

## **BRIEF JOB DESCRIPTION SHEET for HELPERS AT AREA COMPETITIONS**

All Teams competing in an Area Qualifier have to send the requisite number of HELPERS per team / individual riders for the day. This can vary depending on the event as some disciplines take more helpers than others. If your club can not supply the right amount of helpers for the day the team or teams will not be allowed to compete.

The usual is two helpers per team or per two individual riders entered. Each helper is expected to give up their time for the whole day, though in some cases it may only be half a day.

On the helpers form which has to be sent in by the team manager the following information must be filled in: Club name / Helpers name / contact number(s) / Past relevant experience / Preference for AM/PM

All this helps the organisers place you ideally in a job you feel comfortable doing at a time you will find convenient. Despite what you fill in there is no guarantee that you will be allocated the job or time slot you request and you must be willing to cover any time requested by the organiser as they have a lot of places to fill. You can also put a note – such as “travelling with competitor in Class 3” or “just had operation – sitting down job please” but again there are no guarantees but most organisers try to be accommodating.

On the day you need to arrive in good time for the start of your slot and report to the secretary to collect your equipment and instructions. You usually get free refreshments during the day.

**LIST OF JOBS THAT YOU MIGHT BE ASKED TO DO** – this is meant a guide not a definitive list.

| <b>JOB ALLOCATED</b>                | <b>DESCRIPTION</b>   |
|-------------------------------------|--|
| Car/Box Parking                     | You would be told where the organizers expect everyone to park and you will direct boxes & cars to the correct area. You will probably be in charge of keeping the gate shut. Usually done with at least one other person.                             |
| Declarations                        | You would be given details of all teams entered and you would check off those arrived .  |
| Passport / Flu Vac Checker          | You would be in the Secretary's area – you would check each horses passport against the entry and the computerized register Guidelines will be given. Usually done with a second person.   |
| Hat Tagging/ Body Protector Checker | You would be given the latest chart for acceptable hat & body protector standards and you would check off each riders hat/body protector against it and tag it as necessary.   |
| Warm Up Arena Steward               | You would be given a list of competitors for an arena and you would tick them off as they arrive at your arena. You might call them through to compete at the appropriate time.  |
| Tack Checker                        | You would be given a chart of permitted tack for whatever event you are at and you would have to check that each horse & rider in your allocated warm up arena only has permitted tack & equipment .   |
| Arena Steward                       | You would be given a list of competitors for your arena and would have to make sure they go into the arena in the correct order and keep the judge informed if a competitor goes out of order or does not arrive.                                      |
| Judges Writer                       | Dressage – you would write down the judge's comments & score for each movement<br>Show Jumping – You write down the judge's scores for each obstacle   |
| XC Jump Judge                       | You are normally briefed by the chief steward before being placed at your obstacle who will explain the marking system etc.<br>Good idea to take a chair – sometime you can take your car.<br>You would mark each rider as they come to your obstacle. |
| Score Sheet Collector               | You would go round at intervals to collect score sheets from certain judges at regular intervals and take them back to the scorer.   |
| Arena Party                         | Show Jumping – you would be helping to change courses and pick up poles & rebuild fences after a knock down.   |
| Tea Run                             | You would make sure judges got regular refreshments.   |