

Equestrian Tournament Volunteer Job Descriptions

Gate Keeper

- Report to the gate manager.
- Open and close the entry gate to the indoor arena.
- Ensure no horse leaves the ring without its rider asking for it.
- Space riders at regular intervals so as to minimize the chance for accidents.
- Prevent exiting and entering horses from getting too close together.

Warm-Up Ring Assistant

- Report to the warm-up managers.
- Assist the warm-up manager(s) to get riders ready for the next class to compete.
- Watch riders carefully during warm-ups to minimize accidents.
- Experience required: should feel comfortable around horses since he or she will be working very close to the animals throughout the weekend

Horse Handler

- Report to the gate manager.
- Maintain the horses after competition while the athlete goes to receive their awards.
- Experience required: previous horse/handler experience

Athlete Escort

- Report to the venue manager.
- Ensure the appropriate athletes are led to and from the arena when competition is to begin and over.
- Assist the competition manager in keeping athletes who are about to compete together and ready for competition
- Guide waiting athletes to the competition area and deliver them to the competition manager. (The competition manager will communicate the schedule to the athlete escorts and instruct them to retrieve the athletes slated to play.)
- Assist the awards managers in keeping athletes who have finished competing together until their division is finished.
- Lead athletes from competition area to awards area.

Indoor Access Control

- Report to the venue manager.
- Ensure the walkway leading from the competition gate is clear from foot traffic or from those not authorized
- Monitor entrances and exits to ensure that only people with appropriate credentials are allowed to enter areas with limited access.

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Outdoor Access Control

- Report to the transportation director.
- Greet athletes, coaches, spectators and volunteers as they arrive.
- Assist with managing traffic flow (both vehicle and pedestrian) and parking.

Volunteer Check-in/Venue Assistant

- Report to the volunteer manager.
- Use the following process to check in volunteers:
 - Ask volunteers for their name and assignment, if known.
 - Help the volunteer find his/her name on the provided sign-in sheets. (Volunteers who are not listed on the pre-printed sheets should sign in on one of the blank forms provided with the volunteer check-in equipment.)
 - Review their picture ID to confirm identity.
 - Ask the volunteer to review the contact information listed for him/her and make changes as necessary.
 - Have the volunteer read the waiver on the sign-in sheet and sign the form.
 - Give the volunteer his/her t-shirt and meal ticket. (For Sprit Squad volunteers, provide the light gray Spirit Squad t-shirt and a pom-pom. Spirit Squad volunteers do not receive meal tickets.)
 - Direct the volunteer to the appropriate area to await instructions.
- After the final shift of volunteers has checked in, help manage meal organization and distribution.
- Assist as needed for the remainder of your shift.

Power Team

- Report to the logistics manager.
- Provide logistical support. Possible duties include delivering, unloading and inventorying equipment; setting up venues; assisting with traffic; assisting with meal distribution; refilling water coolers; breaking down and reloading equipment, etc.