



AUSTRALIA'S PREMIER YOUNG HORSE EVENT – 22ND to 25TH MARCH 2018

2018 P.S.I. Dressage & Jumping with the Stars is shaping up to be a great event. The Saddleworld Dressage and Jumping Showcases are must see features and the competition program promises to be jam packed with top quality young horses.

In 2018 the Young Jumping Horse classes commence on Thursday with Round 1, the 2nd round will be on Friday and the Top Ten on Saturday morning followed by Champion of Champions on Saturday afternoon in the Indoor arena. The Saddleworld Showcase of Jumping will be held on Saturday in Indoor 1.

The Prix St George dressage test will also be held on Thursday in the afternoon. Young Horse judging starts on Friday and culminates on Sunday with the Champion of Champions in Indoor 1. The Saddleworld Showcase of Dressage will be held on Sunday in Indoor 1.

Volunteers are integral to the success of all events and we invite you to become part of the team at Australia's Premier Young Dressage and Jumping Horse Championships, your contribution will be greatly appreciated. We have lots of interesting activities that require human resources.

If you would like to be involved and can spare a half or full day during the event, or can help set up from Monday to Wednesday or pack up Monday, we would love to hear from you. If you are a competitor we will work out schedules around competition times.

The Volunteer Hub provides facilities for tea/coffee and refreshments during the day and volunteers working all day will be provided with lunch. Volunteers working more than one shift will receive a Seasons Pass which provides access to the venue and the Gallery area in Indoor 1 during event days.

To offer your assistance please complete form on the following page and email to Amy at equestrianvolunteers@gmail.com



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VOLUNTEER APPLICATION

To offer your assistance please complete this information and email to Amy at equestrianvolunteers@gmail.com

Name			
Mailing Address			
Mobile Number			
Email Address			
Previous Experience			
Shift preference (please circle)	Morning	Afternoon	All Day
Options (two different tasks on one day?)			

ACTIVITY	Mon 19th	Tues 20th	Wed 21st	Thurs 22nd	Fri 23rd	Sat 24th	Sun 25th	Mon 26th
Event Set Up - Mon to Wed								
Ticketing								
Gear Checking								
Sheet Collectors								
Gate Openers								
Dressage Test writers								
Event Office Assistant								
Catering / Hospitality								
Event pack up on Monday								



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2018 DJWTS VOLUNTEER INFORMATION

POSITION DESCRIPTIONS

The following information is provided to give you a guide to the roles requiring the assistance of volunteers. Competition days are broken into shifts so volunteers have ample opportunity to spectate when their shift is over. Volunteers who work a full day are provided with lunch/dinner as appropriate.

Shifts are a minimum of four hours and broken into morning, afternoon or full day. Morning shifts commence from 7.30am and afternoon shifts conclude by 8.45pm in the indoor arena or 5pm outdoors.

Position: Dressage Test writer
You must be 16 yrs of age or older to apply for this role
Days required Dressage test writers are required on Thursday, Friday, Saturday & Sunday. It is desirable for writers to be available for the duration of the competition e.g. for all of the PSG tests or for all of the 2 nd round tests of an age group (approx. 4 hours)
Dressage test writers are required to: <ul style="list-style-type: none"> • Write judge's comments and scores for each Dressage test, in a clear and legible manner. • Ensure that each movement has obtained a score, test sheet contains all relevant rider information, errors have been marked on sheet and that judge has signed test sheet. • Keep track of competitors and ensure that timetable is adhered to. • Provide spectators with general information about the Event.
Skills Required: <i>Good communication skills, friendly attitude, good listening skills, well developed and legible writing skills, ability to take instructions from judges, awareness and sensitivity towards competitors and Event officials and their needs. Previous experience as a writer is preferred.</i>

Position: Dressage Marshall
You must be 16 yrs of age or older to apply for this role
Days required Thursday, Friday, Saturday & Sunday
Duties: Dressage Marshalls are required to: <ul style="list-style-type: none"> • Ensure competitors conduct their Dressage test at the correct time and place. • Be aware of the draw for the Dressage Phase. • Advise competitors and officials of any changes to the draw or timetable. • Provide spectators with general information about the Event.
Skills Required: <i>Good communication skills, friendly attitude, ability to take instructions from coordinator and have an awareness and sensitivity towards competitors and Event officials and their needs.</i>
Note: <i>This role requires standing for long periods of time.</i>



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Position: Dressage Gear Checker
You must be 16 yrs of age or older to apply for this role
Days required Thursday, Friday, Saturday & Sunday
Duties: Dressage Gear Checkers are required to: <ul style="list-style-type: none"> • Ensure that each competitor obtains a gear check either before or after their dressage test. • Be aware of the current EA and FEI rules for dressage gear (rules will be provided). • Ensure that riders are complying with EA and FEI rules. • Note: Gear Checkers are not allowed to alter any gear on the horse or rider. • Advise competitors if gear needs to be altered before the Dressage
<i>Skills Required: Good communication skills, friendly attitude, familiarity of EV and FEI rules, ability to take instructions from coordinator and have an awareness and sensitivity towards competitors and Event officials and their needs. Note: This role requires standing for long periods of time.</i>

Position: Dressage Arena Maintenance
You must be 16 yrs of age or older to apply for this role
Days required Friday, Saturday & Sunday
Duties: Dressage Arena Maintenance volunteers are required to: <ul style="list-style-type: none"> • Grade arenas, using tractor and grader provided. • Assist in ensuring the presentation and cleanliness of all areas prior to commencement of each days program • Grade and roll arenas prior to Dressage commencing, at regular intervals through class and at conclusion of Dressage.
<i>Skills Required: Ability to drive a tractor, understanding of Dressage arena requirements, ability to take instructions from coordinator and have awareness and sensitivity towards competitors and Event officials and their needs. Previous experience in this role is preferred. Current Driver's License needed.</i>
Note: This role requires manual handling and other manual labour tasks.



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Position: Dressage Gate Opener
You must be 16 yrs of age or older to apply for this role
Days required Thursday, Friday, Saturday & Sunday
Duties: Dressage Gate Stewards are required to: <ul style="list-style-type: none"> • Open gate to Dressage arena for competitor, once bell has been rung. • Close gate to Dressage arena for competitor once they have entered and ensure that horse and rider are not disturbed. • Open gate for competitor after final halt and salute.
Skills Required: <i>Good communication skills, friendly attitude, ability to take instructions from coordinator and have an awareness and sensitivity towards competitors and Event officials and their needs.</i>
Note: <i>This role requires some standing for periods of time. As it is a Front of House position, you will be required to be well presented.</i>

Position: Dressage Test Sheet Collector
You must be 16 yrs of age or older to apply for this role
Days required Friday, Saturday & Sunday
Duties: Sheet Collectors are required to: <ul style="list-style-type: none"> • Collect Dressage test sheets at the conclusion of each test from all judges. • Deliver test sheets to scorers. • Provide spectators with general information about the Event.
Skills Required: <i>Good communication skills, ability to take instructions from coordinator, awareness and sensitivity towards competitors and Event officials and their needs. Note: This role requires a large amount of walking, so you need to be reasonably fit.</i>



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Position: Jumping Arena Assistant
You must be 16 yrs of age or older to apply for this role
Days required Thursday, Friday, Saturday & Sunday
Duties: Jumping arena assistants are required to: <ul style="list-style-type: none"> • Assist with moving jumping poles & fences • Replacing jump poles which are knocked down • Provide spectators with general information about the Event.
Skills Required: <i>Good communication skills, ability to take instructions from coordinator, awareness and sensitivity towards competitors and Event officials and their needs. Note: This role requires a large amount of walking, so you need to be reasonably fit.</i>

Position: Ticketing and Merchandise Attendant
You must be 16 yrs of age or older to apply for this role
Days required Friday, Saturday & Sunday
Duties: Ticketing & Merchandise Attendants are required to: <ul style="list-style-type: none"> • Sell & process event ticket sales • Check tickets of incoming crowds • Sell & process merchandise sales
Skills Required: <i>Excellent financial skills, good communication and customer service skills, friendly attitude, ability to take instructions from coordinator, awareness and sensitivity towards competitors and Event officials and their needs. Previous experience in a cash handling role is preferred. A current Victorian police check is desirable</i>

Position: Hospitality Marquee Host
You must be 18 yrs of age or older to apply for this role
Days required Friday, Saturday & Sunday
Duties: Hospitality Marquee Hosts are required to: <ul style="list-style-type: none"> • Ensure the marquee & food serving area is kept clean and tidy • Guide VIP & judges to the reserved area
Skills Required: <i>Good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the coordinator, awareness and sensitivity towards competitors and Event officials and their needs. Knowledge of and experience in a catering role is preferred.</i>



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Position: Event Office Assistant
You must be 18 yrs of age or older to apply for this role
Days required Thursday, Friday, Saturday & Sunday
Duties: Officials Assistants are required to: <ul style="list-style-type: none"> • Liaise with and assist Officials and organisers as required • Run errands for Officials as required
Skills Required: <i>Good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the coordinator, awareness and sensitivity towards competitors and Event officials and their needs.</i> Note: <i>Ideally you will have previous experience in this role.</i>