



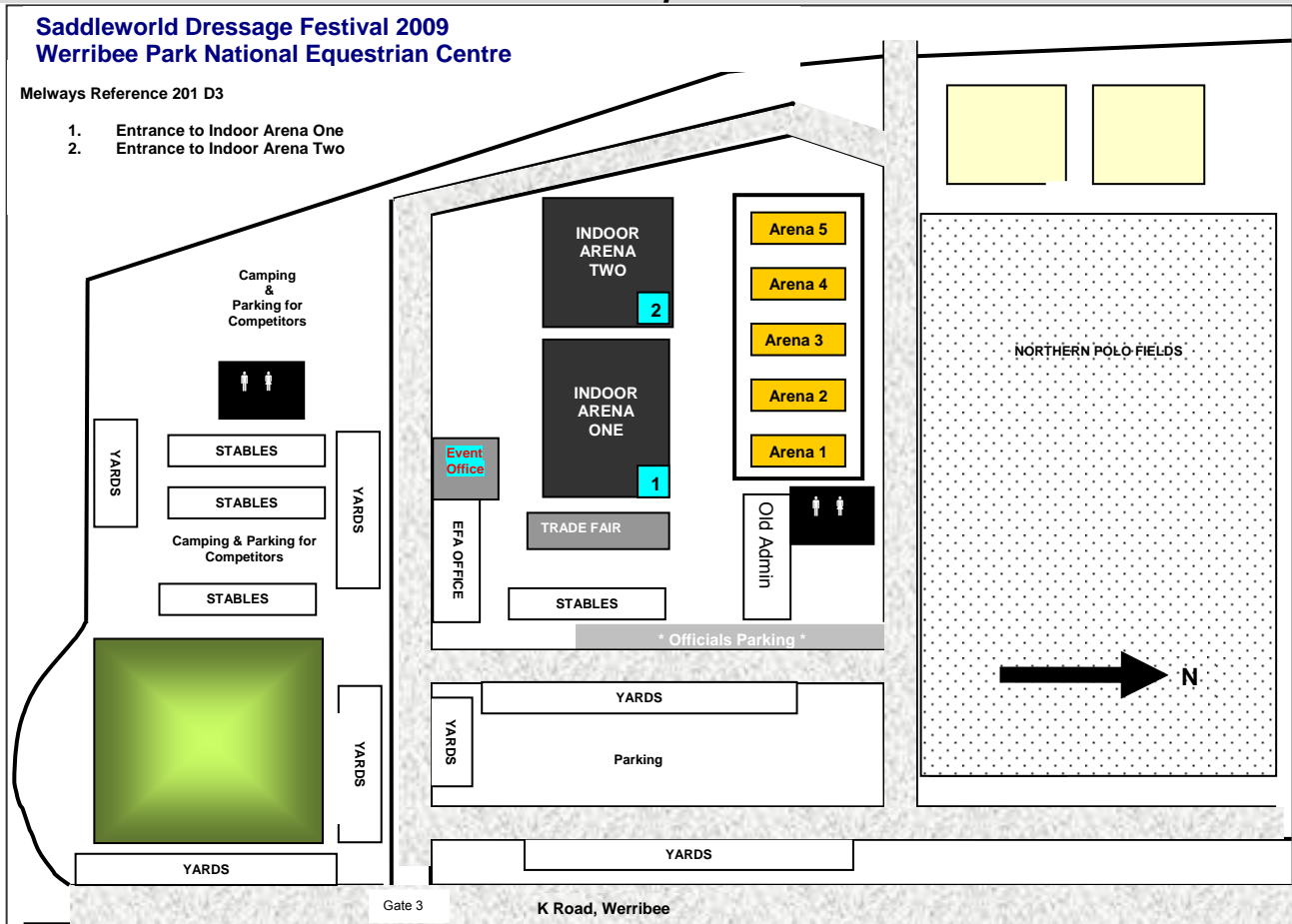
SADDLEWORLD DRESSAGE FESTIVAL

10th December – 13th December 2009
Werribee Park National
Equestrian Centre

Volunteer Information Kit and Position Descriptions



Map



Volunteer Information

The following information is provided to assist you with your tasks as a volunteer during Saddleworld Dressage Festival. Should you have any queries regarding any aspect of your involvement, please do not hesitate to contact Jess Hermans [03 9013 0707 Ext 105](tel:0390130707)

Arrival times and Process: Briefing times and further information will be forwarded to you approximately 2 weeks prior to the Event. Upon arrival at the event please go the Volunteers' Marquee which will be located near the Event Office

Time Commitment: Most positions require a time commitment of the length of a class – which can be up to 35 dressage tests - about half a day. Several jobs can be "full-time" so please indicate the times that most suit you and the commitment you are able to make and we will accommodate.

Breaks: Note that appropriate rest and meal breaks will be allocated.

Illness/inability to attend: If you are not able to attend, please contact Jess Hermans [03 9013 0707 Ext 105](tel:0390130707) as soon as possible so that a replacement can be organised.

Passes: As a volunteer you will receive a **general admission pass for all 3 days of competition, program and show bag**. If you work a whole day shift you will receive a **Thursday Bronze Pass to Dressage with the Stars 2010**. All volunteers who work for 1 or more whole days will go into the draw for a **Gold Pass to DJWTS 2010**.

Meals: Whilst you are volunteering refreshments/light meals will be available throughout the day.

Provisional Timetable

THURSDAY 10 th December	Horse Inspection GP and PE Intermediate II Para Equestrian
FRIDAY 11 th December	Prix St Georges Preliminary Championship Pony Preliminary Championship Advanced Freestyle GP CDI-W GP CDN 6 Year Old Young Horse Class PE Team Test
SATURDAY 12 th December	Grand Prix Special Novice Championship Pony Novice Championship Medium Championship Pony Medium Championship Intermediate I Aachen Challenge PLWC Final - Kur PE Championship Test
SUNDAY 13 th December	Advanced Championship Elementary Championship Pony Elementary Championship Intermediate I Freestyle Aachen Challenge Final PE Freestyle Test 4 Year Old Young Horse Test 5 Year Old Young Horse Test
Monday 14 th December	Judges Clinic



Competitor Information

Schedules are available by contacting Equestrian Victoria on 03 9013 0707 or on the website www.vic.equestrian.org.au.

Ticket Prices

GENERAL ADMISSION TICKETS

Daily Car Pass	\$10
3 Day Car Pass	\$25
Saturday-night	\$25

The car pass will entitle you to general admission to WPNEC and the Long side gallery in Indoor One. A separate ticket is required for Saturday Night's Program. There will be no allocated seating.

Friday Night Welcome BBQ \$25

Club St Georges

The Club St. Georges pass gives you gate entry to the event every day; access to the indoor hospitality area at any time during the day; tea and coffee at any time; morning tea, lunch; afternoon tea; Friday Night Welcome BBQ and Saturday night dinner and a complimentary copy of the programme booklet.. **Regular Cost \$195**

Contact Details

Events Director : Caroline Coleby

Mobile 0432 505 774
Email dwts@live.com.au

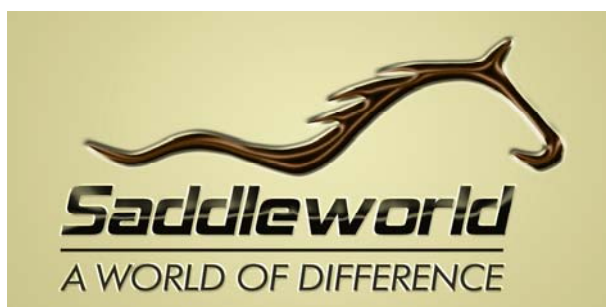
Equestrian Victoria
Werribee Park National Equestrian Centre
K Road
PO Box 616
Werribee, VIC 3030

Phone: 03 9013 0707 Ext 105
Fax: 03 9974 0577
Email: dressage@equestrianvictoria.com.au
Website: www.vic.equestrian.org.au

Or

Event Secretary: Anne Sundblom

Phone: 0433 684 791
Email: annvor@dodo.com.au



SADDLEWORLD DRESSAGE FESTIVAL

Position Descriptions

Position Title: Dressage Arena Maintenance and Dressage Gate Steward

- Role:** Dressage Arena Maintenance volunteers are required to:
- Groom arenas, using tractor/mule/hand rake provided.
 - Groom and roll arenas prior to Dressage phase commencing, at regular intervals through class

- Dressage Gate Stewards are required to:
- 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:

Arena maintenance supervisor will brief and assist volunteers in tasks required. Ability to drive a mule, understanding of Dressage arena requirements, ability to take instructions from supervisor and have an awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Dressage Gear Checker and Dressage Marshall

- Role:** Dressage Gear Checkers are required to:
- Ensure that each competitor obtains a gear check before commencing their dressage test.
 - Be aware of the current EA and FEI rules for Dressage, rules will be provided.
 - Ensure that riders are complying with EA and FEI rules.
 - Advise competitors if gear needs to be altered
- NB. Gear Checkers are not allowed to alter any gear on the horse and must adhere to the competition rules**

Skills Required:

Good communication skills, friendly attitude, familiarity of EA and FEI Dressage rules, ability to take instructions from supervisor and have an awareness and sensitivity towards competitors and Event officials and their needs.

- Role:** Dressage Marshalls are required to:
- Ensure competitors conduct their Dressage test at the correct time and place
 - Be aware of the draw, timetable and arenas in operation
 - Advise competitors and officials of any changes to draw or timetabling.

Skills Required

Good communication skills, friendly attitude, ability to take instructions from supervisor and have an awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Dressage Penciller

- Role:** Dressage Pencillers are required to:
- 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.

Skills Required

Good communication skills, friendly attitude, good listening skills, have well developed and legible writing skills, ability to take instructions from judges and supervisor, awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Dressage Sheet Collector

- Role:** Sheet Collectors are required to:
- Collect Dressage test sheets at the conclusion of each test from all judges
 - Deliver test sheets to scorers
 - Post scores on scoreboard as required

Skills Required:

Good communication skills, ability to take instructions from supervisor, awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Indoor Marquee Host/ess

- Role:** Marquee Hosts are required to:
- Meet and Greet Marquee and Club St Georges holders, distribute programs
 - Ensure that people have their Marquee/Club St Georges pass to enter the Indoor Marquee area
 - Usher/Direct pass holders to allocated seating
 - Assist with Distribution of meals & beverages to customers and officials if required
 - Assist with clearing up tables after meals/morning teas
 - Distribute result sheets to Indoor Marquee tables

Skills Required:

Good communication skills, friendly attitude, professional presentation, ability to take instructions from supervisor, awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Ushers-For Saturday night only

- Role:** Ushers are required to:
- Ensure that people have their relevant passes to access appropriate seating in Indoor Arena.

Skills Required:

Good communication skills, friendly attitude, ability to take instructions from supervisor, awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Secretarial Assistants

- Role:** Secretarial Assistants are required to:
- Assist in the secretary's office as required
 - Help hand out rider's packs
 - Assist with broad range of spectator and competitor enquiries
 - General administration duties such as copying tests, results etc

Skills Required:

Good communication skills, friendly attitude, ability to take instructions from Event Secretary, awareness and sensitivity towards competitors and Event officials and their needs.

Position Title: Scorer

- Role:** Scorers are required to:
- Collate Dressage tests for individual riders
 - Enter results into computer
 - Deliver score sheets to secretary's office
 - Post scores on scoreboard as required

Skills Required:

Computer keypad skills. Instructions given by chief scorer on use of scoring program

Position Title: Set Up & Clean Up

Role:

- Required on Tuesday 8th, Wednesday 9th & Sunday 13th December
- Help set up and clean up the indoor arena
- Put up and dismantle signage

Skills Required:

Event Director will brief and assist volunteers in tasks required. Work in a team environment, Good communication skills, friendly attitude, ability to take instructions from supervisor



SADDLEWORLD DRESSAGE FESTIVAL

Do you want to be involved in

Saddleworld Dressage Festival 2009

Donate a few hours of your time to help with the running of the Saddleworld Dressage Festival and receive a free General Admission ticket to the Festival, program, a showbag and great hospitality. This is a fantastic opportunity for you to support equestrian sports and attend the Victorian Dressage Championships – one of the premier equestrian events featuring the Pacific League World Cup Final, Aachen Challenge, Para Equestrian CDI-3*, shopping in the extensive trade village, wining and dining and more...

****Please note: all volunteers must be aged 16 or over at the time of the event****

Name: _____

Postal Address: _____

_____ Postcode: _____

E-mail Address: _____

Home Phone: _____ Mobile: _____

Work Phone: _____ Fax: _____

Previous event/volunteer experience? _____

In which area are you able to assist?

Usher	<input type="checkbox"/>	Gate Steward	<input type="checkbox"/>
Secretarial Assistant	<input type="checkbox"/>	Gear Checker	<input type="checkbox"/>
Arena Maintenance	<input type="checkbox"/>	Sheet Collector	<input type="checkbox"/>
Marshall	<input type="checkbox"/>	Penciller	<input type="checkbox"/>
Scorer	<input type="checkbox"/>	Set Up/ Clean Up	<input type="checkbox"/>

What date/s are you available:	AM	PM
Thursday 10 th December	<input type="checkbox"/>	<input type="checkbox"/>
Friday 11 th December	<input type="checkbox"/>	<input type="checkbox"/>
Saturday 12 th December	<input type="checkbox"/>	<input type="checkbox"/>
Sunday 13 th December	<input type="checkbox"/>	<input type="checkbox"/>

Please return form by 1st OCTOBER 2009 to:
Equestrian Victoria, Po Box 616, Werribee VIC 3030
Or Fax (03) 9974 0577

Conducted by: Equestrian Victoria

Enquiries: Jess Hermans 03 9013 0707 Ext 105

Email: dressage@equestrianvictoria.com.au

