

All Equestrian Events need a team of volunteers in order to run smoothly and keep costs to the competitors at a minimum. We are seeking a team of volunteers for the 2017 Masters Games to assist with a number of roles.

Who can volunteer?

Anyone with a desire to contribute to the success of one of Australia's iconic equestrian events should apply. We are looking for enthusiastic people with a customer service orientation to be part of our event.

What is the minimum time commitment to volunteer?

You are welcome to volunteer for as many shifts over the two days as you wish, however all volunteers are asked to volunteer for at least a few hours to assist with smooth conduct of the event.

Will I receive a roster?

Yes, once your volunteer role has been confirmed you will receive a roster outlining your shift times and where to report at the start of your shift. You will receive your roster one week prior to the event.

Do I need to know about horses to be a volunteer?

No. We welcome volunteers from all backgrounds and professions. We have many volunteer roles available requiring a variety of skills including customer service, as well as equestrian knowledge. We match volunteers with the right role according to their preferences, skills and experience.

Will I receive meals at the event?

Volunteers will be provided with refreshments whilst on shift.

Who do I call if I am running late for my shift?

Rebecca Willis EV Dressage Coordinator 0417 358 654 and they will fill your role until you arrive.

Are dogs allowed on site?

While dogs are permitted at the event provided they are under control and on leads at all times, volunteers are asked to make other arrangements for their pooch while on duty.

Timetable

Please refer to the website for a provisional timetable of events.

Dressage/Jumping Test Writer (Pencillers)

Approximate Time Commitment:

Class times will vary depending on number of entries and range from 1 – 6 hours including breaks.

Duties: Pencillers are required to:

- Ensure the test sheet has the correct horse and rider for the test/class/grade being ridden noted on it.
- Write the Dressage judge's scores and comments for each movement in a clear and legible manner.
- Record the Jump Judge's results ie. each fence clear/number of penalties etc
- Ensure the judge's position on the arena is noted on the test sheet (Dressage)
- Ensure that each movement/fence has obtained a score; test sheet contains all relevant rider information, errors have been marked on sheet and that judge has signed the test sheet.

Skills Required: Good communication skills, friendly attitude, good listening skills, well developed and legible writing skills, ability to take instructions from judges and Co-coordinator, awareness and sensitivity towards competitors and event officials and their needs. Previous experience as a Dressage Test Writer is preferred.

Dressage Sheet Collector

Approximate Time Commitment: This role can be split into shifts from 1 hour +

Duties:

Sheet Collectors are required to:

- Collect completed test sheets from Dressage Test Writer for all judges of the designated arenas as soon as practicable at the conclusion of the test.
- Place completed test sheets in a weatherproof satchel provided and deliver to the Official Scorer immediately.

You will need to: As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

Skills Required: Good communication skills, awareness and sensitivity towards competitors and event officials and their needs. Previous experience in this role is preferred.

Note: This role requires a large amount of walking and standing for periods of time, so you need to be reasonably fit.

Dressage and Jumping Marshalls

Approximate Time Commitment: This role can be split into shifts from 1 hour +

Duties: Marshalls are required to:

- Marshal horse and rider into the warm up and competition arena.
- Ensure competitors ride at the correct time and place.
- Be aware of the draw for each Dressage and Jumping class.
- Advise competitors and officials of any changes to the draw or timetable.

You will need to: As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

Skills Required: Good communication skills, friendly attitude, ability to take instructions from Co-coordinator and have an awareness and sensitivity towards competitors and event officials and their needs.

Note: This role requires a large amount of walking and standing for periods of time, so you need to be reasonably fit.

Jumping Assistant

Approximate Time Commitment: This role can be split into classes or shifts from 1 hour+

Duties: Show Jumping assistants are required to:

- Sort and prepare Show Jumping equipment for initial course set-up.
- Assist Course Designer and Builders with setting up official courses.
- Make adjustments to obstacles as required, eg. pick up poles, rebuild/re-position obstacles.
- Build and set-up all practice arenas as instructed
- Assist Stewards with marshalling of competitors.
- Pack-up and clear arena at completion of competition.

You will need to: this role requires walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

Skills Required: Experience with Show Jumping, ability to take instructions from Course Builder/Judge, awareness and sensitivity towards competitors and Event officials and their needs.

Note: This role involves manual handling, walking and other manual labour. This role requires a large amount of walking and standing for periods of time, so you need to be reasonably fit.

Administration Assistant

Approximate Time Commitment: This role can be split into shifts. Time required could be 1 hour+

Duties: Administration Assistants are required to:

- Liaise with and assist Event Office as required.
- Run errands for Event Administrators as required.
- Greet competitors and check documentation.
- Allocate accreditation to competitors.
- Photocopying, notice board updates.

Skills Required: Good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.