



BECOME A VOLUNTEER!

Volunteers make our organization. It's your contributions that continue to make our chapter something to be proud of. The original Dressage Affaire was a stunning example of what the donated time of a few can create. Dressage riders from six different states came to Del Mar to compete at the 3-day show.

In 2005, the chapter created the Volunteer Credit Program. In order to be eligible for year-end awards, you must participate in the Volunteer Credit Program, by donating your time, providing a surrogate to donate time for you, or by donating one of the other necessary items on the list. In the past, members of other chapters (i.e., Temecula Valley) were excused from the volunteer requirement. **THAT WILL NOT BE THE CASE IN 2008.** If you designate a surrogate to volunteer for you, that person must be designated at the time of the volunteer work. Below is the list of volunteer opportunities for the 2008 Show Season (hours must be completed between October 1, 2007 and September 30, 2008 for the 2008 Show Season):

Christmas Party/Annual Meeting

Purchase paper plates, napkins and cups for 50 and bring to party

Awards Banquet

Create and print out 65 programs for the awards banquet (names of winners)
Put together bouquets of flowers for winners (CDS will purchase flowers)

June, August and September Shows

½ day runner
½ day scribe
½ day scorer
½ day ring steward
½ day announcer
½ day staff volunteer booth
½ day staff awards booth
purchase 50 lbs carrots and bring to show by 8:00 A.M. Saturday

purchase case of water and bring to show by 8:00 A.M. Saturday
purchase case of water and bring to show by 8:00 A.M. Sunday
purchase 40 lbs. of ice and bring to show by 8:00 A.M. Saturday
purchase 40 lbs. of ice and bring to show by 8:00 A.M. Sunday

Show set up – Friday 1:00 - 4:00 P.M.

Show tear down – Sunday 4:00 – 8:00 P.M.

(Set up and tear down is judges booths, table cloths and flowers; a crew is hired for the rings).

Assist show manager

Volunteer at The Dressage Affaire (March) or The Del Mar Classic (next is November 2008, so for 2009 Circuit)

OVERVIEW:

Volunteers need to sign in AND out at the Volunteer Desk so that hours can be tracked and waivers can be signed. Staffing the volunteer desk is also a volunteer job.

For each four hour shift worked at an even, a volunteer will receive a raffle ticket for a cool prize (gift certificate at Mary's, opportunity to ride in a clinic, gift certificate for a restaurant). Raffle prizes will be drawn at the end of the day on Sunday. There will also be a "grab bag" for full day volunteers (Starbucks gift cards, etc.). The volunteer may "pick a prize" from the grab bag.

Full day volunteers are provided with lunch.

Each volunteer receives a tee shirt, and a snack table will be provided for volunteers.

There will be a party at the end of the year for volunteers who serve a full day at each of our three chapter shows, or amass a total of twenty-four volunteer hours.

Call Kate Shuster at 858-756-0159, email her at momkate@mac.com, or fill out the Volunteer Information Sheet (there's a link on the home page of the website) and fax it to her at 858-756-0139 .

Below are some of the volunteer duties typically needed at the CDS-San Diego sponsored shows. In addition to these the chapter also needs assistance with show set-up and tear-down, manning the awards booth, making Judges Baskets, and several ring-side caddies.

SCRIBE

The Scribe is the person who writes the judges comments onto the test sheet. The Scribe must be able to sit quietly and concentrate for hours upon end listening and recording the

judge's comments accurately and consistently. They also help prepare the area for each test and give the completed test sheets to the arena runner.

Duties:

The Scribe helps the judge prepare for each test.
Ensures that proper equipment is at the judge's stand.
Makes sure that the following supplies needed are at hand
(See show management to get these supplies):

- ∞ Copy of the ride/time schedule
- ∞ Pens
- ∞ Test sheets
- ∞ Whistle or Bell for judge

Before the first ride, discuss with the judge how business will be conducted. Establish clearly whether comments for a movement will be given before or after the score so that comments will be entered in the proper place.

At the start of each class, be sure the judge knows what test is being performed. A spare copy of the test must be provided for the judge.

Check each rider's number as soon as possible, confirming it with the test sheet cover. If the numbers do not match, find out who the rider is and locate the proper test sheet. Write the rider's number in the number box on the inside of the test sheet.

Scribes Duties during the Riding of the Test:

Write the judge's comments exactly as given. Do not rearrange or edit.

Do not talk to the judge during a ride. If you get lost, quietly ask what movement the next score will be for.

Scribes Duties after a Ride:

After the ride, review what you have written.

Before giving a test to a runner, check these points:

- ∞ Does the test include all required scores?
- ∞ Are the errors clearly marked?
- ∞ Has the judge signed the test sheet?

SCORER

The Scorer is the person who sits (usually in the show office) and adds up the scores directly

from the tests using an adding machine.

Duties:

Runners will bring the tests to you. (At some shows you are also the runner.)

Before scoring the test, you should:

- ∞ Check test sheet to see that all movements and collective marks have a score.
- ∞ Multiply scores with coefficients.
- ∞ Look for errors which might be written as -2 in among comments.
- ∞ Check that the judge has signed the test.

If there is a problem with the test, bring it to the show manager or secretary for clarification.

Using an adding machine with tape, determine the total points. Add scores for each movement and the collective marks. Subtract points marked as errors from the total. To determine the percentage, divide the total number of scored points by the total points possible for the test being scored. The total number of points and percentage is printed on the front page of each test sheet. The total number of points varies, so check before dividing. Check with show management to see how many decimal points to carry out.

Most shows have two scorers so that you can double check each other. Once test has been double checked record the score on the master sheets. Now days most shows use computers to post scores, so not all shows will have a master sheet.

Arrange the scored tests for each class in sequence, highest percentage scores on top. When the class is complete, determine the placings and record them on the front of each test sheet. Once class is placed tests can be handed back to competitors. Each show is different so check with show management before giving tests back to anyone.

Record placings on a master sheet in the office, then post the placings. Most shows use computers to post scores, so not all shows will have a master sheet. They will print off a completed class to be posted.

Guidelines for Scorers

Because accuracy is critical in this job, peaceful and quiet surroundings are necessary to eliminate distractions. The scoring area should be kept quiet with minimum discussion. The Scorer should not show or discuss a test with a parent, friend or trainer/coach nor show or return a test to a rider until after the class is placed and posted. Similarly, the Scorer should not repeat anything that is written on a test to anyone. The comments on the tests are confidential.

RUNNER

Function

A runner's main duty is to collect tests from the scribe and carry them to the scorers (usually in the show office) in a fast and unobtrusive manner. The runner should not look at these tests.

Duties

A runner may be instructed to stay at his/her assigned work area until relieved, and should have a chair available, set up the required 20 meters from the competition arena. He/she should wear clothing suitable for the weather and comfortable shoes.

When collecting tests from the scribe, the runner should walk quietly to the judge's stand as the horse in the arena finishes the final salute and leaves the arena. The runner should not talk to either judge or scribe if they are still commenting on the preceding ride.

The scribe may ask for coffee, snacks, pencils, etc., to be brought back to the judge and scribe. Do this while waiting for rides to finish. Never interrupt judge or scribe while there is a test in progress.

GATEKEEPER/RING STEWARD

Function

The gatekeeper/ring steward is the person who makes sure the correct rider enters the competition arena at the correct time. They also may watch over the warm-up area and make sure the riders know the order of competition.

Duties

You will be given an updated show schedule (showing all ride times) and receive changes from the Show Office during the show. As the riders approach your ring, check them off your schedule (so you know they are there).

At any given time, there should be only one rider in the dressage ring, one waiting to go in ("on deck"), and one ("in the hole").

At some shows you will have a walkie/talkie and will need to tell the announcer who's going into the show ring next. Communication over the walkie/talkie should be kept to a minimum. Usually the Announcer simply wants to know who is entering the competition ring. (Ex. "Sand Arena, entry 34 has entered.")

It's NOT your responsibility to search for the next rider. You may politely remind competitors to drop whips before entering USEF Championship or point out that they forgot to remove their horse's boots. Due to liability exposure you should not adjust any riders tack.

After the rider in the show ring has finished their final salute, the next rider may warm-up around the perimeter of the ring.

If there is a break, do not allow the next horse to warm-up around the perimeter of the ring. To do so would constitute an unfair advantage to that rider.

Some shows allow riders in the show ring during the lunch break. If allowed, it will be announced and will have been in the rider's letters before the show.

Some shows will have a gatekeeper/ring steward at the warm-up arena and another one at the ring. A gatekeeper/ring steward for a warm-up arena makes sure there are not more riders than can safely warm-up in the ring.

At some shows the gatekeeper/ring steward will open and close the ring at A.

Gatekeepers/ring stewards should dress for weather conditions and provide their own insect repellent, sunscreen, sunglasses, etc.
