

NHHSET Volunteer Training Information

Welcome to the NHHSET training. The purpose of this information is to familiarize each person with specific duties that are needed to volunteer and assist in putting on the NHHSET District Shows and the NHHSET State Show. This training is required by the NHHSET by-laws to protect the program and volunteers.

On the day of the shows, if the volunteers could be at the show 15 minutes before the scheduled start time, it will be easier to get started.

Volunteers Needed:

Gatekeepers: At least one for each ring – the more volunteers the shorter the shifts.

Ring Crew: Set-up and break down jumps, games, etc. as needed, when called upon throughout the day.

Prohibited Equipment: Familiar with tack, make sure riders are not using any prohibited tack prior to ring entry. If done thoroughly at first show, should not be as much of an issue at subsequent shows.

Parking Attendants: Needed early in the morning especially for the first show when everyone will learn where to go, it is not quite as crazy at subsequent shows. Also needed during the day to assist trailers that need to leave while the show is going on for the safety of pedestrians and horses.

ERT 3: Would be great to have several around so that one would only have to be responsible for one show.

Office Help: As needed.

Ring Runner: Run scorecards from judges to office.

Announcer: Very fun job!

Scribes: Need one for each judge.

The enclosed information:

1. Description of duties of Ring Crew
2. Description of duties of Gate Crew
3. Description of duties of Prohibitive Equipment Crew
4. Description of duties of Parking Crew

On the volunteer registration form there is a place for you to state which positions you would like to volunteer for – please feel free to sign up for whatever you would like to do and we will gladly put you on the schedule.

Thank you for volunteering for NHHSET! You make it possible for the students to have an enriching, educational, and memorable experience.

NHHSET Ring Crew

Duties:

- Crew to consist of 1 leader and assistants. The leader shall be responsible for assuring that the set-up/break down is done efficiently and quickly. In addition, the leader shall be part of the emergency response team.
- To assure that the obstacles are set up according to the NHHSET Ring Crew Book for each event.
- To look for potential safety issues in the riding rings: loose boards, holes, rocks, debris, swarming insects, defective equipment, etc.
- To make sure that the grounds are clean of litter at the end of the show.
- To assure that all standards and other farm owner property have been returned to their proper places.
- To assure that all NHHSET property had been boxed up and loaded into vehicles and the end of the show.

NHHSET Gate Keeping

Duties:

- Be part of the emergency response team.
- Call riders on deck. Call riders into the ring.
- Wait for judge to okay rider into the ring (via walkie-talkie or signal).
- Fasten gate latch behind rider after horse and rider are completely in the ring.
- Check off riders from the class list as they enter the ring.
- Notify the rider on deck to stay nearby, but a safe distance from the gate area.
- When the pattern is finished, wait until the rider exits the ring completely.
- Call the “on deck” rider to the ring.
- Wait until pattern is completely finished and horse is exiting at a walk before opening the gate.
- No two horses should be in the ring at the same time unless it is a team event.
- Horses should enter and exit the ring at a walk only.
- Spectators are not allowed to stand along the gate or in the alley way leading to the gate.

*Please be aware of your own safety. Do not walk behind or rapidly approach any horse to pet. Use caution not to close the gate too closely or quickly behind a horse.

*At no time should another horse/rider be in the ring at the same time that one is still working on his or her pattern.

Warm-up Ring:

- Keep the entrance area free of people and obstructions.
- Keep the gate closed and latched while riders are working in the ring.
- As you watch the horses/riders in the ring, they should be passing left shoulder to left shoulder when going in the opposite directions.
- Distance between horses must be at least one horse length from each other at all times. Faster horses, traveling in the same direction should stay to the outside of the ring. Slower horses always yield. Slower horses should be toward the center of the ring.

Timed Events:

- If a horse is refusing to enter the ring, a second horse may enter the ring in front of the horse in an attempt to lead the horse into the ring. A coach or advisor may also help the equine into the ring.
- Horses must enter and exit the arena at a walk, although dancing and hopping are acceptable if the rider is demonstrating control.
- The athlete may begin the course before the gate is closed, but the gate keeper should work to have the gate closed and latched as soon as possible after the rider has entered the ring.

*Only riders, coaches, advisors, ring crew and officials are allowed in the ring.

NHHSET Prohibited Equipment

Duties:

- Be available to answer questions of equipment usage from rider, coaches, advisors, etc.
- Inspect each rider to assure they are in compliance with the NHHSET rules for allowable equipment. No rider may ride or enter any rings if their equipment is on the Prohibited Equipment list.
- Notify the rider/coach/advisor if improper equipment is being used. (If time allows, the rider may change to correct equipment or DQ)
- Never place fingers and hands in a horses' mouth. If the bit looks suspicious, ask the rider what kind of bit they are using.

NHHSET Parking Attendant

Duties:

- Attendants will be part of the emergency response team.
- Attendants must notify each driver that no horse is allowed to be unloaded from a trailer unless all required documentation has been submitted to NHHSET. If a rider/owner has

not provided NHHSET with the required documentation, the horse will not be allowed out of the trailer and they will be asked to leave the premises.

- Attendants need to be aware of all foot traffic entering and exiting the gate area while vehicles are approaching/departing.
- All efforts will be used to try to ensure each high school member will be able to park with their appropriate school.
- Attendants need to keep driveway clear in the event an emergency vehicle is needed to enter the facility.

NHHSET – other duties:

Scribes for Judges: Arrive at least 15 minutes before the show starts. Work with judge all day. Should not talk to judge while they are judging (either from a distraction standpoint or by adding opinions/input. You are there to write the score and comments only.

Scorecard Runners: At the end of each class, go to the scribe and collect judges' cards in manila envelopes. Bring the scorecards directly to the score booth. Do not look at them or let anyone else look at them.

Announcer: Announce results, updates, and pertinent information throughout the show.

Office Help: Help may needed in the office to add scorecards or post scores on the board and in the computer.