

Volunteer Tasks – Horse Arrival at Show w/Stalls

1. Horses remain in trailer until paperwork is checked by site/show staff. Locate stalls. Prepare stalls.
2. If the stalls have shavings, take the shavings out of the tack stall and distribute into horse stalls. If we are supplying our own shavings, empty 4 bags into each horse stall.
3. Fluff shavings evenly around the stalls.
4. Put 2 buckets in each stall. Fill 1 up with water. Other bucket will be used for food.
5. Take horses out of trailer.
6. Take their boots (and sheets) off.
7. Put horses in their stalls. Take off shipping halters and put on C.H.E.E.R. halters.
8. Unload trailer and put equipment in tack stall if there is time.
9. Place identification signs on each horse's stall and tack stall. Hang C.H.E.E.R. banner.
10. Install fans and turn on (if weather warrants).
11. Post class/volunteer list. Everyone to check their assignments and be ready for the class.

Volunteer Tasks – While at Show w/Stalls

1. Check for manure. Clean as necessary. Whenever a stall is vacant, clean stall. Empty manure bucket in proper receptacle.
2. Clean and refill water buckets as necessary.
3. Make sure equipment is neat and tack room in order.
4. Groom/prepare horses.
5. Warm up horses in riding area if available either by riding or lunging.
6. Keep stall aisle swept and clear of debris.
7. Give horses hay to keep them busy.

Volunteer Tasks – Evening While at Show w/Stalls

1. Feed horses feed and hay.
2. Make sure horses are clean and neat. C.H.E.E.R. halters remain on.
3. After horses are finished their grain, refill both buckets with water.
4. Make sure tack stall is clean and neat. Turn radios on.

Volunteer Tasks – Horse Arrival at Show Without Stalls

1. Horses remain in trailer until paperwork is checked by site/show staff.
2. Unload horses and tie to tie hooks on trailer.
3. Tie hay bags to tie hooks.
4. Fill 3 buckets up with water. Offer water to each horse as necessary.
5. Take their boots (and sheets) off.
6. Remove grooming boxes from trailer.
7. Groom and prepare horses for showing.
8. 1 person is to remain at trailer at all times while horses are tied.
9. Activate radios and make sure they are all on the same frequency.
10. Post class/volunteer list. Everyone to check their assignments and be ready for the class.
11. Hang C.H.E.E.R. banner in safe place.

Volunteer Tasks – While at Show without Stalls

1. Check for manure. Place manure in manure bucket.
2. Clean and refill water buckets as necessary.
3. Make sure equipment is neat and tack room in order.
4. Groom/prepare horses.

Volunteer Tasks – Before/During/After Show

Show Prep:

1. Clean tack, saddles and grooming boxes.
2. Make sure grooming boxes have all the necessary brushes/bottles/combs.
3. Clip horse's muzzle, legs and bridle path.
4. Bathe horses if weather allows. No bathing if temp is below 60 degrees.
5. Put horse in stall with hay to dry. Braid tail.
6. Put on horse's sheet to help them stay clean overnight.
7. Pack all necessary equipment, supplies, feed, hay in trailer tack room.
8. Check show checklist to make sure all items have been placed in the trailer tack room.

Before Show:

1. Feed horses if indicated. Refill water buckets.
2. Groom horses and get them ready.
3. Walk athletes and horses through trail class.
4. Warm up horses by riding or lunging in warm up area.
5. Assemble athletes. Prepare for parade of athletes.
6. Accompany athletes in parade of athletes.

During Show:

1. Check schedule and assemble athletes and their horse. Horse should be ready for 1st gate call.
2. Walk the horses up to the mounting block.
3. Mount athletes.
4. Proceed to the correct arena and stand at the open gate to do the class.
5. After the class, dismount rider and return horse to barn. If the athlete is in a back to back class, athlete is to remain mounted and you will proceed to the next arena/event.
6. Rinse horses off if sweaty.

After Show:

1. Remove tack from tack stall and pack trailer.
2. Remove water/feed buckets; rinse out and pack in trailer.
3. Remove horses from stalls
4. If indicated, strip stalls by taking out all shavings.
5. Wrap horses' legs.
6. Load horses in trailer.
7. Walk thru stalls to make sure nothing has been left behind.
8. Rinse out manure bucket and pack in trailer. Nest water buckets.
9. Perform trailer safety check.

Volunteer Tasks – Weekly Practice

Before Class:

1. Bring out grooming boxes, saddle pads, saddles, bridles.
2. Inspect equipment to make sure everything is in good working order.
3. Greet athletes as they arrive.
4. Assist athlete to get their horse from the stall.

When Athletes Arrive:

1. Assist athlete with grooming their horse.
2. Carrot stretch horse prior to saddling.
3. Saddle horse.
4. Bridle horse.
5. Allow athlete to lead horse to arena with volunteer walking behind athlete. No athlete is to walk horse alone.

During Class:

1. Assist athlete during class by acting as leader or spotter.
2. Do not engage athlete in conversation while instructions are being given.
3. Do not engage other volunteers in conversation while assisting an athlete.
4. If you need to take a water, fatigue or bathroom break, let coach know so she can replace you.
5. Treat every practice as a show situation.
6. If an emergency situation arises, remain calm and follow coach's instructions.
7. Always be positive and respectful of the athletes, their families and other volunteers.

After Class:

1. Assist athlete in untacking their horse and putting equipment away.
2. Brush horse or if hot weather, hose down. Sweat scrape if horse is wet.
3. Assist athlete with stall maintenance.
4. Make sure tack room is neat and swept.
5. Place stickers on athlete's task form.

