



Kansas Dressage and Eventing Association (KDEA)

Volunteer Form – Checklist for Members

Please direct any questions to Marty Dennett Foster at 316-650-2222 or shobewalkin@yahoo.com.

For the greater good of the Club and to qualify for year-end awards, members will need to complete 5 tasks to be eligible for awards. Even if you aren't trying for awards, it would be great if you would document your tasks, so we can recognize those who help and serve our organization. You may complete the task more than once to earn your total of 5 tasks (exceptions are noted beside the task - i.e. scribed for the whole show/full day = 4 tasks). "Other" tasks are at the discretion of the show or event coordinator on how many tasks they represent. Please have one of the following people date and sign your form once the task is completed at a show or event.

- Show Manager/Secretary
- Event Coordinator
- Committee Chairman
- Volunteer Coordinator

Member Name: _____ Phone # _____

Tasks:	Date/Initials	Date/Initials
Attend meeting (1)	_____	_____
Write article for newsletter (1)	_____	_____
Runner ½ day (2)	_____	_____
In-gate ½ day (2)	_____	_____
Other (1)	_____	_____
Other (1)	_____	_____
Scribe ½ day (3)	_____	_____
Warm Up Attendant ½ day (3)	_____	_____
Scorer ½ day (3)	_____	_____
Jump crew (2)	_____	_____
Host meeting (2)	_____	_____
Committee Member (2)	_____	_____
Board Member (2)	_____	_____
Other (2)	_____	_____
Other (2)	_____	_____
Officer (3)	_____	_____
Committee Chairman (3)	_____	_____
Set-up/tear-down show (3)	_____	_____
Other (3)	_____	_____
Show Manager/Secretary (5)	_____	_____

**The member is responsible for turning in this form to the volunteer coordinator listed above.



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Volunteer Positions

Runner

Provides communication between the judges' table and the show office. Will collect the test(s) from the scribe and deliver to the scorer in a timely and confidential manner. May be asked to provide communication from the show office to other show volunteers. Should be diligent about watching for a signal from other volunteers (e.g. In-gate, Scribe, etc.) for assistance. Will transport items to and from the judges' table. May be called upon to fill other volunteer roles or run additional errands as needed. This is a great job for a "non" horsey kid, spouse, parent who wants to be at the show helping and watching.

Scorer

Will check each test for completion and signature. Will compute the scores, multiplying the coefficients and deducting the errors (calculator is provided). If a question about a mark arises, the scorer will make a note and return the note and the test via the runner to the judge for clarification. Will post the scores/placings on the results board and will distribute the test and appropriate ribbon and/or prize to the contestant. This job is a good way to get some behind the scenes experience with Dressage. The scorer does not get to watch much of the show but does see the tests and gets to talk to all of the riders. It is appropriate for adults with or without horse experience.

Scribe

Responsible for noting the judge's comments and scores exactly as the judge pronounces them. Will ensure that the test is labeled with the correct horse and rider when the contestant enters the ring. Will communicate with the runner when a test is missing, when items (e.g., additional blank tests, pens, drinks, etc.) are needed. Must ensure that each test given to the runner has been signed and that each blank has been filled. Must also ensure that each revised mark and errors are clearly and properly indicated. This job is most appropriate for someone with Dressage experience. You cannot show in front of the judge after you have scribed for them so check ride times or make a note on your entry that you are scribing so your rides can be scheduled appropriately. [USDF](#) has an excellent tutorial in their USDF University short courses.

Warm Up Attendant

When the warm up ring and the show ring/in-gate are not close together (like at Eagleview) we will need a person to attend the warm up ring. This person will make sure that the entries are arriving to warm up before their classes, will watch for any safety issues that may arise, and send riders to the in-gate before their scheduled ride times by watching the show ring and entries.

In-Gate

Keeps track of competitors and maintains order and decorum in the show ring. In-gate will check that entries are prepared for their tests at their assigned ride times, notify the judge and other competitors of no-shows or scratches. Will communicate with competitors their ride times and the horses going before them when asked. Will send entries into the show arena in a timely manner and keep the show running on schedule.

Write Article for Newsletter

Our KDEA Newsletter not only helps keep everyone up to date about coming events we use it to get to know our members better, learn new concepts and talk about horses! Newsletter articles only need to be 3-5 paragraphs. You can discuss anything from your journey, clinics or shows that you have attended to how you got your horse, why you do Eventing or Dressage, or what other activities you enjoy. This is a great way to get points if you can't make it to shows to volunteer.

Jump Crew

When we have Combined Training shows we need people to help move jumps, reset rails that might come down during a round and reset jump heights between levels. This job is great for family members who want to come watch the show, but are not familiar with horses.

Host Meeting

KDEA has bi-monthly Membership/Board meetings and we are always looking for new places to meet. We need space for about 15-20 members. Our meetings are informal, and we do not require anything from our host. KDEA provides drinks. The host can offer snacks, or members can bring snacks if they would like, but this is not expected. This is a great way to get to know other members and earn volunteer points if you are not able to volunteer at shows.

Set Up/Tear Down Show

This is a vital part of every show. We need volunteers to help set up, take down and put away the Dressage arena and Jump courses before and after every show. The more help that we have to do this the better. This job is done on the night before a show (usually Friday) around 5:00 and the evening after the show (usually Saturday) There are people there to direct the set up/tear down and "non horsey" family members are welcome to help with this opportunity to earn points.