

Volunteer General Instructions

Before the Event:

Be sure your calendar is clear. Last minute cancellations MUCH HARDER THAN "NO".

Be clear on the day and start/finish times and the location.

Confirm you can do it when you get the assignment.

Day of the Event:

Arrive 15 minutes ahead of time.

Check that you have all of your required equipment/forms, BEFORE leaving the tent.

Be there for the briefing and ask questions if you do not understand.

Dress:

All Days: When assisting a Judge or Sitting IN the Arena or Patron's Tent: "Summer Party" dressy. Hat, comfortable fit. jacket/vest. You are "on stage" for the spectators.

Dressage Day: Most jobs are one of the above. If you have a "back stage" job "Country Club Casual." Neat pants, polo shirt, hat. Bring a chair.

Marathon Day: Most jobs are "Country Club Casual." Manual labor jobs are clean/neat work clothes. Hat is usually a ball cap. Bring a chair.

Cones Day: Country Club Casual. Bring a chair.

Manner:

Competitors are understandably nervous or at least keyed up. However, the safe and fair running of the show depends on you doing your job. Your communications with them have to be clear, crisp, calm and cordial. Try not to get defensive. Be assertive if necessary; not aggressive. Smile!

In Closing:

Trying to understand all the jobs at once is overwhelming, so just focus on your own job at each show. If you're new at it, you will have an old hand to help you. But next time, you will be the "old hand." The first 2 or 3 rounds are usually stressful, but then you will "get in a groove" and it will be easy and fun. The jobs are designed that way – so have fun.

Volunteers are the most important element of a CDE. Without them, there would be no event. Thank you for giving your time, talent and patience to a sport that really needs you!