

KFNO SHOWS WORKER'S DUTY LIST

ALL Workers must abide by the Kent County Youth Fair Dress Code:

- Appropriate leather footwear is required. No open toe shoes (i.e. Sandals, etc.)
- Clothing displaying profanity or vulgar suggestions will not be permitted.
- Clothing advertising illegal drugs or alcohol, or dealing with death, destruction or suicide will not be worn (no skulls, no blood).
- Conspicuously thin garments, bare midriffs, tank tops and muscle shirts are not permissible. Tank tops, spaghetti straps and mini skirts are not considered appropriate.
- Beepers and cellular phones are not permitted in the show ring.
- No exposed undergarments permitted. Pants/shorts must be appropriately fitting and be around the waist.

ASSIGNED CLUBS:

- You may split workers up into shifts if that works better for you.
- Please make sure that the workers know they need to stay until the end of the show (sometimes as late as 11:30 pm)
- Although we like the younger members, most of the responsibilities are above their abilities at this time. Please make sure the workers are able perform the necessary tasks.
- All workers must abide by the dress code.
- Leader or appointed adult from club must be present for entire work shift.
- Leaders or appointed adult must instruct (train) workers on what there duties are for assigned position

ANNOUNCER & AID TO ANNOUNCER (2 people)

- Should arrive no later than 5:45pm
- Very organized, multi tasking individuals.
- Ring A – 1 person to count entries and record on class sheets, & to watch and assist ringmaster.
- Ring B - 1 person to count entries and record on class sheets, & to watch and assist ringmaster.
- Count the number of entries in a class and record it for the announcer.
- Fill out class sheets (name of rider, name of horse, placing)
- When the ringmaster brings the judge's card to the booth.
- write the placing on the class sheet
- hand it to the announcer to read
- The AID may also be asked to relay any messages regarding specific announcements to be broadcast by the announcer.

Only the workers are allowed in the announcer's booth – NO Visitors!!

IN AND OUT GATES (4 people)

- Must be available by 5:45pm to get instructions and start helping organize.
- Open and close the gate so that the exhibitors can enter & exit in a safe manner.
- Help set up and remove ring dividers

RIBBON PRESENTER

- Must be available by 6:15 pm
- 2 people needed
- All ribbons handed out at entry booth.
- Check off back number on judges card when ribbon is picked up.

JUNE 29

WORKING CLUBS NAME	ADULT IN CHARGE FROM CLUB 1 ST SHIFT 6:00 – 8:00	ADULT IN CHARGE FROM CLUB 2 ND SHIFT 8:00 - END
ASSIMENT	Shift 1	SHIFT 2
ENTRY BOOTH 4 ADULT 1 ST SHIFT START TIME 5:15 – 7:45 2 ADULT 2 ND SHIFT 7:45 - END	CLUB NAME AND PERSON WORKING	CLUB NAME AND PERSON WORKING
RIBBON PRESENTERS (2 KIDS)	START 5:45 – 8:00	8:00 - END
GATE PEOPLE (4 EACH SHIFT)	START 6:00 – 8:00	8:00 - END
RINGMASTER (2 FOR ALL NIGHT)	START 6:00 - END	
ANNOUNCER AID (2 EACH SHIFT)	START 6:00 –END	8:00 - END