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Poway Valley Riders Association  
14336 Tierra Bonita Road – Poway, CA 92064  
Volunteer Work Hours

WORKING EQUITATION – Contact: Janice Kall [workingeq@pvra.com](mailto:workingeq@pvra.com) or  
[amergosysstar@gmail.com](mailto:amergosysstar@gmail.com) - 858-243-1953

April 6, 7 – June 1, 2 – August 2, 3 – Show booth opens at 8 AM - Show starts at 9:00 AM

***If you plan to volunteer, please contact the show manager at least one week before the event***

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
WE MORNING	WE MORNING	WE MORNING
<b>Show Set-up</b> 6 - 10 people 2-3 hours	Sets-up obstacles in Arena 1. Some heavy-lifting	Sat. around 1:00 PM the day before the show
<b>Front Gate Worker</b> 1 person	Opens entrance gate for in-coming trailers (bring chair, something to read)	6:30 AM - 9:30 AM
<b>Show Office Helper</b> 1 person	Helps riders check-in	7:30 – 10 AM
<b>Ring Stewards - AM</b>  2 people: 1 in the warm-up area 1 at the dressage arena	Informs riders when they ride and channels them to the dressage arena, supervises warm-up area for safety  Checks to make sure rider's equipment is legal.	7:30 - 11:00 AM
<b>Scribe - Dressage portion AM</b>	Writes what judge says quickly and neatly	7:30 - 11:00 AM
<b>Runners - AM</b> 2 (good job for kids)	Runs test scores from judge to show office (every 15 mins.)	7:30 - 11:00 AM
<b>Score Keeper - AM</b>	Works in the show office adds up rider test scores, assists show manager	7:30 - 11:00 AM
WE AFTERNOON	WE AFTERNOON	WE AFTERNOON
<b>Announcer - Ease of Handling &amp; Speed</b>	Announces riders as they enter the arena. Plays music during speed portion	11:30 AM - 5, 6 PM

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Ring Steward</b> 1 person	Channels riders from warm-up area to the arena, supervises warm-up area for safety	11:30 AM - 5, 6 PM  Page 1 of 2 >>>>>>
WE AFTERNOON	WE AFTERNOON	WE AFTERNOON
<b>Gate Steward</b> 1 person	Let's riders in and out of the arena	11:30 AM - 5, 6 PM
<b>Scribe - Obstacle portion - PM</b> 1 person	Writes what judge says quickly and neatly	11:30 AM - 5, 6 PM
<b>Runner</b> 1 person	Runs test scores from judge to show office	11:30 AM - 5, 6 PM
<b>Score Keeper</b> 1 person	Works in the show office, adds up rider test scores, assists show manager	11:30 AM - 5, 6 PM
<b>Ring Stewards</b> 2-3 people	Reset obstacles as needed	11:30 AM - 5, 6 PM
<b>2 Timers for Speed Class</b> 1 is primary timer 1 is back-up timer	Primary timer: Stands at obstacle one, uses iPhone stopwatch to time each speed ride. Immediately texts result to the Scribe Back-up timer: result is used if needed	between 3 – 5 PM
<b>Post-show Clean-up -</b> 3-5 people	Remove obstacles from Arena 1, remove letters from Dressage Ring  Clean-up trash and manure	Approx 1 hr.  Page 2 of 2

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HUNTER JUMPER SHOWS - Contact Show Manager: Emily Franklin [hj@pvra.com](mailto:hj@pvra.com)  
March 16 – April 13 – May 11 – June 8 – August 24  
Show booth opens at 7 AM, Show starts at 8:30 AM

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OPEN SHOW – Contact Show Manager: Holly Hart [snafflebit14@gmail.com](mailto:snafflebit14@gmail.com)  
 858-352-8402

March 24 - April 14 – May 12 – June 9 – Show booth opens at 8 AM - Show starts at 9:00 AM

***If you plan to volunteer, please contact the show manager at least one week before the event***

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Front Gate Worker</b>	Opens entrance gate for in-coming trailers	6:30 - 7:30 AM
<b>Ring Steward</b>	Stands with the judge in the arena, passes the different gaits, instructions for the class and class results from the judge to the announcer. Walks the score sheet over to the booth.	8:30 AM – until rail classes conclude.
<b>Trail Gate Person</b> 1 person all day or split shifts	Sits at the entrance to the trail arena and checks in each rider/horse and then lets the judge know the exhibitor number and the class they are entering.	8:30 AM – until trail classes conclude.
<b>Trail Scribe</b> 1 person all day	Writes down judge's comments quickly and neatly	8:30 AM – until trail classes conclude and the judge no longer needs you.
<b>In Gate</b> 1 person all day	Calls off exhibitors by class to enter arena. Opens gate to allow exhibitors in	8:30 AM until conclusion of show
<b>Out Gate</b> 1 person all day	Opens out gate for exhibitors to exit class, gives out ribbons	8:30 AM until conclusion of show
<b>Post-Show Clean-up</b> 2 people	Cleans-up trash, and manure in trailer area	End of show - 1 hour?

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BARREL RACING – Contact Show Manager: Tammi Johnson [Rodeocowgurl14377@gmail.com](mailto:Rodeocowgurl14377@gmail.com)

March 6 – November 23 – December 28 – Gates open at 3 PM

April 20 – May 18 – June 15 – July 13 – August 17 – October 19 – Gates open at 8 AM

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GYMKHANA SHOW – Contact Show Manager: Sally Lin Lutz

[gymkhana@pvra.com](mailto:gymkhana@pvra.com) - [supersonicblue1@gmail.com](mailto:supersonicblue1@gmail.com)

March 23 – April 20 – May 11 – June 22 – July 13 – August 17 – October 19 – November 9 - Show starts at 5:00 PM

***Please contact the show manager at least one week before the event***

Volunteer Signup: To fulfill your membership volunteer hours please sign up for this show series. (You can pick dates and job functions) <https://www.signupgenius.com/go/20F0F44A5AE2CA7F58-46398145-2024>

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RANCH RIDING – Contact Show Manager: Susan Gillespie [pvranchriding@gmail.com](mailto:pvranchriding@gmail.com)  
 March 17 – April 21 – May 19 – June 30 – July 14

***If you plan to volunteer, please contact the show manager at least one week before the event***

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Front Gate Worker</b>	Opens entrance gate for in-coming trailers	6:30 AM -
<b>Check-in</b>	Works in show office to checks-in riders, collect payments, and manage adds and scratches	6:30 - approx. 10:00 AM
<b>Arena Gate Coordinator</b> 1 person full day or 2 if half-day shifts	informs riders when they are on deck, manages gate, checks in each rider to keep the correct order.	All day or position can be split
<b>Arena Worker</b> 1 person	During Ranch riding classes after lunch stands by to return logs to original position if necessary when requested by the judge	
<b>Trail Gate Coordinator</b> 1 person full day or 2 if half-day shifts	Keeps list of riders and what classes they are competing in on a clipboard. Calls riders as their name comes up, announcing to the scribe and judge the entry number and which class they are competing in. Manages the overall order of the riders making adjustments for conflicts with arena classes.	All day or position can be split
<b>Scribe - Arena</b> <b>Training Needed</b> 1 person full day or 2 if split shifts	Writes down judges comments/scores quickly and neatly	
<b>Scribe - Trail</b> 1 person full day or 2 if split shifts	<b>Scribe positions require training. If interested email <a href="mailto:pvranchriding@gmail.com">pvranchriding@gmail.com</a>. There will be a training class a few weeks before our first show.</b>	

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Raffle Coordinator</b> 1 person full day or 2 if half-day shifts	Sells raffle tickets, monitors raffle table, picks raffle tickets and announces the winners throughout the day. Takes pictures of winners for social media.	All day or position can be split
<b>Ribbon/Class Awards</b> 2 people full day 4 people if half-day shifts	Organizes ribbons for each class. Hands out ribbons at the end of each class. Offers raffle tickets in place of ribbons and coordinates win pictures, which are given to each winner.	All day or position can be split
<b>Post-show Clean-up - including manure in trailer parking area</b> 2 people	Clean-ups trash, picks-up manure in trailer area, puts jumps back in arena.	Approx 5:00 PM 1 hour  Page 2 of 2



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DRESSAGE – Contact Show Manager: Sam Miller/Janice Kall [dressage@pvra.com](mailto:dressage@pvra.com)  
 April 28 – June 23 – October 13  
 Show booth opens at 6:30 AM - Show starts at 8:00 AM

***If you plan to volunteer, please contact the show manager at least one week before the event***

JOB TITLE	JOB DESCRIPTION	TIMES NEEDED
<b>Front Gate Worker</b> 1 person	Opens entrance gate for in-coming trailers (bring chair, something to read)	6:30 AM
<b>Show Office Helper</b> 1 person	Helps riders check-in	7:30 – 10 AM
<b>Ring Stewards - AM</b> 2 people: 1 in the warm-up area 1 at the dressage arena	Informs riders when they ride and channels them to the dressage arena, supervises warm-up area for safety checks to make sure rider's equipment is legal.	7:30 - 11:30 AM
<b>Ring Steward - PM</b>	Above duties Helps clear arena at end of show - move fencing, store letters	12:00 - 5:00 PM
<b>Scribe - AM</b>	Sits with judge and writes down comments quickly and legibly	8:00 to 11:45 AM
<b>Scribe - PM</b>	Above duties	12:00 - 5:00 PM
<b>Runners - AM</b> 2 (good job for kids)	Runs test scores from judge to show office (every 15 mins.)	8:00am to 11:45am
<b>Runners - PM</b> 2 (good job for kids)	Above duties Helps clear arena at end of show - move fencing, store letters	12:00pm - 5:00pm
<b>Score Keeper - AM</b>	Works in the show office adds up rider test scores, assists show manager	8:00 to 11:45 AM
<b>Score Keeper - PM</b>	Above duties	12:00 - 5:00 PM
<b>Post-show Clean-up - including manure in trailer parking area</b> 2 people	Clean-ups manure, trash	after the show approx 1 hour