zone. Chaperones can drop off additional water/food, other needs for their team members in the Neutral Zone.</p>	duration of the event
<b>Hospitality</b>	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>May require driving a golf cart</li> </ul>	<ul style="list-style-type: none"> <li>Make sure competitors, Horse Management &amp; other officials have access to water at all times</li> <li>Deliver food/snacks as needed</li> </ul>	varied, times may be broken up by AM & PM, phases, days, etc
<b>Set-Up/Tear Down Crew</b>	<ul style="list-style-type: none"> <li>Manual labor</li> <li>Ability to spend long periods of time standing</li> <li>Bending/Heavy Lifting required</li> </ul>	<ul style="list-style-type: none"> <li>Follow the directions of the Organizer for the arena/area</li> <li>May be expected to help set up dressage arenas, show jumping courses, warm-up arenas, games, tables for Quiz, or set up equipment needed in the arena/area for any other Pony Club Discipline.</li> </ul>	usually less than 1 hour
<b>Warm-up Ring Steward</b>	<ul style="list-style-type: none"> <li>Organization – clipboard, pens and a list of rider order of go</li> <li>Loud voice to call out rider numbers across a crowded arena</li> <li>Ability to stand for long periods of time</li> <li>Ability to pleasantly, but firmly tell riders, parents &amp; coaches what to do</li> </ul>	<ul style="list-style-type: none"> <li>Responsible for making sure riders have checked in upon arriving at the warm-up arena</li> <li>Letting riders know the order of go: who is “on deck” (next) and “in the hole” (next of next)</li> <li>Sending riders to the in gate to keep the show flowing in a timely fashion</li> <li>Making sure the arena does not become too crowded (riders may be asked to wait to enter the warm-up arena until X # of riders ahead).</li> <li>The Warm-Up Arena Steward will have a clipboard with the order of go, and a pen to check off riders as they get sent to the in-gate.</li> </ul>	varied, usually at least the duration of a division

<b>Gate Keeper</b>	<ul style="list-style-type: none"> <li>• Ability to Open/Close a Gate</li> <li>• Ability to spend long periods of time standing</li> <li>• May require bending/lifting</li> <li>• May require use of radio</li> </ul>	<ul style="list-style-type: none"> <li>• The Gate Keepers will be in charge of opening and closing the gates at the beginning and end of each class or jumper round to allow riders into/out of the arena</li> <li>• May be required to communicate with Announcer/Judge via radio</li> </ul>	varied by rally, usually for at least one entire division
<b>Judge's Runner</b>	<ul style="list-style-type: none"> <li>• Mobility (Runner will be walking back and forth to the Secretary's Booth or using a golf cart depending upon the size of show/grounds)</li> </ul>	<ul style="list-style-type: none"> <li>• Go to the ring as often as the show secretary would like and pick up the completed scorecard from the Judge's Scribe and take it to the Show Secretary to be entered.</li> <li>• Inform the Judge of any additions/scratches or changes in a class/division</li> </ul>	varied, usually at least the duration of a division
<b>Jump Timer</b>	<ul style="list-style-type: none"> <li>• Ability to use a stopwatch</li> <li>• Ringside view of all riders</li> <li>• Seated job</li> <li>• May need to use radio</li> </ul>	<ul style="list-style-type: none"> <li>• Time from start to finish on a course (horse's chest crosses the line)</li> <li>• Stand/sit by the start/finish line</li> <li>• May need to radio in the times</li> </ul>	varied, usually at least the duration of a division
<b>Jump Crew</b>	<ul style="list-style-type: none"> <li>• Manual Labor (picking up knocked down poles/jump materials)</li> <li>• Bending/Heavy Lifting required</li> <li>• Ability to move quickly</li> <li>• Ringside view of all riders</li> </ul>	<ul style="list-style-type: none"> <li>• Watch all the jumping rounds and make sure if a rail gets knocked down that it is put back up ASAP without startling the horse jumping.</li> </ul>	varied, usually at least the duration of a division
<b>Turnout Inspection Scribe</b>	<ul style="list-style-type: none"> <li>• Note taking skills</li> <li>• Takes notes while standing</li> </ul>	<ul style="list-style-type: none"> <li>• Takes notes from judge performing turnout inspections *This is a great way to learn more about how the inspections are done.</li> </ul>	varied, usually at least the duration of a division
<b>Turnout Inspection Steward/Timer</b>	<ul style="list-style-type: none"> <li>• Note taking skills</li> <li>• Ability to watch the time/record accurately</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Checks in each rider to insure that they have arrived on time even if the judge is not ready for them. *This is a great way to get to see and meet all of the riders.</li> </ul>	varied, usually at least the duration of a division
<b>Poop Crew</b>	<ul style="list-style-type: none"> <li>• Poop scooping</li> <li>• Ability to handle a pitchfork &amp; muck bucket</li> <li>• Bending/Heavy lifting required</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up all manure between riders/divisions (whenever you can get into the arena without disturbing the flow of the show) left in the arenas &amp; walkways between arenas</li> </ul>	varied, usually at least the duration of a division
<b>Clean-Up Crew</b>	<ul style="list-style-type: none"> <li>• Organization</li> <li>• Manual Labor</li> </ul>	<ul style="list-style-type: none"> <li>• Working throughout the day, keeping the grounds clean &amp; organized.</li> <li>• Put all equipment away at the end of the day</li> </ul>	varied, usually 1-2 hours at the

	<ul style="list-style-type: none"> <li>Bending/Heavy lifting required</li> </ul>		end of the event
<b>Parking Monitor</b>	<ul style="list-style-type: none"> <li>Ability to direct traffic</li> <li>Comfy chair to sit in between rushes</li> </ul>	<ul style="list-style-type: none"> <li>Find out where trailers/cars will be parked from the Show Organizer</li> <li>Direct traffic to specified locations</li> <li>Park cars/trailers as efficiently as possible</li> <li>May need to help guide trailers into spots</li> </ul>	varied, usually 1-2 hours at the start of the event (once you get the first groups of cars/trailers parked, most people are good at following suit)
<b>Cross Country Jump Monitor</b>	<ul style="list-style-type: none"> <li>Note-taking skills – pen, clipboard, order of go list &amp; Jump Sheets (all materials supplied by Organizer)</li> <li>Ability to attend a cross-country briefing (will explain all you need to know for this job)</li> <li>Basic understanding of discipline rules &amp; faults</li> </ul>	<ul style="list-style-type: none"> <li>Sit next to an assigned cross country jump for the duration of the division(s).</li> <li>Watch each rider as they attempt their obstacle.</li> <li>Attend a briefing that will explain exactly what constitutes a run-out, refusal, etc at a jump based on the rules for that current year.</li> <li>Jump Monitors will make notes on the Jump Sheets (they will be given a Jump Sheet, clipboard, pens, and possibly a radio) as to whether the horses was clear or not over their obstacle.</li> <li>The Cross Country Jump Monitor is expected to read the USEA Guidelines for Cross Country Jump Judges before the Jump Monitor briefing. Can be found on the Pony Club website at <a href="http://eventing.ponyclub.org/PDFs/Guidelines%20for%20Cross-Country%20Jump%20Judges.pdf">http://eventing.ponyclub.org/PDFs/Guidelines%20for%20Cross-Country%20Jump%20Judges.pdf</a></li> </ul>	varied, usually at least the duration of a division
<b>Master of Ceremonies</b>	<ul style="list-style-type: none"> <li>Understanding of ribbon colors/placing order</li> <li>May need to announce winners or may use a separate person to do the announcing</li> <li>May need to set up tables-bending/lifting may be involved</li> </ul>	<ul style="list-style-type: none"> <li>Set up awards in designated Awards Ceremony Area</li> <li>Organize &amp; present individual and team ribbons/awards at the end of the competition</li> <li>Knowledge of the event/history/fun facts is helpful to keep the audience engaged during the ceremony</li> </ul>	needed at the end of the competition
<b>Chief Scorer</b>	<ul style="list-style-type: none"> <li>Ability to use a computer/printer</li> <li>Attention to detail</li> <li>Basic math skills</li> <li>Knowledge of assessment of</li> </ul>	<ul style="list-style-type: none"> <li>Conduct the briefing and practice session for scoring volunteers.</li> <li>Check score sheets for correct number of spaces for rounds, team and competitor names, and proper number of sheets.</li> <li>Change scores in the appropriate boxes, by direction of the judge who assesses inquiries, but do not erase.</li> <li>Use the score sheets from each session to finalize, proofread, calculate</li> </ul>	duration of the competition

	points/penalties for the competition	penalties, determine ties, break ties via formula, and make final placing of teams/individuals. <ul style="list-style-type: none"> <li>Post official scores in a timely manner, including time of posting on each sheet.</li> </ul>	
<b>Announcer</b>	<ul style="list-style-type: none"> <li>Clear, cadenced voice</li> <li>Basic knowledge of discipline rules &amp; faults</li> <li>Sense of humor</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>Clearly announce rider/horse/team names, give directions to riders as needed, communicate faults/points/happenings to the riders/audience</li> </ul>	duration of the competition
<b>Judge's Scribe</b>	<ul style="list-style-type: none"> <li>Ability to write quickly with legible handwriting</li> <li>Ability to talk softly / hear the judge talking softly</li> <li>Knowledge of basic phase terminology encouraged</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>The Judge's Scribe will sit next to the judge and take notes for her as she judges the class- must have good hearing as the judge will talk softly so the riders don't hear, and have very neat, small handwriting.</li> <li>Record jump/dressage penalties &amp; scores</li> <li>Record judge's comments</li> </ul>	minimum of partial day (can change when judge has a break), but often for duration of the discipline
<b>Coach</b>	<ul style="list-style-type: none"> <li>Solid knowledge of discipline rules</li> <li>Teaching skills</li> <li>Time management skills</li> <li>Patience</li> </ul>	<ul style="list-style-type: none"> <li>Coaches can find information on rules &amp; guidelines for coaches under USPC Guidelines for Coaches for (insert your discipline) on the USPC website</li> </ul>	Duration of the event

### Quiz Specific Parent Volunteer Positions

\*For more detailed job descriptions see the Quiz Organizer's Guide on the Pony Club website.

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<b>Reader/Scribe</b>	<ul style="list-style-type: none"> <li>Ability to help competitors who have reading/writing challenges</li> </ul>	<ul style="list-style-type: none"> <li>Help assigned competitor in each phase to read/write one answer sheets</li> </ul>	Duration of the competition
<b>Written Test Monitor/Grader</b>	<ul style="list-style-type: none"> <li>Seated job, may involve some walking around the room during the testing</li> </ul>	<ul style="list-style-type: none"> <li>Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Stations Coordinator or Technical Delegate</li> <li>Grade written test using an answer key</li> </ul>	30min-1hr at the start of the competition
<b>Barn Steward</b>	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>Ability to stand for lengthy periods of time</li> </ul>	<ul style="list-style-type: none"> <li>Check each competitor for proper footwear and unauthorized jewelry.</li> <li>Check each competitor for his/her Pony Club pin, which should be worn during competition.</li> <li>Ensure the teams move through the Barn Phase in a timely manner. Keep the Judges on time.</li> </ul>	duration of the phase
<b>Barn Timer/Scorer</b>	<ul style="list-style-type: none"> <li>Operate the stopwatch and record on the answer</li> </ul>	<ul style="list-style-type: none"> <li>Record the question value requested and the question's rating level and number.</li> </ul>	duration of the phase

	<p>sheet the name of team, section and time of session.</p> <ul style="list-style-type: none"> <li>• Listen carefully during the competition.</li> <li>• Must attend volunteer briefing.</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Record scores on permanent sheet for the correct competitor or team.</li> <li>• Call the name and number of next competitor to help keep the order correct.</li> <li>• Record if a Jr. D conferred or if there was an inquiry.</li> <li>• Recheck calculations at the end of the session, calculate any penalty points, have them proofread, and then post for competitors to check. Make changes only as directed by the Judge or Technical Delegate.</li> <li>• Check stopwatch for readiness and function.</li> <li>• Must understand rules of timing for competition. <ul style="list-style-type: none"> <li>- Ds have 20 seconds to begin the answer.</li> <li>- Cs and up have 15 seconds to begin.</li> <li>- Jr. Ds have additional 30 seconds to begin if they request to confer within the first 20 seconds.</li> <li>- Team questions: 60 seconds to begin the answer for team questions for all divisions unless otherwise instructed.</li> <li>- Give 5-second warning.</li> </ul> </li> <li>• Work out with the Judge a notification system to indicate when the answer has truly started, otherwise keep the watch running.</li> </ul>	
<b>MegaRoom Judge</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor the tables in Megaroom</li> <li>• Keep to a time schedule for each table</li> <li>• Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Stations Coordinator or Technical Delegate</li> <li>• Grade competitor's answer card using an answer key</li> </ul>	duration of the phase
<b>MegaRoom Timer</b>	<ul style="list-style-type: none"> <li>• Ability to operate a stopwatch</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Start timer</li> <li>• Give 30 sec warning</li> </ul>	
<b>Stations Timer</b>	<ul style="list-style-type: none"> <li>• Ability to operate a stopwatch</li> <li>• Listen carefully during the competition.</li> <li>• Must attend volunteer briefing.</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment (clock and stopwatch) for readiness and function.</li> <li>• Must understand rules for timing for competition.</li> <li>• Give 1-minute warning.</li> <li>• Be available to the Technical Delegate for any inquiries.</li> </ul>	duration of the phase
<b>Classroom Timer</b>	<ul style="list-style-type: none"> <li>• Ability to operate stopwatch</li> <li>• Loud voice to call out time warnings</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Start/stop watch between the time the judge reads the question &amp; the competitor begins to answer</li> <li>• Call out 5 sec warning for competitor to begin answering</li> <li>• Work out with the judge a notification system to indicate when the answer has truly started, otherwise keep the watch running.</li> <li>• Must understand rules for timing for competition. <ul style="list-style-type: none"> <li>- Ds have 20 seconds to begin the answer.</li> <li>- Cs and up have 15 seconds to begin.</li> </ul> </li> </ul>	duration of the phase

		- Jr. Ds have additional 30 seconds to begin if they request to confer within the first 20 seconds.	
<b>Classroom Scribe</b>	<ul style="list-style-type: none"> <li>• Neat handwriting</li> <li>• Ability to use a calculator/basic math</li> <li>• Seated job</li> <li>• Must attend volunteer briefing.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep track of which question was asked to each competitor (questions are numbered)</li> <li>• Assess points awarded by the judge</li> <li>• Tally points</li> <li>• Listen carefully during the competition.</li> <li>• Record the question value requested and the question's rating level and number.</li> <li>• Record scores on permanent sheet for the correct competitor or team.</li> </ul>	duration of the phase
<b>Quiz Runner</b>	<ul style="list-style-type: none"> <li>• Ability to stand/walk for long periods of time</li> <li>• Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Pick up score cards from each room/phase</li> <li>• Take score cards to scoring room</li> <li>• Make sure ALL scorecards make it to the scoring room in a timely fashion</li> </ul>	varied, AM/PM shifts or duration of the competition
<b>Stations Judge</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> <li>• Knowledgeable of Quiz rules.</li> <li>• Communicate clearly, in a friendly fashion, the procedures to be used.</li> <li>• Read instructions clearly with correct punctuation.</li> </ul>	<ul style="list-style-type: none"> <li>• Should preview questions and prior to session.</li> <li>• Assure that the session proceeds according to the rules.</li> <li>• Begin the Station on time.</li> <li>• Set the tone and pace for the Station Phase. Must keep to the time schedule and do not allow Station to run over time.</li> <li>• Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Stations Coordinator or Technical Delegate</li> </ul>	duration of the phase
<b>Barn Judge</b>	<ul style="list-style-type: none"> <li>• Very knowledgeable and experienced in all areas of Pony Club (could be a National Examiner, Horse Management Judge, graduate H-A or A, or Pony Club instructor).</li> <li>• Familiar with and have current knowledge of all Pony Club references, Standards, and Rules of Rallies.</li> <li>• Unflappable, quick to make fair decisions.</li> <li>• Familiar with the responsibilities of the other officials</li> <li>• in the Barn.</li> <li>• Impartial.</li> </ul>	<ul style="list-style-type: none"> <li>• Should preview questions prior to session.</li> <li>• Set the tone for the atmosphere in the Barn to achieve a fair, friendly competition.</li> <li>• Assure that the session proceeds according to rules.</li> <li>• Begin Barn stall on time. Report to Technical Delegate any lateness and determine penalty according to scoring rules.</li> <li>• Set the tone and pace for the Barn stall. Must keep to the time schedule and do not allow stall to run over time.</li> <li>• Report any unauthorized assistance, inappropriate behavior, or unsportsmanlike conduct to the Barn Coordinator or Technical Delegate.</li> </ul>	duration of the phase

	<ul style="list-style-type: none"> <li>• Knowledgeable of Quiz rules.</li> <li>• Be able to communicate clearly, in a friendly fashion, the procedures to be used.</li> <li>• Be able to read questions clearly with correct punctuation.</li> <li>• Seated job</li> </ul>		
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## Polocrosse Specific Parent Volunteer Positions

**Green=No Horse Knowledge Needed Yellow=Limited Horse/Competition Knowledge Needed Red=Horse Knowledge/Experience Needed**

<b>Timer</b>	<ul style="list-style-type: none"> <li>• Ability to work a stop watch</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in "officials" tent &amp; tell the announcer when a chukka is over</li> </ul>	
<b>Goal Keeper</b>	<ul style="list-style-type: none"> <li>• Enjoy playing catch</li> <li>• Ability to raise both arms</li> <li>• Basic understanding of what constitutes a goal in polocrosse</li> <li>• Ability to spend long periods of time standing</li> <li>• Ability to move quickly when recovering a ball</li> </ul>	<ul style="list-style-type: none"> <li>• Stand behind goal posts &amp; signal umpires if the ball went through the goal or not</li> <li>• Chase down the ball and toss back to umpires as needed</li> </ul>	Varied, usually at least the duration of a division
<b>Announcer</b>	<ul style="list-style-type: none"> <li>• Clear, cadenced voice</li> <li>• Basic knowledge of discipline rules &amp; faults</li> <li>• Sense of humor</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Clearly announce rider/horse/team names, give directions to riders as needed, communicate faults/points/happenings to the riders/audience</li> </ul> <p><b>Polocrosse Announcer</b> will sit in the "officials" tent and announce the plays of the game- who made a goal, what the score is, who has the ball now, etc.</p>	duration of the competition
<b>Umpire Groom</b>	<ul style="list-style-type: none"> <li>• Comfortable leading horses</li> </ul>	<ul style="list-style-type: none"> <li>• Help walk in hand the umpire's horse to cool it out</li> </ul>	usually not needed at 1 day rallies
<b>Scorer</b>	<ul style="list-style-type: none"> <li>• Note taking skills</li> <li>• Basic understanding of goals &amp; teams in polocrosse</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Sit in "officials" tent and mark down when a goal is made &amp; which team made it</li> </ul>	

## Games Specific Parent Volunteer Positions

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<b>Warm-up Ring Steward</b>	<ul style="list-style-type: none"> <li>Organization – clipboard, pens and a list of rider order of go</li> <li>Loud voice to call out to teams across a crowded arena</li> <li>Ability to spend long periods of time standing</li> </ul>	<ul style="list-style-type: none"> <li>Safety: Call for an occasional change of direction as riders will be all travelling in the same direction to avoid collisions</li> <li>The Warm-Up Arena Steward will have a clipboard with the order of go, and a pen to check off riders as they get sent to the in-gate.</li> </ul>	varied, usually at least the duration of a division
<b>Equipment Help</b>	<ul style="list-style-type: none"> <li>Manual labor</li> <li>May require some bending/heavy lifting</li> <li>No knowledge of equipment necessary</li> </ul>	<ul style="list-style-type: none"> <li>Help the Equipment Chief put out the equipment needed for each race</li> </ul>	varied, usually at least the duration of a division
<b>Line Judge</b>	<ul style="list-style-type: none"> <li>Basic understanding of the rules of games *easy to learn what is needed</li> </ul>	<ul style="list-style-type: none"> <li>Stands at either line A, B or C and ensures that all riders make their handoffs or next rider goes out behind the appropriate lines</li> <li>Watches across all 4 lanes at once but there will be another judge opposite you on the other side of the line, so you have them to confer with if there is a questionable call.</li> </ul>	varied, usually at least the duration of a division
<b>Turnout Inspection Scribe</b>	<ul style="list-style-type: none"> <li>Note taking skills</li> </ul>	<ul style="list-style-type: none"> <li>Takes notes from judge performing turnout inspections *This is a great way to learn more about how the inspections are done.</li> </ul>	varied, usually at least the duration of a division
<b>Turnout Inspection Steward</b>	<ul style="list-style-type: none"> <li>Note taking skills</li> <li>Ability to watch the time/record accurately</li> </ul>	<ul style="list-style-type: none"> <li>Checks in each rider to insure that they have arrived on time even if the judge is not ready for them. *This is a great way to get to see and meet all of the riders.</li> </ul>	varied, usually at least the duration of a division
<b>Lane Judge</b>	<ul style="list-style-type: none"> <li>Basic understanding of the games &amp; their rules</li> </ul>	<ul style="list-style-type: none"> <li>Stands at the end of 1 particular lane and watches to be sure that the team in that lane completes the race according to the rulebook.</li> <li>If any equipment is dislodged or mistakes are made, you must ensure that they make the corrections according to the rules.</li> <li>Rulebooks are provided by the organizer and there is enough time between each race to read the rules for the upcoming race. *This is a great way to learn the rules yourself.</li> </ul>	varied, usually at least the duration of a division
<b>Announcer</b>	<ul style="list-style-type: none"> <li>Clear, cadenced voice</li> <li>Basic knowledge of discipline rules &amp; faults</li> <li>Sense of humor</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>Clearly announce rider/horse/team names, give directions to riders as needed, communicate faults/points/happenings to the riders/audience</li> </ul>	duration of the competition

## Tetrathlon Specific Parent Volunteer Positions

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<b>Range Set-up</b>	<ul style="list-style-type: none"> <li>Ability to lift &amp; move tables/chairs</li> </ul>	<ul style="list-style-type: none"> <li>Place target holders, tables &amp; chairs for competitors</li> </ul>	duration of the phase
<b>Target Placer/Retriever (2-4 volunteers)</b>	<ul style="list-style-type: none"> <li>Ability to spend long periods of time standing</li> <li>Detail oriented</li> <li>Focused</li> </ul>	<ul style="list-style-type: none"> <li>Make sure the correct targets get hung for the correct competitor</li> <li>Hang/retrieve targets</li> </ul>	duration of the phase
<b>Gun Mover</b>	<ul style="list-style-type: none"> <li>No experience necessary</li> <li>Excellent ringside view</li> </ul>	<ul style="list-style-type: none"> <li>Move guns to range</li> <li>Oversee competitors getting/putting away their guns</li> </ul>	duration of the phase
<b>Range Steward</b>	<ul style="list-style-type: none"> <li>Comfortable around guns</li> <li>Knowledge of guns/safety</li> <li>Aggressive about safety</li> </ul>	<ul style="list-style-type: none"> <li>Handles all timing for the range</li> <li>Oversees range volunteers / activities</li> </ul>	duration of the phase
<b>Swimming Timer (2 per lane + 1 overall Timer)</b>	<ul style="list-style-type: none"> <li>Ability to run a stopwatch</li> <li>Ability to write legibly on an index card</li> <li>Focus- must count laps</li> </ul>	<ul style="list-style-type: none"> <li>Time &amp; record a competitor's time on a heat-lane card</li> <li>Start button depressed at the start signal</li> <li>Watch stopped when any part of the competitor's body touches the wall at the completion of the final length</li> <li>2 Timer's times recorded to the nearest hundredth of a second &amp; written on the swimmer's heat-lane card</li> <li>Do not clear watches until the Starter/Referee says so in case of a timing problem</li> <li>*2 spare watches started in case of watch malfunctions (if malfunction hold up faulty watch- spare timer steps in)</li> </ul>	duration of the phase
<b>Swimming Starter</b>	<ul style="list-style-type: none"> <li>Comfortable with starting signal &amp; usage</li> <li>May need to use megaphone</li> </ul>	<ul style="list-style-type: none"> <li>Starter will always ask "are Timers ready?" to signal all timers to "clear"/"return to zero" watches for the start of the next heat before putting swimmer on blocks</li> </ul>	duration of the phase
<b>Swim Turn Judge</b>	<ul style="list-style-type: none"> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Make sure swimmers touch the wall in their turn in the lane</li> </ul>	duration of the phase
<b>Swim Scorer</b>	<ul style="list-style-type: none"> <li>Attention to detail</li> <li>Use of calculator</li> <li>Seated job</li> </ul>	<ul style="list-style-type: none"> <li>Average times between two Timers for each competitor</li> </ul>	duration of the phase
<b>Swim Clerk of Course</b>	<ul style="list-style-type: none"> <li>Excellent organization skills</li> <li>Efficient</li> </ul>	<ul style="list-style-type: none"> <li>Organize heats / keeps the "flow" of the event</li> <li>Give each swimmer the index card with their name on it</li> <li>See to it that all swimmers are lined up and ready to swim after previous heat</li> </ul>	duration of the phase
<b>Running Steward</b>	<ul style="list-style-type: none"> <li>Excellent organization skills</li> <li>Efficient</li> </ul>	<ul style="list-style-type: none"> <li>Conduct a Timer training at start of event</li> <li>Mark/check course</li> </ul>	duration of the phase

<b>Running Spotter</b>	<ul style="list-style-type: none"> <li>• Impartial &amp; Honest</li> </ul>	<ul style="list-style-type: none"> <li>• If the whole course cannot be seen, the spotter makes sure the competitors have run the full course</li> </ul>	duration of the phase
<b>Running Starter</b>	<ul style="list-style-type: none"> <li>• Excellent organization skills</li> <li>• Efficient</li> </ul>	<ul style="list-style-type: none"> <li>• Lines up runners in numerical order</li> <li>• Tells Timers to start watches- check all watches are running</li> <li>• Runner #1 starts at 1 min</li> <li>• Give runners 1 min countdown (30, 15, 10, 5-4-3-2-1-go)</li> </ul>	duration of the phase
<b>Running Timers</b>	<ul style="list-style-type: none"> <li>• Ability to use a stopwatch</li> </ul>	<ul style="list-style-type: none"> <li>• Time assigned runner(s)</li> </ul>	duration of the phase
<b>Running Scribe</b>	<ul style="list-style-type: none"> <li>• Ability to write quickly &amp; legibly</li> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Writes runner # &amp; records time as runners cross finish line</li> </ul>	duration of the phase
<b>Tet Jump Course Set-Up (as many volunteers as possible)</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> <li>• Heavy lifting</li> </ul>	<ul style="list-style-type: none"> <li>• Set up the jump course under the direct supervision of the Course Designer</li> </ul>	duration of the phase
<b>Tet Jump Announcer</b>	<ul style="list-style-type: none"> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• State the name of each competitor &amp; mount before each round</li> </ul>	duration of the phase
<b>Tet Jump Scribe</b>	<ul style="list-style-type: none"> <li>• Seated job</li> </ul>	<ul style="list-style-type: none"> <li>• Assess penalty points</li> <li>• Time 60 sec from the start signal (for rider to cross start line)</li> <li>• Time any "resistance" on course</li> </ul>	duration of the phase
<b>Tet Jump Arena Warm-up Steward</b>	<ul style="list-style-type: none"> <li>• Organization – clipboard, pens and a list of rider order of go</li> <li>• Loud voice to call out rider numbers across a crowded arena</li> <li>• Ability to stand for long periods of time</li> <li>• Ability to pleasantly, but firmly tell riders, parents &amp; coaches what to do</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible for making sure riders have checked in upon arriving at the warm-up arena</li> <li>• Letting riders know the order of go: who is "on deck" (next) and "in the hole" (next of next)</li> <li>• Sending riders to the in gate to keep the show flowing in a timely fashion</li> <li>• Making sure the arena does not become too crowded (riders may be asked to wait to enter the warm-up arena until X # of riders ahead).</li> <li>• The Warm-Up Arena Steward will have a clipboard with the order of go, and a pen to check off riders as they get sent to the in-gate.</li> </ul>	duration of the phase
<b>Tet Jump In-Gate</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> <li>• Bending/Lifting required</li> <li>• Comfortable with using a radio</li> </ul>	<ul style="list-style-type: none"> <li>• Opens/closes in gate for competitors</li> <li>• Communicates via radio with announcer</li> </ul>	duration of the phase
<b>Tet Jump Timer (2)</b>	<ul style="list-style-type: none"> <li>• Ability to use a stopwatch</li> <li>• May be a seated job</li> <li>• May need to use a radio</li> </ul>	<ul style="list-style-type: none"> <li>• Time from start to finish on a course (horse's chest crosses the line)</li> <li>• Stand/sit by the start/finish line</li> <li>• May need to radio in the times</li> </ul>	duration of the phase
<b>Tet Slip Gate</b>	<ul style="list-style-type: none"> <li>• Ability to use a stopwatch</li> </ul>	<ul style="list-style-type: none"> <li>• Stand in line with cones 10' in front of obstacle</li> </ul>	varied, at least

<b>Timers (2)</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> </ul>	<ul style="list-style-type: none"> <li>• Timing starts when the horse's chest passes through the cones</li> <li>• Time stops when the slip rail is properly replaced or the rope loop is properly replaced over the post</li> <li>• If the rider cannot complete the obstacle in 60 seconds, then the Timer tells them to move on to the next obstacle</li> <li>• Note rider # &amp; assess 60pt penalty</li> </ul>	the duration of a division
<b>Tet Jump Crew</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> <li>• Bending/Heavy Lifting required</li> </ul>	<ul style="list-style-type: none"> <li>• Replace knocked down rails</li> <li>• Course changes between divisions under the supervision of the Course Designer</li> </ul>	duration of the phase
<b>Tet Jump Tear Down</b>	<ul style="list-style-type: none"> <li>• Ability to stand for long periods</li> <li>• Bending/Heavy Lifting required</li> </ul>	<ul style="list-style-type: none"> <li>• Tear down &amp; storage of the course at the end of the phase</li> </ul>	needed at the end of the phase
<b>Tet Hospitality</b>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• May need to drive a golf cart</li> <li>• Ability to lift water containers</li> </ul>	<ul style="list-style-type: none"> <li>• Make sure all competitors have access to water for all phases (except swimming)</li> <li>• Take care of hospitality for Horse Management &amp; other officials</li> </ul>	varied, may be broken down by phases, AM/PM, day or duration of the event