

## HELPERS FORM - Show Jumping Canterbury

- To be sent in with entries or they will be declined
- Failure to turn up to do your job (or find a replacement) will result in \$80 being added to your next SJC entries
- Any notices will be sent by email prior the show, so please ensure we have your email and you check it.
- All lists will be on the wall in the Office, if you are unsure of what you are doing, please COME & CHECK!
- NO EXCEPTIONS

Rider name:.....

Your nominated helper:.....

Phone:..... Cell.....

EMAIL \*\* (Required for any notices):.....

Please email form to Gail Power  
[sjcanterbury@outlook.co.nz](mailto:sjcanterbury@outlook.co.nz)  
 or post to:  
 770 Downs Road  
 R D 6  
 RANGIORA 7476

- Tick one job below that you are able to help with over the Show (feel free to tick more than one ☺)
- Please read the "Job Descriptions" carefully so you know what is required
- Someone will contact you to confirm your offer of help (Other than setup & packup)
- SETUP people will be notified by email along with the time to be there, so please check,
- PACKUP names will also be notified by email & posted on the wall in the office
- Thank you for your co-operation, many hands make light work.

<b>SET UP:</b> We require around 15 people to do this job so please offer an alternative job you could do if necessary. (set up names will taken on a first in basis)							
<b>PACK UP:</b> All Rings - finish times can vary, so please be prepared to be late-ish at times							
<b>NO HELP:</b> A penalty fee of \$80 will be charged to anyone who does not do their rostered job							
	AM / PM	Ring 1		Ring 2		Ring 3	
<b>DAY 1</b>		AM	PM	AM	PM	AM	PM
<b>Gate:</b> All am or pm although will split into 3 time slots if possible							
<b>Writing:</b> All morning or afternoon							
<b>Ring crew:</b> If fitting in around riding, 3 hours min are required through the day, you need to be IN the ring to help & check your name off / times in the folder (located in the ring or judges box)							
<b>End of day course changes:</b> All rings							
<b>Put me anywhere:</b>							
<b>Kitchen:</b>	AM or PM						
		Ring 1		Ring 2		Ring 3	
<b>DAY 2</b>		AM	PM	AM	PM	AM	PM
<b>Gate</b>							
<b>Writing</b>							
<b>Ring crew</b>							
<b>End of day course change (Champs only)</b>							
<b>Put me anywhere</b>							
<b>Kitchen</b>	AM or PM						
		Ring 1		Ring 2		Ring 3	
<b>DAY 3 (Champs only)</b>		AM	PM	AM	PM	AM	PM
<b>Gate</b>							
<b>Writing</b>							
<b>Ring crew</b>							
<b>Put me anywhere</b>							
<b>Kitchen</b>	AM or PM						

## **JOB DESCRIPTIONS**

- If you nominate the job you prefer, in most cases you will get it but you may be asked to change jobs if we have too many people wanting to do the same one
- Although the Coordinators will always try to fit you into something else that suits where possible.
- If you are unable to do part or all of your nominated / given job, due to something unexpected, **it is your responsibility to find someone who can do it for you, please let the office know who your replacement is.**
- It requires well over 100 different jobs to run our Show Jumping & Show Hunter rings efficiently so all Canterbury Riders are required to chip in, if everyone does something then all the jobs can be covered.
- Some Families willingly do much more than their share.....please don't take advantage of these people!!

**Setting up:** You will be notified approx what time you need to be there by email, please keep an eye out for this. It will depend when the course designer arrives – but usually set up is early – mid-afternoon the day before the show.

- ***This is a good way to “preview” the courses***

**Packing up:** As the rings finish at the end of the weekend you can start packing up, you just need to keep an eye on when they finish. You can start packing up even if other rings are still going.

All the rings need to be loaded onto the appropriate trailers, and put away in the Jump Shed  
The trailers have labels attached as to what goes on them

- ***“Many hands make light work!!”***

**Gate Keeper:** Look after the gate for the duration of the am or pm classes. \* If there is no lunch break, times are approximately:

AM: Start time until 12.00pm/12.30pm (or suitable break between classes)

PM: 12-12.30pm or after the lunch break if there is one, until finished

If we get enough offering to do the gate we will split the job into 3 time slots

Instructions on how to smoothly run “Blackboard Order” will be with the blackboard provided (R2 & 3)

- ***Very important job!***

**Writer:** Be in the judges box approximately 15-20mins before the start of classes, am or pm

- ***Don't be afraid of this job, if you are with an experienced writer it's fun, and doesn't take long to pick up .... Great way to learn the rules & a great place to be if it's wet!!***

**Ring Crew:** Be in the ring to pick up rails/help change courses etc. for the duration of the am or pm classes. Also help change the course, ready for the next day.

**NB:** If you are intending to fit this in around riding, you need to do at least 3 hours actually IN THE RING, don't sit around the fence on the outside, that way you'll be noticed & you won't be accused of not turning up!

**NB:** Don't put your name down to do this then not turn up...we will have a folder in the ring (or at the judges box if it's windy/wet) with your name in it, please fill it in as to when you are there.

- ***You get to watch everyone go!***

**End of day course change:** Sunday pm @ Labour Weekend, Saturday pm @ Xmas Cracker & Friday/Saturday @ Champs. Often at the end of the day everyone disappears and the Course Designer gets left to do a major course change by himself, to get ready for the next day ☺

Keep an eye on when the last class finishes and be prepared to help do all 3 rings, this job doesn't take too long if there are 4-5 people to do it. (maybe 1 – 1.5 hours ?)

- ***This is a good option if you really can't manage anything else during the day.***

**Kitchen:** Am: 8.30am – 11.30am, preparing the morning tea baskets and lunch

Pm: 11.30 – 2.30pm lunch/ dishes & preparing pm tea baskets

- ***This job is very easy. If you are new to the sport & would like to meet some people or just like being in the kitchen, it's the one for you.***