

Scottsdale Arabian Horse Show

VOLUNTEER POSITIONS

BRIDGE TRAFFIC CONTROL: Bridges are located on both the in and out gate at the Equidome. The Wendell arena combines both the in/out gate and has one bridge that receives heavy foot traffic throughout the show. Bridge personnel positioned on each end of the bridge must stop people from crossing overhead when horses are in the process of entering or exiting the arena under these bridges. When traffic is allowed during a class in progress, attempt to keep children from stomping their feet, or hanging things on or over the railings. Be friendly and courteous, and explain if a horse becomes frightened it can cause him to lose the class.

GATE PERSONNEL: Your arena may have a single gate for the horses to enter and exit, or there may be two separate gates. Upon direction from the Ring Master or when announcer starts calling the winning numbers, ask trainers and spectators to step back, open gates fully for exhibitors to exit or enter the ring. Upon the direction of the Ring Master, or after last horse leaves the arena, close gates securely. Be alert and follow directions of officials, if gate is to be held open for late horses (rare) or be ready to open an exit gate for an exhibitor who has asked permission to leave the arena due to an emergency, or to allow the farrier to enter and leave the arena. Be ready when horses are entering the arena to quickly close the gate in case a horse gets loose. Attempt to tactfully keep the horses and people moving out of the exit area to prevent serious accidents by the crowding of the horses.

INFORMATION BOOTH, AHAA BOOTH, PROGRAM SELLERS:

Hand out or display free brochures, maps, and advertisements, etc. furnished for the display counter. Also sell programs, posters that will be available for sale. Signage will be posted with prices of each item. A CPA will provide you with change and a specified number of each item to be sold. You must (1) write down each item sold (2) collect the money and make change if necessary (3) hand the items to the purchaser. This procedure seems to work best with fewer errors. Take your time regardless of crowd size. Keep your money "OUT OF SIGHT", not lying on the counter. At the end of your shift, the CPA will help you account for the items sold, items left, sales money, change and balance. This must be done before you leave.

This is the first booth the public will encounter when entering the show grounds. Please be friendly, welcome the people with a cheerful "Good Morning" or a "Thanks for Coming". Encourage people to buy programs which contain directories of exhibits, the full 10 days tentative schedule of class, alphabetical listing of all horses and exhibitors from around the world, including their addresses and countries.

RIBBON PRESENTER: As you may be aware, this is somewhat of a prestigious position. You will be primarily presenting the Champion and Reserve Champion ribbons and trophies to the winners in the various classes. The show photographer will take pictures of you with the winning horse and rider/handler. It is imperative that the presenter be dressed nicely to add to the awards photos. Darker colors as opposed to white and bright colors are much more acceptable in the awards pictures, please dress business or formal attire - no jeans or cowboy hats. The award pictures are not only a lifetime keepsake for the owners and exhibitors, but they also appear in many horse magazines that are distributed around the world.

Bring from center ring to presentation area of ring the awards (ribbons, plaques, rose garland ect.). **Approach safely**, with assistance of Ring-Master, to riders left leg, do not approach horses face. Pin ribbon to boot, jacket pocket or placket on saddle ring, as rider desires. Possibly help attach championship neck ribbon or rose garland around horse's neck. Stand next to shoulder of horse, holding up trophy or other award after

making presentation, while photographer takes the picture. Return to center ring and prepare for the next class. Please remember that you are observed by exhibitors and the public and to act in a professional manner. Ribbons are arranged in boxes by class #, if a class is cancelled, pull the ribbons out of the box and set aside. Get proper class ribbons for next class on program.

TICKET TAKERS: Stand at the main entrance and collect tickets from all spectators as they file in. You will be given a sample or picture of each kind of ticket, pass, button, etc, so you can identify what is being presented to you as being acceptable for entry. Each person's ticket or pass must be collected and kept in the receipt bag. Buttons are to be worn in plain sight. At the end of the shift, give the ticket receipt bag to the next person scheduled. In the event of a problem or question about what is acceptable for entry, tactfully refer the person to the Volunteer or AHAA booth for clarification. Someone must remain at the station as long as ticket sales are kept open. Be prepared to answer simple questions and give simple directions, such as where are the Arenas, Tent 1, Tent 2, and the restrooms are as shown on the maps that will be provided. If more complicated questions come up, refer the person back to the Info Booth, or the AHAA Booth. Don't hold the line up. Dress comfortably and wear comfortable shoes for standing. Make everyone glad they came.

We appreciate you all so much. You are a big part of the success of the show.

Thanks and have fun!!

VOLUNTEER COMMITTEE & The BOARD OF DIRECTORS