

VOLUNTEERING FOR FRESNO CDS

Thanks to a dedicated core of volunteers, who donate their time and talents, the Fresno Chapter of CDS continues to be an active, successful dressage club. Our club would not be able to present the Triple-Rated and Schooling Horse Shows, Clinics, Sponsorships, Award Programs, and other CDS Social Activities, without hundreds of volunteer hours. Even our CDS Board Members are unpaid volunteers; active in our club because they are dedicated to CDS, our CDS members and the equestrian community at large.

Our CDS Club is relying on all of us to help make our Fresno CDS Club successful! This year, please make a commitment to our Fresno CDS Club by becoming a CDS volunteer; providing a surrogate to volunteer for you; or, volunteering to donate one of the necessary items on the list attached. And, thank you, in advance, for your commitment to our Fresno CDS Club!

Attached is a suggested list of ways you can contribute to Fresno CDS.

1. Volunteer at one of our horse shows.

A. ½ DAY SCRIBE

B. ½ DAY SCORER

C. ½ DAY RING STEWARD

D. ½ DAY WARM-UP STEWARD

E. ½ DAY RUNNER

F. JUDGE / TD - HOSPITALITY

G. VOLUNTEER COORDINATOR/GREETER

H. ½ DAY ANNOUNCER

I. SHOW SUPPLIES -

1. Purchase 2 cases of water, (4) 7lb bags of ice, 25 lbs of carrots and 2 dozen assorted donuts for early morning riders and bring them to the show between 7am & 8am. (Counts as 4 hours)

2. Morning Coffee – Prepare and Set up coffee and table with coffee cups, sugar and creamer 1 ½ hours before the start of the horse show. Clean – up when coffee pot is empty and put away table and supplies. Inventory all coffee supplies for next show and email report to the board. (Counts as 4 hours)

J. FOOD BOOTH - Arrange for food booth at the show. Food booth will need to be open 1 hour prior to lunch and run 1 hour after lunch is over.

K. SHOW SET UP – The afternoon before the show.

L. SHOW TEAR DOWN – Last day of show clean up Judges Booth and all decorations.

2. Holiday Party

Plan and Host the annual holiday party (2nd Saturday in December) where we award our club Hi-Point and Hi-Score awards as well as our volunteer awards. All expenses will be paid by the club.

3. Clinic

Organize a clinic for our club members. Arrange the location and secure insurance through CDS. Work with one of our member professionals to donate four hours to the club. Work with another volunteer to provide water and snacks for clinic participants.

4. Awards Banquet

Plan and Host the annual Awards Banquet (held in March/April). Work with the board on appropriate location and costs. All expenses will be paid by the club.

5. Articles/Pictures for the Web Site/Facebook

Write an article or download pictures from our shows and events, with horse and riders identified (if possible). (1 – 2 hours volunteer hours)

6. Come to a board meeting.

We need your energy and input! (2 hour per meeting)

7. Become a Board Member.

We have several open positions on the Fresno CDS board. The club needs volunteers to fill these positions so we can hold activities for this year. Some positions can be split between several people so it won't take too much of your time. If you want new or different things with your club, now is the time to join the board so you can help direct the club's future. We can't do it without you!

7. Sponsor a class in one of our horse shows.

We would prefer to have you come and be active in our club, but if you cannot find the time, you may donate \$100.00 to the club to be used to sponsor a class in our horse show.

OVERVIEW:

All volunteers must sign a waiver form at the beginning of their first shift at each show or event and they must sign out at the end of their shift in order to receive credit for their hours. If you designate a surrogate to volunteer for you, that person must be designated at the time of their volunteer work.

Volunteer hours must be completed between September 1, 2011 and November 31, 2012 for the 2012 Show Season.

1. Volunteer at one of our horse shows.

A. **SCRIBE** – The Scribe directly assists the Judge. As tests are ridden, the scribe is responsible for writing down the Judge's remarks and logging the points received. The position is very interesting because it gives you information on what a Judge is watching for. Most Judges' try to keep their comments at a minimum and abbreviating is acceptable.

B. **SCORER** – The scorer works directly with the Show Secretary. The scorer adds the test scores using a calculator (with tape), and verifies that the totals are accurate. The scorer should verify that the judge has signed the test. When the score has been verified, the scorer writes the total number of points and the percentage on the front each test. Once the class is placed, the class results are posted and the tests are placed on the scoring table with ribbons and prizes attached to each test.

C. RING STEWARD – The Ring Steward helps keep the show running on schedule! A copy of the ride times are used to make sure the correct horse and rider combination are at the gate. You will verify the ride's number and if you are not familiar with the horse/rider combination you should ask their name to make sure the correct team is riding at the correct time. The Ring Steward is assisted by the Warm-Up Steward who helps to make sure riders from the warm up ring are at the gate on time.

D. WARM-UP STEWARD – The Warm-Up Steward also helps keep the show running on schedule! A copy of the ride times are used to make sure the correct horse and rider combination are getting ready. You will verify the ride's number and if you are not familiar with the horse/rider combination you should ask their name to make sure the correct team is riding at the correct time. The Warm-Up Steward alerts the rider when the ride in front of them enters the dressage arena.

E. RUNNERS – Runners help out in many ways at the shows. A runner is needed to pick up tests from the Scribe and bring them to the show office. Tests are usually picked up every 2nd ride, but the runner should check with the show secretary as to how often they want the test picked up. Correct etiquette stipulates that tests are picked up between rides. Runners also run errands for Show Manager and Show Secretary.

F. JUDGE / TD - HOSPITALITY – The hospitality volunteer is responsible for arranging transportation for the Judge and TD if they are arriving by air from the airport to the hotel and to the show grounds. Arranging dinner for the Judge and TD the night before the horse show is also expected. (Judge's and TD dinner is paid for by the club.) The hospitality volunteer will also arrange a Judges/TD basket (snacks, fruit, etc) to be in place in the judges' booth. This volunteer opportunity can be shared with another volunteer.

G. VOLUNTEER COORDINATOR/GREETER - The Volunteer Coordinator/Greeter will man the Fresno CDS Booth on show day. Duties include checking in all volunteers making sure they sign the volunteer book, giving them their volunteer badge to wear, giving ½ day volunteer's meal, and signing out volunteers at the end of their shift.

H. ANNOUNCER – The announcer will announce riders as they prepare to enter the arena. The announcer will also play music for the freestyle rides. The system will be set up and taken down by the paid crew.

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J. FOOD BOOTH - Arrange for food booth at the show. Food booth will need to be open 1 hour prior to lunch and run 1 hour after lunch is over.

K. SHOW SET UP – The afternoon before the first day of the show, set up and decorate the judges booth, in gate. (table cloths, flowers (or holiday decorations.) (The arenas are set up by a paid crew.)

L. SHOW TEAR DOWN – After the last class, clean up the Judges Booth and all decorations.

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