

Volunteer Responsibilities

1. Volunteers will check in at the show office with the Show Secretary Assistant 15-10 minutes ahead of the assigned time of service. **IF YOU ARE WORKING THESE HOURS FOR CREDIT TO GIVE TO SOMEONE ELSE YOU MUST INFORM THE SHOW SECRETARY WHEN YOU SIGN IN.** Signature or Initials and time of arrival are needed on the sign in sheet posted in the show office. Show volunteers will wear "VOLUNTEERS – BE KIND" Safety Vest. Please forward any questions exhibitors ask to Show Manager and/or Board Member"
2. At the end of the daily service the volunteer will AGAIN go to the show office and sign out with initial and time. The Show Secretary Assistant will fill out the volunteer service receipt and give it to the volunteer at that time or it will be filed in the volunteer's or recipients show folder. Time reflects actual time of volunteer service, not necessarily check in or check out time, (i.e. morning service starts at 8 a.m., and afternoon service is actual time show resumes).
3. The Show Secretary Assistant will then attach a copy of the receipts with a copy of the sign-in/sign-out volunteer sheet and give to the Point Secretary.
4. Copies of volunteer hours accrued will be uploaded to the www.nshav.com website at NSHA V Board of Directors discretion.
5. **OUT OF STATE MEMBERS -- PLEASE READ CAREFULLY:**  
Please understand you must still perform your minimum 4 volunteer hours per 6-show season. It is the sole responsibility of the owner/exhibitor to make certain this criterion is met prior to the end of the show season.

**PLEASE READ PREMIUM AND SHOW RULES THOROUGHLY,  
QUESTIONS. Email [nsharegv@gmail.com](mailto:nsharegv@gmail.com) THANK YOU.**

Every class offered at NSHA V Open Breed Shows are covered by the rules and specifications of the current NSHA V & USEF rule book will be conducted and judged in accordance therewith; any changes or corrections of rules will automatically become part of this Prize List. It is solely the exhibitor's responsibility to be fully familiar with NSHA V, USEF, and Breed Association rules, respectively. If NSHA V rules do not cover, then refer to USEF rules. If USEF rules do not cover then refer to Breed Rules.

Rule questions at shows shall be **immediately** referred to the Show Manager and then to available Show Committee Members (including Board of Directors present) whose decision will be final. Limited copies of NSHA V bylaws/rules and Show Premium will be available in Show Office.

*Please understand it may take multiple shows to work the minimum 4 hours required for a 6-show season for all members who wish to qualify for Year End Awards. It is the sole responsibility of the owner/exhibitor to make certain this criterion is met prior to December 1, 2022.*

*Contact Volunteer Chair via Nevada State Horseman's Association Region V Facebook Page or Messenger to reserve your volunteer dates/times. You may also contact the Show Secretary (see contact in Show Premium) or contact NSHAV via Facebook @nsharegv. These reservations are made on first come, first serve basis.*

## NSHAV Volunteer Description

**RING STEWARD (Hours earned in 4 hour increments or actual hours worked)**

**The volunteer for this position should have stamina and a pleasant disposition.**

- He or she will be required to take direction from the judge, line up exhibitors, call the change of gaits and call results to the announcer via hand held radio.

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- He or she needs to ensure that the IN-GATE is clear when a large class is entering the arena. He or she may not discuss any comments the judge may make before, after or during the show.
- This position requires someone who is not showing and/or any member of their family, because they are in contact with the judge.
- The volunteer should wear comfortable clothes and shoes and should take in consideration that they will be viewed by spectators. Show volunteers will wear "VOLUNTEERS – BE KIND" Safety Vest.
- Ring Steward will also need to coordinate getting the judges' cards to the Show Secretary Office TIMELY to ensure smooth data entry for announcement of show high point awards.

### **OUT-Gate (Hours earned in 4 hour increments or actual hours worked)**

The volunteer for this position should be able to swing open and close the gate and secure it, keeping the gate closed during the class if a separate out gate is used.

- Ribbons for exhibitors will be set up near the in/out gate and ribbons to exhibitors as they leave the arena. This person should be able to identify the ribbon colors:
- First Place -- Blue
- Second Place -- Red
- Third Place -- Yellow
- Fourth Place -- White
- Fifth Place -- Pink
- Sixth Place -- No Ribbon
- All exhibitors should be given a congratulations and or a smile as they leave the arena.
- **The volunteer should also have horse sense when giving out the ribbons, only hand out the ribbons rolled up and allow the horse and rider to approach quietly. Do not scare the horse by going too fast with the ribbon in hand fluttering or aggressively.**
- The volunteer will not hand out the ribbons in the arena but only when the exhibitor is exiting through the gate. Show volunteers will wear "VOLUNTEERS – BE KIND" Safety Vest.
- The volunteer should dress in comfortable clothing and hat, bring a chair and ice chest.

### **IN GATE (Hours earned in 4 hour increments or actual hours worked)**

The person for this position should be able to perform multiple tasks at the same time and be able to remain calm. They will be required to:

- Check in exhibitors in advance of the next class working off class sheets provided to them from the office or office runner.
- Exhibitors are NOT allowed to ADD or SCRATCH a class at the In Gate, please send them to the Show Office.
- Run a 2 minute gate call using a stop watch in accordance with NSHAV rules (see premium – show rules – tack changes must be requested in show office);
- Answer calls from the office, announcer, and Show Manager as requested.
- Close and open the arena gate for each class.
- If an exhibitor has not checked in, he/she will communicate via a two way radio to the announcer so the announcer can provide a courtesy barn call to that exhibitor.
- If the volunteer has received instruction on how to use the radio to make a barn call for upcoming classes which are ready for check in. In addition, from time to time exhibitors will ask for a tack change when they are competing in back to back classes. When this occurs, the IN GATE person will notify the announcer so that he/she may announce that there will be a brief pause before the next class will be allowed to enter into the arena. Tack changes are typically allowed up to 5 minutes (see premium – Show Rules).
- The judge may allow exhibitors to enter into the class at will and will call the class once the exhibitor requiring a tack change has entered into the arena.

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- Once the last exhibitor has entered into the arena, the IN GATE volunteer will close the gate.
- The volunteer should be polite in answering all questions made by competitors; however, he/she is not required to know all of the answers. They are however required to direct exhibitors to a board member if a question arises regarding rules that they cannot answer.
- He/she must monitor and keep the In-Gate area clear of traffic to allow for exhibitors to enter in their respective classes at a walk or a jog/trot.
- The In-Gate should NEVER be opened before the last horse has left the arena from the active class and the OUT-gate is closed.
- The volunteer should dress in comfortable clothes, bring a chair, small table and ice chest. Show volunteers will wear "VOLUNTEERS – BE KIND" Safety Vest.

### **ANNOUNCER (Hours earned in 4 hour increments or actual hours worked)**

This volunteer works in the announcer's booth above the show office or Main Arena. It is extremely helpful if this volunteer has experience with showing and can handle several radios/channels. This volunteer works directly by several radios, communicating directly with the ring steward, show manager, show secretary and in-gate. The announcer needs a clear voice and ability to organize information, work with a microphone and radios. The announcer may be provided a packet or folder with announcements requested during the show (during down times) by the Show Committee. Show volunteers will wear "VOLUNTEERS – BE KIND" Safety Vest.

### **Trailer Pick-up and Drop-off (1 hour earned each way from storage to park and back)**

This volunteer may earn up to 2 hours per show for a total of up to 12 volunteer hours per 6 show season.

One hour earned for the Trail Class Equipment Trailer pick up from designated Storage location, delivered to Horseman's Park, Friday afternoon prior to each show. One hour earned for trailer delivered from Horseman's Park Sunday afternoon to the designated storage location after the show/trail classes are completed.

- This volunteer is to contact the volunteer chair prior to each show to obtain location address.
- This volunteer must also monitor condition of trailer brake, signal and running lights and tire condition and other conditions of trailer construction to ensure transport safety. PLEASE CONTACT NSHA V OFFICERS IF ANY ISSUES/REPAIRS NEEDED at [nshareqv@gmail.com](mailto:nshareqv@gmail.com) .

### **Trail Course Set Up (1 hour earned for setting up Trail Course on Friday Night before show)**

This volunteer may will earn one hour for off loading trail trailer and setting up Trail Pattern Equipment Friday night.

### **Trail Course Break down and Trailer load (1 hour earned for setting up Trail Course on Saturday Night of show)**

This volunteer may will earn one hour for moving individual elements of Trail Course and loading trail trailer Saturday night after the show.

- Please load according to diagram/list in Trailer Storage Compartment near front/trailer tongue.

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- Order for loading Trailer: All poles are loaded first and provide the base for all other equipment to be loaded. All equipment must be securely strapped to make ready for trailer transport back to storage location.

**Board Assigned Volunteer Hours – These hours can be transferred to immediate family ONLY. These hours will be credited to the persons serving these volunteer positions as each show season ends (hours divided by number of shows in each season). If you have questions, please contact a member of the Board.**

**Volunteer Chairperson** - This volunteer may earn up to 4 volunteer hours per 6 show season (2 hour increments awarded at end of Spring and Fall Season). The Volunteer Chair recruits the following Show Volunteers: Ring Steward, Announcer, In Gate and Out Gate. The volunteer communicates to the volunteers that arrival time prior to show start time or lunch time is required and they must sign in to the show office before they begin their service and after they end their service. Volunteer Chair also needs to let them know if the volunteer is for hours to be assigned to anyone, other than themselves, they need to inform the Show Secretary. The Volunteer Chair needs to let each volunteer know to also pick up and wear their Volunteer Safety Vest and pick up job description clipboard/folder from the Show Secretary. The Volunteer Chair need to inform the Show Secretary and the Facebook Moderator in a timely manner in order to prepare Facebook ads and for show time volunteer sign in sheet.

**Trail Trailer Storage** - This volunteer may earn up to 4 volunteer hours per 6 show season (2 hour increments awarded at end of Spring and Fall Season). Trail Trailer needs to be stored on member's property in a secure location in order to ensure none of the equipment is disturbed or removed.

- Trailer adapters for lights must be kept in trail trailer storage compartment.
- This volunteer must also monitor condition of trailer brake, signal and running lights and tire condition and other conditions of trailer construction to ensure transport safety. PLEASE CONTACT NSHA V OFFICERS IF ANY ISSUES/REPAIRS NEEDED at [nshareqv@gmail.com](mailto:nshareqv@gmail.com) .

**Premium, Pattern Book, Website & VHS Liaison, Facebook Moderator/Administrator** – IT is very important that this volunteer remain in close contact with the NSHA V Board and Show Committee by returning phone calls/messages within 48 hours, monitoring text messages and emails weekly prior to shows, monitoring FB Messaging daily. This volunteer may earn up to 4 volunteer hours per 6 show season (2 hour increments awarded at end of Spring and Fall Season). This volunteer is responsible for production/distribution of show premium and pattern book for upload to [www.nshav.com](http://www.nshav.com) website, as a general rule by the first of each show month (pattern books must be uploaded at least one week prior to show). Monthly communication to Valley Horse News by the 15<sup>th</sup> any updates to

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NSHA V ad. Daily moderation of NSHA V FB page to share information about this association (but not limited to) upcoming show and meeting dates/locations, request for volunteer positions for upcoming shows, monitor and share as appropriate, visitor posts, respond to exhibitors, members and public messages sent to the FB page.

**Ribbon Orders/Maintenance – IT is very important that this volunteer remain in close contact with the NSHA V Board and Show Committee by returning phone calls/messages within 48 hours, monitoring text messages and emails weekly prior to shows, monitoring FB Messaging daily.** This volunteer may earn up to 4 volunteer hours per 6 show season (2 hour increments awarded at end of Spring and Fall Season). Communicate with the NSHA V Treasurer when this volunteer needs to order more show ribbons (do not place order until approved by NSHA V Treasurer).

- This volunteer keeps, stores and delivers inventory of NSHA V show ribbons to shows
- Show ribbons to be kept in show ready presentation order (stored so as not be wrinkled or soiled)
- place on table or bleachers near in gate at the beginning of each show and picked up at the end of each show for storage.

**Pattern Production – IT is very important that this volunteer remain in close contact with the NSHA V Board and Show Committee by returning phone calls/messages within 48 hours, monitoring text messages and emails weekly prior to shows, monitoring FB Messaging daily.** This volunteer may earn up to 4 volunteer hours per 6 show season (2 hour increments awarded at end of Spring and Fall Season). This position needs to be filled by an individual with knowledge of NSHA V show rules and the requirements for Trail Classes, Equitation and Horsemanship Classes, Showmanship Classes, Reining, Ranch Riding and Ranch Rail Pleasure Classes or any other pattern class included in the show class schedule. This volunteer will choose and modify and have ready, as necessary, all patterns for pattern classes at least two weeks before each show include show pattern measurements between trot or lope overs and distances between all trail equipment to be set out.

- Patterns should take into consideration of time it will take to navigate the trail course, courses should take between 3-4 minutes to navigate.
- Patterns may be selected from a bank of patterns.
- The Show Manager has asked that all 3 SMS, Equitation, and HMS patterns have the same number of cones and pattern.
- Patterns must be sent to Website Liaison and Show Committee at least 2 weeks prior to the show.