



CENTRAL VERMONT DRESSAGE ASSOCIATION, INC.

Dear _____,

Thank you for agreeing to volunteer at a Central Vermont Dressage Association, Inc. schooling show. Your help is critical to the success of each show. This letter is to follow-up on our previous conversation.

I have you scheduled to volunteer for the following position:

Steward – *Your job is to get competitors into the ring in a timely, efficient manner. Keep track on the provided list of who has checked in with you/or who you have seen and cross them off once they enter the ring. You will want to alert competitors that they are next in the ring, 2 horses in front of them, or 3 horses in front of them. A competitor may be allowed to ride at an earlier time (due to scratches, etc), but cannot be made to go into the ring prior to their assigned time. Anytime you cannot find an exhibitor whose time is coming up within one or two rides, radio into the secretary's office to see if they may have scratched.*

As soon as the rider in the arena gives the final salute, the next horse and rider should proceed around the edge of the arena. Please remind all riders to stay well away from the arena while tests are in progress. If there are any schedule changes, the show office will radio out to you. You may need to pass those updates on to the judge & scribe.

You should arrive at the Green Mountain Horse Association on _____ at _____. When you arrive, please check-in at the Youth Center (the large building on the hill by the White Ring). You will be given your specific assignments and any items you will need to do your job. These shows are scheduled down to the minute, so please arrive on-time or even a bit early.

To thank you for your time and commitment, CVDA Inc. will provide you with hot/cold drinks, a ticket for lunch at the café, and a volunteer chit that is good for free classes or auditing at CVDA clinics.

If you have any questions, please contact me at _____.

Thank you and I look forward to seeing you at the show!

Sincerely,

Show Manager