

Licking County 4-H Horse Show

Volunteer Responsibilities

- **Announcer**
 - The Announcer gives announcements and calls the classes to the show ring. The Announcer also pays attention to the Ring Master so that they can announce to the children the appropriate gait and through which end of the arena they should exit. The Announcer should also call the gaits that the judge wants the class to be in for the pleasure and flat classes. A laminated checklist is at the Announcers Stand for reference.
- **Dressage Crew**
 - The Dressage Crew helps lay out all the cones and chains to create a Dressage ring. This is all done with direction from a trained Dressage person. After the classes you would need to help tear it down and put it back for the next show. You are not alone on this. There are others to help.
- **Dressage Scribe**
 - If you like math you will love this job! You get a calculator and you add percentages and totals after exhibitors have completed their tests.
- **Entry Booth**
 - Helping in the entry booth may include a variety of activities. It will involve handing out back numbers and correcting any problems with an entry. You may be handing ribbons to those youth who are responsible for handing out ribbons to class participants whom are pinned during a class, delivering messages to the Announcer(s), accommodating PAS exhibitors who check in, communicating class scratches to the Announcer, insure that the Ring Master and / or Judge have scorecards for PAS exhibitors, and making sure that the gate crew has a class list to assist children in entering the correct class.
- **Gate Keepers**
 - Open and close gates as horses enter or exit the arena. If you are working at the entrance gate, you will have a paper saying what numbers are in a particular class. Please check to make sure the exhibitors enter the gate in to the right class.
- **Jump Crew**
 - The Jump Crew helps set up the jumps which include getting them out of the storage building, loading them into a trailer to take them in the ring and set them where a trained jump person would mark the appropriate location(s). As the exhibitors are jumping, you might need to put a pole back up in the appropriate position, if it is knocked down, before the next child would come into the ring. The jump crew also changes the height of the fences throughout the classes, as directed. After the jump classes, the jump crew would load everything back into the trailer and unload into the storage building for the next show. You are not alone on this job. Because the jumps have to be set at a safe distance, there is always someone on-site with expertise and you are not required to know all the details... Just come and help.
- **Pass Out Ribbons**
 - This is the perfect job for younger siblings. You pick up the set of ribbons at the Announcers stand and stand in the arena and hand the ribbons to the exhibitor(s) who placed (were pinned) in a class.



- **Poop Crew**
 - There should be a pitch fork by the arena at all times, as well as a muck bucket. Please remind everyone to help pick up manure around the complex. 4-H members should be reminded to clean up after their own horses. This should also be done throughout the complex (walkways, drive ways, stalls, etc).
- **Ring Master**
 - The Ring Master is and assistant to the Judge(s). They make sure the Judge has everything he or she needs, including PAS scoresheets and regular scorecards. They would also help to insure that the course and pattern is set for appropriate classes, and help the children line up where the Judge requests. The Ring Master also gives the Announcer hand signals for different gates: Walk, Trot, Canter, Jog, Lope, and Halt.
- **Show Manager**
 - The Show Manager makes sure that the show runs smoothly. They insure that the horses and children are getting in and out of the arena on time for their classes. They keep the show moving and also help fill in if needed in random areas.
- **Show Steward**
 - The Show Steward has the 4-H Rule Book in hand in case there are questions or concerns pertaining to a rule for each class or division. If there is a complaint it is up to the Show Steward to manage / facilitate the situation.
- **Spotters**
 - If the Announcer calls for Spotters, this means that there is concern for a Beginner's safety while in the show ring. Beginner classes and Horseless Horse classes typically have spotters available to help when needed. These Spotters are 4-H advisors or parents who go into the show ring and are there for safety.
- **Stall Assignments**
 - Stall Assignment volunteers carry a clipboard and stall keys. You mark down on the clipboard if the horse is in a certain stall and mark down if they have paid. It will also be noted if they are pre-paid. Stall cards will be on the stalls. These stall cards will say who has reserved a stall in advance (through pre-entry tab).
- **Trail Clean Up Crew**
 - The Trail Crew loads a pickup truck with all the trail obstacles that are stored in the storage garage and parks the truck by the arena. When its time to set up the trail class, the crew works with the judge to set up the trail pattern. When trail classes are complete, the crew then loads the equipment back in to the pick up truck and puts all the trail obstacles back into the storage garage.
- **Trash Clean up Crew**
 - There are many trash cans throughout the horse complex. All trash cans need to be emptied into the large dumpster. There may even be a few trash cans in the parking lot and campgrounds that would need to be managed. Please take those bags to the dumpsters, as well.

Please remember that we are all trying to create an opportunity for 4-H members to learn and grow in a safe environment. We ask that parents please refrain from arguing and/or using inappropriate language (cursing) while in a 4-H environment.