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Poway Valley Riders Association
14336 Tierra Bonita Road – Poway, CA 92064

Volunteer Work Hours
OBSTACLE CLINICS/CHALLENGE – Contact Show Manager: Christine Synder
cssnyder2@sbcglobal.net 619-247-4750 cell
Show booth opens at 7 AM - Show starts at 8:30 AM

Please contact the show manager at least one week before the event

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
Obstacle Set-up Check-In AM Participants 2-3 people		8:00 - 9:00 AM
Check-in PM Participants 1 person		12:00 - 1:00 PM
Obstacle Removal Post-Clinic Clean-up	Cleans-up trash, and manure in trailer area	4:00 – 5 PM

OBSTACLE CHALLENGE

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
Obstacle Set-up	Helps set-up obstacles, some heavy lifting	the day before:
Front Gate Worker	Opens entrance gate for in-coming trailers	6:30 AM
Officer Worker	Checks-in riders	
Gate Steward	Keeps riders informed of the order Opens and closes arena gate	
Ring Crew 1 person	Resets obstacles as needed	
Announcer	Announces rider/horse names, class winners, announcements	
Scribe	Writes down judge's comments quickly & neatly	
Score Keeper	Works in show office and tallies scores	
Post-show Clean-up - 2 people	Clean-ups manure, trash Helps remove obstacles	after show approx. 1 hr

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HUNTER JUMPER SHOWS - Contact Show Manager: Emily Franklin hj@pvra.com
March 16 – April 13 – May 11 – June 8 – August 24
Show booth opens at 7 AM, Show starts at 8:30 AM

If you plan to volunteer, please contact the show manager at least one week before the event

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GYMKHANA SHOW – Contact Show Manager: Sally Lin Lutz
gymkhana@pvra.com - supersonicblue1@gmail.com

March 23 – April 20 – May 11 – June 22 – July 13 – August 17 – October 19 – November 9 - Show
starts at 5:00 PM

Please contact the show manager at least one week before the event

Volunteer Signup: To fulfill your membership volunteer hours please sign up for this show series.
(You can pick dates and job functions) <https://www.signupgenius.com/go/20F0F44A5AE2CA7F58-46398145-2024>

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OPEN SHOW – Contact Show Manager: Holly Hart snafflebit14@gmail.com
 858-352-8402

March 24 - April 14 – May 12 – June 9 – Show booth opens at 8 AM - Show starts at 9:00 AM

If you plan to volunteer, please contact the show manager at least one week before the event

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
Front Gate Worker	Opens entrance gate for in-coming trailers	6:30 - 7:30 AM
Ring Steward	Stands with the judge in the arena, passes the different gaits, instructions for the class and class results from the judge to the announcer. Walks the score sheet over to the booth.	8:30 AM – until rail classes conclude.
Trail Gate Person 1 person all day or split shifts	Sits at the entrance to the trail arena and checks in each rider/horse and then lets the judge know the exhibitor number and the class they are entering.	8:30 AM – until trail classes conclude.
Trail Scribe 1 person all day	Writes down judge's comments quickly and neatly	8:30 AM – until trail classes conclude and the judge no longer needs you.
In Gate 1 person all day	Calls off exhibitors by class to enter arena. Opens gate to allow exhibitors in	8:30 AM until conclusion of show
Out Gate 1 person all day	Opens out gate for exhibitors to exit class, gives out ribbons	8:30 AM until conclusion of show
Post-Show Clean-up 2 people	Cleans-up trash, and manure in trailer area	End of show - 1 hour?

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BARREL RACING – Contact Show Manager: Tammi Johnson Rodeocowgurl14377@gmail.com
March 6 – November 23 – December 28 – Gates open at 3 PM
April 20 – May 18 – June 15 – July 13 – August 17 – October 19 – Gates open at 8 AM

If you plan to volunteer, please contact the show manager at least one week before the event

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RANCH RIDING – Contact Show Manager: Susan Gillespie pvranchriding@gmail.com
 March 17 – April 21 – May 19 – June 30 – July 14

If you plan to volunteer, please contact the show manager at least one week before the event

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
Front Gate Worker	Opens entrance gate for in-coming trailers	6:30 AM -
Check-in	Works in show office to checks-in riders, collect payments, and manage adds and scratches	6:30 - approx. 10:00 AM
Arena Gate Coordinator 1 person full day or 2 if half-day shifts	informs riders when they are on deck, manages gate, checks in each rider to keep the correct order.	All day or position can be split
Arena Worker 1 person	During Ranch riding classes after lunch stands by to return logs to original position if necessary when requested by the judge	
Trail Gate Coordinator 1 person full day or 2 if half-day shifts	Keeps list of riders and what classes they are competing in on a clipboard. Calls riders as their name comes up, announcing to the scribe and judge the entry number and which class they are competing in. Manages the overall order of the riders making adjustments for conflicts with arena classes.	All day or position can be split
Scribe - Arena Training Needed 1 person full day or 2 if split shifts	Writes down judges comments/scores quickly and neatly	
Scribe - Trail 1 person full day or 2 if split shifts	Scribe positions require training. If interested email pvranchriding@gmail.com. There will be a training class a few weeks before our first show.	
Raffle Coordinator 1 person full day or 2 if half-day shifts	Sells raffle tickets, monitors raffle table, picks raffle tickets and announces the winners throughout the day. Takes pictures of winners for social media.	All day or position can be split

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
Ribbon/Class Awards 2 people full day 4 people if half-day shifts	Organizes ribbons for each class. Hands out ribbons at the end of each class. Offers raffle tickets in place of ribbons and coordinates win pictures, which are given to each winner.	All day or position can be split
Post-show Clean-up - including manure in trailer parking area 2 people	Clean-ups trash, picks-up manure in trailer area, puts jumps back in arena.	Approx 5:00 PM 1 hour Page 2 of 2

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POLO TOURNAMENTS – Contact Show Manager: Sherry Gibson sherry@polodeoranch.com
 619-972-5855 Cell

May 25, 26 – July 6 – August 10 – October 5, 6 - November 16, 17 – December 7, 8
 Show booth opens at 8 AM - Show starts at 9:00 AM

If you plan to volunteer, please contact the show manager at least one week before the event

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
Front Gate Worker 1 person	Opens entrance gate for in-coming trailers (bring chair, something to read)	
Scoreboard can be non-player	Runs a computer program that shows on a TV the score of the game along with the time in each period.	
Game Flaggers 2 people - one at each end of the arena can be non-players	Waves a flag when the ball crosses the goal line. (Ball must cross the line but no need to hit goal wall.)	
Umpire Polo provides		
Announcer	Announces players and score during the game. (experienced ???)	
Drinks/Food	Puts out coolers with drinks, puts out food, restocks as needed. Empties trash. May help serve food Cleans up Chuck Wagon after event	
Post-Tournament Clean-up	Picks up trash all around, and manure in trailer area	