

FAIR WEEK WORKERS DESCRIPTIONS

Clubs will be assigned a number of slots to work based on the number of declared members. Each day is broke into sessions. Clubs can sign up their workers for slots anywhere during the week, they don't have to all work the same session. Please arrive 10 minutes early to receive any information from the previous worker. Some duties are suitable for younger members- some (marked w/ an*) must be assigned to the more experienced member, leader, or parent. Any explorer who is helping around horses must be wearing a helmet and boots

***AID TO ANNOUNCER - REPORT TO ENTRY BOOTH**

(Walkie-Talkie- in communication with Ringmaster/In-Gate/Entry Booth)

- Organize class sheets
- Watch the rings during the classes and inform the announcer of instructions from the rings as needed
- Count the number of entries and record it in the announcer's program
- Write placings on class sheet and give to announcer to read
- File the judges card and class sheets in the box at the conclusion of class
- If ribbons are not handed out in the class- give the class sheet to the ribbon runner
- Relay any messages to be announced to the announcer

***ENTRY BOOTH - REPORT TO ENTRY BOOTH**

(Walkie-Talkie- in communication with Ringmaster/In-Gate/Aid to Announcer)

- Help with adds and drops-make sure they go in the correct books
- Adds may be made until 8pm the night before the class
- Adds and drops go to the Show Secretary for changes
- Cross off drops on the class sheets that are already posted- on the boards by ring A out gate and at the east end of Phelps Barn
- Inform the gate person of drops
- Direct questions to the appropriate people or ask the Show Manager for help
- Direct ribbon questions to Ribbon Manager at Ribbon Station
- Help set up arena if needed
- Keep eye on warm up area

***RING MASTER/ SCRIBE FOR DRESSAGE AND TRAIL - REPORT TO THE ENTRY BOOTH**

(Walkie-Talkie- in communication with Aid to Announcer/In-Gate/Entry Booth)

- Have an available show program and copy of the rules (in Entry Booth)
- Communicate with the Judge to confirm any special duties, and where you are to stand.
- Make sure the Judge has Judges' Cards
- Take the completed Judges Card to the Announcers Booth and clip on string
- Help coordinate horse entrance, lineup, & dismissal from ring
- Be consistent in giving directions and when participating in patterns
- Keep ring safe by watching for unruly or unsafe horses and removing objects such as hats/paper/trash
- Watch younger exhibitors for safety
- Do not visit with the Judge., Exhibitors, or spectators
- Help keep the classes moving along with the announcers and gate persons
- Be ready to timed events, act as secretary, reset obstacles
- Present a neat image-be polite and professional when speaking to the Judge
- Wear proper footwear (Boots)
- **DRESSAGE AND TRAIL SCRIBE- REPORT TO ENTRY BOOTH**
 - Scribes sit with judge and write down what judge asks

***RIBBON TENT - REPORT TO RIBBON STATION**

(No Walkie-Talkie needed)

- Make sure that the correct ribbons are being handed out
 - Placings 1-6 will be handed out for all classes
 - Exception: Championship Classes (G&R) are placing through 10 (President/EC Representative to give out ribbons in arena)
- Prepare ribbons to be handed out at gates (if needed)
- Manage ribbons handed out at ribbon station
 - Mark on class sheets who picked up ribbons
 - Members/Parents must know class number and back number to pick up ribbon
 - Take completed class sheets back to entry booth at the end of your shift
- Collect class sheets from announcer's aid and take to ribbon station for classes that do not hand out ribbons
- Keep eye on warm up arena when possible

***IN GATES - REPORT TO ENTRY BOOTH**

(Walkie-Talkie- in communication with Ringmaster/Aid to Announcer/Entry Booth)

- Keep the show moving
- Open the gate and let the class in to the arena when the judge is ready
- Keep the make-up area informed of what class is in the arena and who should be ready
- During patterns- have the next rider ready to be at the cone to start so there is no delay
- Mark off each rider as they enter the arena on your class sheet
- Call for those who are missing or for order of go
- Make sure that the Announcers Aid knows of a wait if tack change needed
- Let the Judge know "This is your Class"
- Close the gate when the class is closed
- Make notes of no-shows or last minute scratches- this is important for points
- During Speed Events
 - A Contesting Committee Member must be present to check appointments of the horse & rider
 - Do not allow the next rider in until the last rider has exited the arena and the gate is closed
 - See copy of contesting rules

OUT GATES - REPORT TO ENTRY BOOTH

(No Walkie-Talkie needed)

- Open gate to excuse class or rider after pattern
- Keep gates closed during class or individual patterns
- During speed events riders must dismount before the gate is opened

**TRAIL PIT CREW/SPEED PIT CREW/JUMPING PIT CREW - REPORT TO ENTRY BOOTH
(No Walkie-Talkie needed)**

- Reset obstacles (jumps, trail elements, poles, barrels, etc.)
- Rake arena around speed obstacles when needed
- Put flag in correct bucket for rider

***SCORER (DRESSAGE AND TRAIL) - REPORT TO ENTRY BOOTH
(No Walkie-Talkie needed)**

- Add up scores

**DRESSAGE RUNNER - REPORT TO ENTRY BOOTH
(No Walkie-Talkie needed)**

- Go from ring to ring and collect completed scores from the scribes and bring to the scorers