

## Flying Arrow Saddle Club Volunteer Guidelines

**Ring steward** - The ring steward is in the ring whenever judging is going on.

- ✓ Get judges' cards from entry booth before judging begins and make sure you have cards for each class.
- ✓ Count the number of exhibitors in the class as it comes in and report final number to announcer after gate closes.
- ✓ Stay close to the judge and relay his/her instructions for the class (ie., telling the riders to walk, trot, lope, stop, line up etc) to the announcer.
- ✓ In the event of an accidental dismount or uncontrolled horse, request the announcer to stop the class immediately.
- ✓ In halter and showmanship classes, show exhibitors where to line up along the west rail; classes with more than 10 entries should generally form a double line.
- ✓ Double-check to be sure the correct card has been filled out for the class.
- ✓ Keep completed judges' cards and return to entry booth when your shift is over.
- ✓ When using the radio, push the button and wait a full second before starting to talk.
- ✓ Do not visit with exhibitors or spectators.
- ✓ Record total time worked in volunteer hours record book at ribbon table.

**Gate person:** No one under 18 runs the gate, and no children under 16 to be standing near the gate at any time. The gate person enforces this rule.

- ✓ Gate is closed after third call and before the class starts.
- ✓ No holding the gate open after third call.
- ✓ No one except the exhibitor's parent will assist a rider in entering the arena. If necessary, rider should dismount to enter (during games).
- ✓ Gate does not open (after running a game) until horse is under control.
- ✓ Record total time worked in volunteer hours record book at ribbon table.

**Ribbon person:**

- ✓ Responsible for marking class results on sheet provided at each show.
- ✓ Hand out ribbons and payback slips per results sheet.
- ✓ Children may assist with running errands from table to entry booth.
- ✓ Volunteer hours book will be kept at the ribbon table. Don't let it walk off.
- ✓ Record total time worked in volunteer hours record book at ribbon table.

**Trail set up/tear down:** help set up **and** tear down trail obstacles per instructions from person in charge of trail. For purposes of volunteer hours, this counts as ½ hour total. Record this in volunteer hours record book at ribbon table.

**Hunter hack:** set up jumps per judge's instructions, take down jumps after class is over. For purposes of volunteer hours, this counts as ½ hour total. Record this in volunteer hours record book at ribbon table.

**Games:** set up barrels, poles as needed; run flags; put away poles and barrels when finished. Record total time worked in volunteer hours record book at ribbon table.

**Clean-up at day's end:** pick up trash, haul equipment (trophy tubs, cones, mounting block etc) to trailer. Record total time worked in volunteer hours record book at ribbon table.