

JOB LIST

IN FULL FOR 3 DAY SHOW

JOB CLASS #	DESCRIPTION	
301	Thursday Set Up Ring 1 Time TBC	5
302	Thursday Set Up Ring 2 Time TBC	5
303	Thursday Set Up Ring 3 Time TBC	5
304	Thursday OR Friday Set Up SH Horse & Pony Time TBC	5
305	Friday Ring 1 SJ Writer 9.00-12.30pm	2
306	Friday Ring 2 SJ Writer 9.00-12.30pm	2
307	Friday Ring 1 SJ Writer 12.30pm – finish	2
308	Friday Ring 2 SJ Writer 12.30pm – finish	2
309	Friday Ring 1 Gate Keeper 9.00-12.00pm	1
310	Friday Ring 2 Gate Keeper 9.00-12.00pm	1
311	Friday Ring 1 Gate Keeper 12.00pm – finish	1
312	Friday Ring 2 Gate Keeper 12.00pm – finish	1
313	Friday Ring 1 Ring Crew 9.00-12.00pm	3
314	Friday Ring 2 Ring Crew 9.00-12.00pm	3
315	Friday Ring 1 Ring Crew 12.00pm -finish	2
316	Friday Ring 2 Ring Crew 12.00pm – finish	2
317	Friday Ring 1 Reset Completion of the day	4
318	Friday Ring 2 Reset Completion of the day	4
319	Friday Ring 3 Reset 3.00pm	4
320	Friday Kitchen/Office Runner includes delivery of am teas 9.00-12.30pm	1
321	Friday All Toilets Oversee and clean hourly 8.00am-1.00pm	1
322	Friday All Toilets Oversee and clean hourly 1.00pm-6.00pm	1
323	Friday Sand Arena Groomer Aged 18+ Ring 3 & practice 2.00pm	1
326	Saturday Ring 1 SJ Writer 8.00-12.30pm	2
327	Saturday Ring 2 SJ Writer 8.00-12.30pm	2
328	Saturday Ring 3 SJ Writer 8.00-12.30pm	1
329	Saturday Ring 1 SJ Writer 12.30pm – finish	2
330	Saturday Ring 2 SJ Writer 12.30pm – finish	2
331	Saturday Ring 3 SJ Writer 12.30pm – finish	1
332	Saturday Ring 1 Gate Keeper 8.00-11.00am	1
333	Saturday Ring 2 Gate Keeper 8.00-11.00am	1
334	Saturday Ring 3 Gate Keeper 8.00-11.00am	1
335	Saturday Ring 1 Gate Keeper 11.00-2.00pm	1
336	Saturday Ring 2 Gate Keeper 11.00-2.00pm	1
337	Saturday Ring 3 Gate Keeper 11.00-2.00pm	1
338	Saturday Ring 1 Gate Keeper 2.00-finish	1
339	Saturday Ring 2 Gate Keeper 2.00-finish	1
340	Saturday Ring 3 Gate Keeper 2.00-finish	1
341	Saturday Ring 1 Ring Crew 8.00-11.00am	3
342	Saturday Ring 2 Ring Crew 8.00-11.00am	3
343	Saturday Ring 3 Ring Crew 8.00-11.00am	3
344	Saturday Ring 1 Ring Crew 11.00-2.00pm	3
345	Saturday Ring 2 Ring Crew 11.00-2.00pm	3
346	Saturday Ring 3 Ring Crew 11.00-2.00pm	3
347	Saturday Ring 1 Ring Crew 2.00-finish	3
348	Saturday Ring 2 Ring Crew 2.00-finish	3

349	Saturday Ring 3 Ring Crew 2.00-finish	3
350	Saturday SH Horse Gate Keeper 8.30-12.00pm	1
351	Saturday SH Pony Gate Keeper 9.00-12.00pm	1
352	Saturday SH Horse Gate Keeper 12.00-finish	1
353	Saturday SH Pony Gate Keeper 12.00-finish	1
354	Saturday SH Horse Ring Crew 8.30-12.00pm	2
355	Saturday SH Pony Ring Crew 9.00-12.00pm	2
356	Saturday SH Horse Ring Crew 12.00pm – finish	2
357	Saturday SH Pony Ring Crew 12.00pm – finish	2
358	Saturday Ring 1 Reset Completion of the day	4
359	Saturday Ring 2 Reset Completion of the day	4
360	Saturday Ring 3 Reset Completion of the day	4
361	Saturday SH Horse & Pony Reset Completion of the day includes practice jumps	4
362	Saturday Kitchen/Office Runner includes delivery of am teas 9.00-12.30pm	1
363	Saturday Kitchen/Office Runner includes delivery of pm teas 12.30-4.00pm	1
364	Saturday All Toilets Oversee and clean hourly 8.00am-1.00pm	1
365	Saturday All Toilets Oversee and clean hourly 1.00pm-6.00pm	1
366	Saturday All Sand Arenas Groomer Aged 18+ completion of day SHH/SHP/R3	1
370	Sunday Ring 1 SJ Writer 8.00-12.30pm	2
371	Sunday Ring 2 SJ Writer 8.00-12.30pm	2
372	Sunday Ring 3 SJ Writer 8.00-12.30pm	1
373	Sunday Ring 1 SJ Writer 12.30pm – finish	2
374	Sunday Ring 2 SJ Writer 12.30pm – finish	2
375	Sunday Ring 3 SJ Writer 12.30pm – finish	1
376	Sunday Ring 1 Gate Keeper 8.00-11.00am	1
377	Sunday Ring 2 Gate Keeper 8.00-11.00am	1
378	Sunday Ring 3 Gate Keeper 8.00-11.00am	1
379	Sunday Ring 1 Gate Keeper 11.00-2.00pm	1
380	Sunday Ring 2 Gate Keeper 11.00-2.00pm	1
381	Sunday Ring 3 Gate Keeper 11.00-2.00pm	1
382	Sunday Ring 1 Gate Keeper 2.00-finish	1
383	Sunday Ring 2 Gate Keeper 2.00-finish	1
384	Sunday Ring 3 Gate Keeper 2.00-finish	1
385	Sunday Ring 1 Ring Crew 8.00-11.00am	3
386	Sunday Ring 2 Ring Crew 8.00-11.00am	3
387	Sunday Ring 3 Ring Crew 8.00-11.00am	3
388	Sunday Ring 1 Ring Crew 11.00-2.00pm	3
389	Sunday Ring 2 Ring Crew 11.00-2.00pm	3
390	Sunday Ring 3 Ring Crew 11.00-2.00pm	3
391	Sunday Ring 1 Ring Crew 2.00-finish	3
392	Sunday Ring 2 Ring Crew 2.00-finish	3
393	Sunday Ring 3 Ring Crew 2.00-finish	2
394	Sunday SH Horse Gate Keeper 8.30-12.00pm	1
395	Sunday SH Horse Gate Keeper 12.00-finish	1
396	Sunday SH Pony Category A Gate Keeper	1
397	Sunday SH Pony Category B Gate Keeper	1
398	Sunday SH Pony Category C Gate Keeper	1
399	Sunday SH Horse Ring Crew 8.30-12.00pm	2
400	Sunday SH Pony Ring Crew 8.30-12.00pm	2
401	Sunday SH Horse Ring Crew 12.00pm – finish	2
402	Sunday SH Pony Ring Crew 12.00pm – finish	2
403	Sunday Kitchen/Office Runner includes delivery of am teas 9.00-12.30pm	1
404	Sunday Kitchen/Office Runner includes delivery of pm teas 12.30-4.00pm	1
405	Sunday All Toilets Oversee and clean hourly 8.00am-1.00pm	1

406	Sunday All Toilets Oversee and clean hourly 1.00pm-finish	1
407	Sunday All Sand Arenas Groomer Aged 18+ midday lunchbreak SHH/SHP/R3	1

NOTES FOR HELPERS JOBS!

IF YOU GET IN FIRST YOU WILL GET A JOB THAT YOU CAN DO AROUND YOUR RIDING! NO EXCUSES!

ALL HELPERS MUST SIGN IN AND OUT IN THE OFFICE! GATE KEEPERS & RING CREW MUST WEAR THEIR HI VIS VEST AT ALL TIMES.

IF YOU DO NOT COMPLETE YOUR JOB 100% YOU WILL RECEIVE A FINE OF \$80.00! IF YOU SCRATCH AFTER 7PM THE TUESDAY PRIOR TO THE COMPETITION IT IS YOUR RESPONSIBILITY TO REPLACE YOURSELF IF YOU CANNOT DO THE JOB!

Set up – all must be on time and work with the course designer to build your allocated ring until complete

Gate Keeper - please police your gate firmly but understand when riders are competing in other rings. Ring 1 takes 1st preference of order, then Ring 2. Sometimes you will need to slot riders in Ring 2 or 3 if they are competing in the other rings but make sure you wait say 3 riders in advance. Please discuss with your judges or course designer the best way to keep horses ticking along in the rings. All classes in Ring 1 and 2 are in catalogue order, and Ring 3 is in blackboard order. Blackboard order should be run using back numbers for easiness and cross out the rider once they go in the ring, don't rub them out.

Ring Crew – please find a spot **IN THE RING** out of the way to do your job and not just sit on the outside. Your job includes picking up all fallen rails & jump stands throughout each round and is to assist with the course changes between classes with the course designer. It is not acceptable to leave this job during your time unless you get someone to stand in for you while you duck away for the moment only! It is not the job of the course designers to do this!! Also at the changeover of duties and end of day for Ring 1, 2, SH Horse & SH Pony, please assist each other to move the practice jumps for your ring so the ground is better for the riders. This can be done more frequently if time allows.

Reset at completion of day – this means you need to keep a watchful eye on your ring and when finished announce yourself to the course designer and stay until they release you and job is finished. And bring the kids – many hands make light work at the end of the day.

Kitchen/Office Duty – check in to our lovely caterers and they will tell you what they need a hand with. They do most of the prepping of food but sometimes need a hand. It is your responsibility to deliver and collect the morning or afternoon tea baskets to all rings. If they have nothing for you to do please come in to the office and ask the Event Secretary for any running jobs or similar.

Toilet Duty – there are 2 blocks that need continual tidying and cleaning throughout the day and it is expected this is done hourly while you are on duty. In the old block there is a cleaning cupboard in the ladies room with everything in it you should need. There is extra toilet paper in the pavilion by the office door if required. There is a note in the old block with cleaning instructions that SINEC have provided. If you have any old towels that can be used as extra hand towels that you could place up and take away with you that is always appreciated. SINEC do the paper hand towels restocking. These need to be kept to a high standard please.

Packing Up of Arenas upon completion of the weekend is done by a club so this is not an available job to our helpers.