

NSHA V Volunteer Descriptions

"In Gate" Volunteer (MODERATE): This volunteer is critical to keeping our show on time. This person will stand by the in gate to the show arena. They will have a clipboard with the show entries. Each class has their own entry page. On this page, the volunteer will look for each entry listed and let them know their class is coming up. Once the exhibitor is found and notified it is almost time for their class, the volunteer will write a "check mark" next to the exhibitor to signify that they are present for the class. Once they enter the class, they will mark a second "check mark" to indicate that they did enter that class. If an exhibitor decides to "scratch" the class, the "In Gate" volunteer will draw a line through their name and use the walkie talkie to notify the office of the scratch. If someone adds a class, the office will notify the volunteer through the walkie talkie of the exhibitor's name, number and horse's name. The volunteer will write this information down on the entry sheet for that class and check them in as normal. **It is the responsibility of the exhibitor to ADD/SCRATCH at the office prior to the class. Adding classes will not allowed at the gate. All Adds must be done a minimum of three classes prior to the Add.** It is also the responsibility of the exhibitor to know when their class is coming up. If the "In Gate" volunteer cannot locate an exhibitor listed on the sheet, they will use the walkie talkie to radio the Announcer to make a call for them. A 2 (two) minute gate hold is acceptable before a class, if the exhibitor has asked for one. The "In Gate" volunteer must notify the Judge/Ring Steward that a two-minute gate hold is in effect. As a suggestion, it is usually easiest for the "In Gate" volunteer to "check" riders in for their class at least one class in advance, resulting in entries being close by the arena and ready to go into their class, keeping the show moving forward at a good pace.

EXAMPLE:

Class #2 Halter Geldings & Stallions

Number	Exhibitor	Horse	
#180	Sally Sue	Billy's Royal Dude ✓	("Checked In" Example)
#210	Tom Jones	Spotted N Color ✓✓	("Check In" & Entered the Class Example)
#105	Bill Nye	Chance	("Scratch" Example)
#55	Grace James	Willow	("Add" Example)

"Office Runner" Volunteer (EASY): This volunteer helps the show office have the ability to award daily high points on the same day as the show. The volunteer waits outside the arena. Every several classes, the volunteer will approach the ring steward and gather the Judge's cards. They will immediately bring the Judge's cards to the show office and turn them into the Show Secretary. Then they will wait for another few classes to repeat the process. It is important for this volunteer to watch their surroundings when entering the arena, and very important to signal to the ring steward that they are coming to collect Judge's cards. The volunteer may only enter the arena BETWEEN classes and never enter the arena during a class in progress or interrupt a class being judged.