



## Worker Duties

### **Show Secretary 1** (arrive by 7 a.m.)

- takes and reviews entries, collects monies and provides back number

### **Show Secretary 2** (arrive by 7 a.m.)

- use computer program to log in entries or Use Manual book to log entries
- Print 2 score sheets -one for the judge and 1 for the announcer
- track day-end champion and reserve champion points per division

### **Announcer** (arrive by 8 a.m.)

- announces classes, class sponsors, class results, breaks and other announcements
- check back numbers as exhibitors enter the ring

### **Announcer Helper** (arrive by 8 a.m.)

- provides score sheet to ring steward
- help announcer check back numbers
- take tack changes
- gives ribbon runner trophy/ribbons to hand out

### **Gate Assistants** (arrive by 8:15 a.m.)

- open/close gates
- keeps the gate area clear so that horses may safely enter and exit the ring
- keep an eye on warm up ring
- if any problems persist, notify the show chairpersons

### **Ring Steward** (arrive by 8:15 a.m.)

- takes score sheet to judge
- follow judge's directions for gaits (May use microphone to call gaits)
- lines up the class
- gives score sheet to announcer
- assists judge with any special requests

### **Ribbon Runner** (arrive by 8:30 a.m.)

- picks up ribbons and trophies from announcer helper
- safely hands out awards to winners
- returns unused ribbons to announcer helper

### **Jump Assistant** (as needed)

- sets up jumps and oversee warm up

### **Stall Person** (All Day Job)

- Check periodically to make sure stalls have a paid tag, if not, report to entry booth
- check to see if stalls are clean when person leaves, if not, cleans stalls