

- Barn manager:
 - Assign stalls and create stall chart to be posted.
 - Put name tags on stalls the day before move in.
 - Be available as people are arriving in case of problems.

- Center ring:
 - Decorate and set up center ring. Creative minds are welcome!

- Copy & post halter score sheets:
 - As classes finish, copy and post master halter score sheets by class.

- Copy & post sport horse in hand score sheets
 - As classes finish, copy and post master sport horse in hand score sheets by class
 - Copy individual score sheets for office copy
 - Set original score sheets out for exhibitors to pick up.

- Gate person:
 - Open and/or close gates at the beginning and end of the class and at other times as needed.
 - Use stopwatch to maintain 2 minute gate and/or 3 minute tack hold unless somebody else is doing that job. Verify who is doing the timing before the session start.

- Halter scorer:
 - Radio
 - Pencil
 - Scoresheets
 - Calculators
 - Verify who has the judges cards for the championship classes.

 - There are two halter score sheets:
 - Purebred
 - Half-Arabian/Anglo Arabian
 - Verify that class number & name, Date, Judge, and Exhibitor Number is on the top of the Individual score sheet.
 - Add up the scores directly from the halter score sheet.
 - Transfer information to the master sheet.
 - Add up grey conformation areas and place in Total Conf.
 - Place the class based on scores.
 - Break ties based on criteria at the bottom of the master score sheet.
 - Sign master score sheet.
 - At the end of each class relay placings to the announcer.
 - Champion and Reserve champions will be judged and placed by the judge, no scoring involved.

- Hospitality:
 - Make sure the judge and workers have refreshments available.
 - Fill coolers with drinks and ice (club will reimburse)
Coolers: Gate
Center ring
Show office
 - If it appears there will not be enough time for them to leave the grounds for lunch or supper, have food brought in.

- Paddock person:
 - Radio
 - Class Sheets
 - Pen/Pencil
 - Clipboard

 - Get class sheets for the session from the show office.
 - Communicate with show secretary and announcer any problems, tack holds, or horses not checked in for upcoming classes.
 - Check-in horses for upcoming classes.
 - Keep exhibitors informed of which class is in the ring by giving first, second, and third calls using class number and name unless an open card is being utilized.
 - First call when the class before them is entering the ring.
 - Second call when the class before them is reversing.
 - Third call when the class before them is called to line up.
 - Note any scratches or additions on the paddock sheet.

- Reined Cowhorse Scribe:
 - Radio
 - Pencil
 - Scoresheets

 - Make sure Event, Go-Round, Date, Judge, and Class is filled out.
 - Make sure every horse's number and name is filled out.
 - Write penalty and scores as judge says them.
 - Calculate penalty total
 - Add or subtract penalty total and score from 70 and write in "Score" box.
 - Relay score to announcer

- Ribbon person:
 - Deliver First place and Champion ribbons and awards to the center ring before the session starts unless an open card is being utilized.
 - Hand out ribbons after each class to exhibitors as they are leaving the ring.

- Ring person:
 - Radio

 - Relay judges instructions to announcer
 - Relay placings to announcer

 - Act as an aid to judge.
 - Relay judge's instructions to announcer clearly.
 - Watch for potential problems in the ring.
 - Requires standing for long lengths of time.

- Runner:
 - Fill in wherever something is needed.

- Silent Auction:
 - Set up tables for silent auction items.
 - Collect money after it ends.

- Sport horse in hand Runner:
 - Collect score sheets from the scribe and carry them to the scorers in a fast and unobtrusive manner.
 - Stand away from the judge and scribe unless collecting score sheets.

- Sport horse in hand Scribe:
 - Scoresheets
 - Pencil
 - Radio
 - Table (to lay items on)
 - Clipboard
 - Chairs

 - Must be able to listen and record the judge's comments onto the score sheet accurately and consistently
 - Verify horse number and class number on the score sheet.
 - Walk and Trot scores are written in the "Points" column.
 - All other scores are written in the "Score" column.

- Sport horse in hand score sheet handler:
 - Verify that Competition, Date, Class #, Class Name, and Judge are filled in.
 - Find correct class score sheet for horse.
 - Pass it to the scribe when the horse is presented for judging.

- Sport horse in hand Scorer/Results:
 - Radio
 - Calculators
 - Pencils
 - Horse list with age of horse

 - Individual score sheets:
 - Walk and Trot scores are multiplied by 2 and written in the “Score” column.
 - Add up the scores directly from the individual sport horse in hand sheet tests using an adding machine with a tape (preferred).
 - Transfer that information to the master score sheet.
 - Place the class using the master score sheet based on score.
 - Break ties based on criteria at the bottom of the master score sheet.
 - Write placing on individual score sheet.

 - Sport Horse In-Hand Championship:
 - Write championship class number & name.
 - Write horse #, name, score and placing on Sport horse in-hand championship class sheet for 1st and 2nd place winners of qualifying classes.
 - Champion and reserve champion must be 2 years old. Verify age with the show office if there is any question.
 - The highest score from qualifying classes is the Champion.
 - The second highest score from qualifying classes is the Reserve Champion

- Trail course designer:
 - Create trail courses based on USEF rules.
 - Provide copies of trail course to Judge, Steward, and Show Secretary for posting.
 - Be available to set the trail course, re-set the course during the class, and remove the trail course.

- Trail Horse Scribe:
 - Radio
 - Pencil
 - Score sheets
 - Clipboard

 - Make sure Show, Class, and Date is filled out.
 - Make sure every horse's draw and entry # is filled out.
 - Write penalty and scores as judge says them for each obstacle.
 - Starting score is 70.
 - After each obstacle add or subtract penalties and score and write in "Subtotal".
 - Write total penalties in "Penalties" box.
 - Write total score in "Score" box.
 - Relay score to announcer

- Working Cow Horse Scribe:
 - Radio
 - Pencil
 - Score sheets

 - Make sure Event, Go-Round, Date, Judge, and Class is filled out.
 - Make sure every horse's number and name is filled out.
 - Write penalty and run content as judge says them.
 - Add or subtract penalty and run content from 70 and write in "Score" box.
 - Relay score to announcer