

CD Gathering Job Descriptions

Revision 04/9/2024

NOTE: This is a comprehensive list of jobs and descriptions that could be needed during a gathering. Based on the size of your event, jobs may be combined or eliminated depending on your event needs and are up to the discretion of the Show Manager

Show Manager:

Pre- Gathering:

- Create Budget
- Create all contracts for: Judges, Show Secretary, Grounds Coordinator, EMT, Office Assistant, Vet and Farriers etc. as needed.
- Coordinate with venue to secure dates and get new contract signed and deposit sent. Designate warm-up and judging arenas and court placement.
- Acquire needed insurance to cover venue/participants as needed.
- Coordinate any Hospitality events and music during show if needed.
- Coordinate Officials Lunches and work with Volunteer Coordinator if ordering and distributing lunches.
- Determine equipment needs for Judges' stands (with table and chairs), courts, sound systems, and any other items needed that the venue may be able to provide. from Facility.
- Determine transportation needs for Court setup, and runners
- Acquire courts, letters, challenge court obstacles.
- Order ribbons and end of show awards
- Order back numbers
- Silent Auction items if needed (assign person for this)

During Gathering:

- Be sure any hospitality events are scheduled and get head counts for any food and that tables are ordered.
- Make sure any Vendors are in their assigned places.
- Help with Department Managers when needed.
- Takes care of any issues that may arise unexpectedly
- Keep detailed expense records to be given to person paying the bills.

- Gather stall count, tack stalls and camping count etc. information to determine amount owed to Venue.,
- Make sure checks to any paid positions-are given at completion of their duties.

Post Gathering:

- Final accounting of all Income and Expenses

Show Secretary/Office Manager:

Pre Gathering:

- Register all shows with the state organization that regulates livestock drug use (in CA it is CDFA)
- Setup Fox Village for show
- Make up Premium List for the show including Class List (see Premium Template)
- Make sure all office supplies are stocked and ready for day of Gathering
- Receive Entries, payments and make deposits
- Setup Entry files, Tests with labels and Ride times
- Coordinate Stall charts and assignments with Event and Grounds/Barn Managers
- Place stall cards on assigned stalls and email chart to venue
- Coordinate with Volunteer Coordinator on how many volunteers needed for each Gathering (office help, scribes, runners and gate personnel)
- Set up Judge/scribes and gate personnel clip boards

During Gathering:

- Check in participants (hand out back number, take any needed payment, answer questions).
- Stall Assignment Charts emailed to venue before any arrivals are scheduled to arrive.
- Put together list of arena schedules and water/drag times. Distribute to appropriate personnel
- Do all scoring and class award placements / ribbons
- Close out Gathering through Fox Village
- Get final counts to Event Manager (Entries, horses, participants, stalls, if dinner. any tickets sold, etc.)

Office Assistant: (Assists in all needs of the Show Secretary)

During Gathering:

- Help organize Tests and put them on Judge/Scribes clipboard, get Gate People's clip boards in order
- Score Tests
- Help check in participants (hand out back number, take any needed payment, answer questions).
- Put all class placings and ribbons out for the participants to pick up
- Get a final ribbon count at the end of the Gathering
- Help set up awards

Arena Manager:

Work with Volunteer Coordinator, prior to show, for volunteers needed to help with all aspects of your job

- Acquire from Show Secretary Arena assignments, water/drag schedule
- Confirm with Facility on water/drag times
- Set up courts with letters and set up challenge court in assigned arena(s).
- Make sure all sound systems are in working order and set up at each arena
- Make sure all judge's platform, tables and chairs are set up in appropriate places for Judges, callers and Gate people.
- Setup and maintain Boxes for each show ring (this could include table coverings, decorations, bells, call books, snack baskets and clocks [check batteries] for gate people, etc.).
- Purchase and distribute snacks and water/drinks for Judges, Scribes, Gate, Runners
- Hang sponsor signage in appropriate arenas
- Maintain courts through Gathering days
- Disassemble courts at conclusion of Gathering
- Take care of any issues that may arise pertaining to your arenas, get help from Show Manager when needed

During Event:

- Has a list of riders and rider times
- Makes sure the next to go is ready in the warm-up area and starts on time.
- Notifies judge and scribe of scratches if notified by the rider.
- Checks tack if needed.

Barn Manager:

Work with Volunteer Coordinator, prior to show, for volunteers needed to help with all aspects of your job

- Work with Show Secretary to get Stall assignments and to physically install stall cards
- Assist Participants as needed with any stall issues
- Gets daily count of all stalls occupied and report to show secretary. Get final count last day of Gathering and confirm number with show secretary.

Volunteer Coordinator:

Pre -Gathering:

- Coordinates with all Managers to get volunteers needed for their areas, always get extra volunteers for miscellaneous duties (i.e.: runners, Scribes, extra office help, court setup and tear down etc. if needed)
- Uses all sources to initiate volunteers for jobs needed at Gathering: (Gate, Runners, Scribes, office help, ring help etc. Number of rings used dictates number of volunteers needed for that area. Connect with Volunteers one month before hand, then reconnect 2 weeks before to confirm, then 1 week before to finalize their work hours and what time to show up.
- Make a list of all Volunteers and their contact numbers. Hard copy to be kept in the Office and keep updated on Dropbox for all to managers to be able to access in case of emergency. (Good idea to have emergency contact of volunteers in case of emergency and a loved one needs contacting)
- Make volunteer schedule to be handed out to staff managing areas with volunteers.

During Gathering:

- All Volunteers MUST sign CDW and Venue Release Form. These forms to be turned in to Show Secretary.
- All Volunteers must go through Volunteer Coordinator if there are any changes and or cancellations and Volunteer Coordinator updates respective Managers.
- Coordinate all lunches for Judges, Volunteers and Office Personnel ahead of time, so they get their food in a timely fashion.
- Coordinate Scribe Volunteers and their training

- Have volunteers meet one hour before the Gathering starts to help train them in their respective areas. Volunteer Coordinator initiates this meeting with input from Managers as they have specific needs to run their areas smoothly. (Put each arena duties together, be sure scribes and Judges join together so the Judges can let the Scribes know what they are expecting and how they would like their arena run. Make sure Gate People and Runners know their jobs to keep the arena's running smoothly and get the test sheets to the office after each 2-3 rides)
- Deal with any unexpected Volunteer cancellations during the show.

Scribe:

- Writes the judge's comments onto the test sheets.
- Must be able to sit quietly and concentrate for several hours at a stretch listening and recording the judge's comments accurately and consistently.
- Helps prepare the area for each test and gives completed test sheets to the runner.
- Most scribes have been through training or have learned by volunteering and schooling show.

Timer:

- Measures the time from when the bell sounds to when the rider enters the court.
- This post may sometimes be held by the Scribe

Runner:

- Main duty – collect tests from the scribe and carry them to the scorers (usually in the Show Office) in a fast and unobtrusive manner.
- This is a confidential position, runners should not look at tests.
- When collecting tests, the runner should walk quietly to the judge's stand as the horse in the arena finishes the final salute and leaves the arena.
- The runner should not talk to either judge or scribe if they are still commenting on the preceding ride.
- Never interrupt judge or scribe while there is a test in progress.

Scorer:

- Calculates the percentage on each test based on the score and points possible, using an adding machine, then double checks the math on the adding machine tape,

records the score, copies the score sheet, and sets out the original for the rider to pick up.

- At a small gathering, the Show Secretary may score too, but always have some else double check the numbers.

Gatekeeper:

- Makes sure the correct rider enters the court at the correct time.
- May also watch over the warm-up area and ensure the riders know the order of go.
- Has most up to date ride schedule and receives changes from the Show Office during the Gathering.
- As the riders approach the ring the Gatekeeper will check them off the schedule
- At any given time, there should only be one rider in the court, one waiting to go in (on deck), and one “in the hole”.
- Some shows will have a gatekeeper at the warm-up arena and another at the court.
- A Gatekeeper for a warm-up arena makes sure there are not more riders than can safely warm-up in the ring.