

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

WORKING EQUITATION – Contact: Janice Kall workingeq@pvra.com or
amergosysstar@gmail.com - 858-243-1953

April 6, 7 – June 1, 2 – August 2, 3 – 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
WE MORNING	WE MORNING	WE MORNING
Show Set-up 6 - 10 people 2-3 hours	Sets-up obstacles in Arena 1. Some heavy-lifting	Sat. around 1:00 PM the day before the show
Front Gate Worker 1 person	Opens entrance gate for in-coming trailers (bring chair, something to read)	6:30 AM - 9:30 AM
Show Office Helper 1 person	Helps riders check-in	7:30 – 10 AM
Ring Stewards - AM 2 people: 1 in the warm-up area 1 at the dressage arena	<p>Informs riders when they ride and channels them to the dressage arena, supervises warm-up area for safety</p> <p>Checks to make sure rider's equipment is legal.</p>	7:30 - 11:00 AM
Scribe - Dressage portion AM	Writes what judge says quickly and neatly	7:30 - 11:00 AM
Runners - AM 2 (good job for kids)	Runs test scores from judge to show office (every 15 mins.)	7:30 - 11:00 AM
Score Keeper - AM	Works in the show office adds up rider test scores, assists show manager	7:30 - 11:00 AM
WE AFTERNOON	WE AFTERNOON	WE AFTERNOON
Announcer - Ease of Handling & Speed	Announces riders as they enter the arena. Plays music during speed portion	11:30 AM - 5, 6 PM
Ring Steward 1 person	Channels riders from warm-up area to the arena, supervises warm-up area for safety	11:30 AM - 5, 6 PM

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
WE AFTERNOON	WE AFTERNOON	WE AFTERNOON
Gate Steward 1 person	Let's riders in and out of the arena	11:30 AM - 5, 6 PM
Scribe - Obstacle portion - PM 1 person	Writes what judge says quickly and neatly	11:30 AM - 5, 6 PM
Runner 1 person	Runs test scores from judge to show office	11:30 AM - 5, 6 PM
Score Keeper 1 person	Works in the show office, adds up rider test scores, assists show manager	11:30 AM - 5, 6 PM
Ring Stewards 2-3 people	Reset obstacles as needed	11:30 AM - 5, 6 PM
2 Timers for Speed Class 1 is primary timer 1 is back-up timer	Primary timer: Stands at obstacle one, uses iPhone stopwatch to time each speed ride. Immediately texts result to the Scribe Back-up timer: result is used if needed	between 3 – 5 PM
Post-show Clean-up - 3-5 people	Remove obstacles from Arena 1, remove letters from Dressage Ring Clean-up trash and manure	Approx 1 hr. Page 2 of 2