

# SUPPORTERS GUIDE



**Volunteers, Sponsors, Vendors, and Judges are the heartbeat of our Club Days, Members Days, and Special Events.** Your willingness to step forward, contribute your time, resources, and expertise, and support the success of these occasions is deeply appreciated. It is truly invaluable. We are profoundly grateful for your dedication and commitment.

Your efforts empower our Reined Cowhorse Community, strengthen our events, and help create memorable experiences for all involved. Whether you're volunteering your time, providing essential services, offering quality products, or contributing your expertise as a Judge, you all play a pivotal role in making each event a success.

Thank you for making a meaningful difference and for helping us build lasting memories within this vibrant community.

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## Show Boss / Arena Director – Role Description

The Show Boss (also known as the Arena Director) is key to the smooth running of a reined cow horse event. This role ensures everything runs seamlessly, supporting the flow, safety, and professionalism of the competition.

The Show Boss is responsible for keeping the event on track, coordinating riders, and ensuring each run starts on time and under the best conditions. They work closely with the Judges, announcers, scribes, gate crew, and cattle handlers to keep communication flowing and address any issues that come up.

This role also involves overseeing the arena's condition, making sure the cattle are ready, and managing transitions between classes. The Show Boss ensures that everything is set and in place before each horse and rider enters the arena. They stay on top of timing, safety, and fairness throughout the day, making quick decisions as needed to keep the event running smoothly.

With their leadership, the Show Boss ensures that competitors have a professional and enjoyable experience, spectators are engaged, and the event maintains its high standards and reputation for excellence.

## Office Manager – Role Description

The Office Manager is a vital part of the smooth running of a reined cow horse event, ensuring all office operations are handled efficiently, professionally, and accurately. This role is key in providing timely information, keeping records well organised, and maintaining clear communication from the pre-show setup right through to the post-show wrap-up.

### Primary Responsibilities:

- **Competitor Check-In & Communication:** Welcomes riders, confirms their entries, hands out back numbers, and answers any questions about the schedule, classes, rules, or results.
- **Entry Management:** Oversees the processing of entries, scratches, class changes, and additions, working closely with show secretaries and announcers to keep everything accurate and up to date.
- **Record Keeping & Scoring Support:** Helps manage score sheets, verifies results, and prepares the necessary documentation for payouts, awards, and official reporting.
- **Liaison Role:** Acts as a point of contact between competitors, show management, announcers, and other team members to keep everyone informed and help resolve any administrative issues that may arise.

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## Judge – Role Description

The Judge plays a key role in ensuring the fairness, integrity, and professionalism of a reined cow horse event. As an impartial decision-maker, the Judge is responsible for evaluating competitors' performances based on the established rules, criteria, and standards of the sport. This role requires a solid understanding of reined cow horse techniques, a keen eye for detail, and the ability to make clear, objective assessments.

The decisions made by the Judge directly affect the competition outcomes and help maintain the credibility and respect of the event.

### Primary Responsibilities:

- **Evaluate Competitor Performances:** Assess each competitor's ride, looking at key technical elements such as the reining pattern, cow work, and overall performance. Judges score runs according to event guidelines, focusing on the accuracy, fluidity, and precision of each rider's execution.
- **Adhere to Event Rules:** Ensure competitors follow the rules and guidelines of the event, maintaining fairness and consistency throughout the competition.
- **Maintain Impartiality:** Make decisions without bias, ensuring each competitor is Judged purely on the quality of their performance and adherence to the rules.
- **Collaborate with Other Judges:** In events with multiple Judges, work together to ensure consistency in scoring and to address any questions or concerns about rule interpretations.

The Judge's role is central to upholding the integrity of the event, ensuring competitors have a fair chance to shine, and contributing to the overall professionalism of the competition.

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## Judge's Steward – Role Description

The Judge's Steward plays a key role in supporting the Judge and ensuring the judging process runs smoothly, efficiently, and without distractions. This position is essential in maintaining the integrity and flow of the event by assisting with logistics and communication, ensuring the Judge has everything they need.

Working closely with the Judge, Show Boss, and show management, the Judge's Steward helps uphold the high standard of professionalism expected at a reined cow horse competition.

### Primary Responsibilities:

- **Support for the Judge:** Make sure the Judge has everything they need throughout the event, such as water, shade, meals, or breaks. Any requests are communicated to show management as required.
- **Maintaining Focus:** Help manage the Judge's area by minimising interruptions and ensuring only authorised individuals approach while active judging is taking place.
- **Communication Relay:** Act as a go-between for the Judge, Show Boss, or announcer, relaying updates, questions, or any issues that need attention.
- **Logistics Assistance:** Assist with setting up and clearing the Judge's station, ensuring the area stays organised and comfortable throughout the day.
- **Professional Presence:** Represent the show with professionalism, discretion, and respect, maintaining confidentiality about judging decisions and communications.

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## Gate Marshall – Role Description

The Gate Marshall is a key member of the team, responsible for managing the flow of horses and riders in and out of the arena during a reined cow horse event. Positioned at the in-gate, the Gate Marshall plays a key role in ensuring that competitors are ready, runs stay on schedule, and safety is maintained at all times.

### Primary Responsibilities:

- **Manage Arena Entry & Exit:** Control the movement of competitors and horses into and out of the arena, ensuring each rider is ready to enter promptly when called.
- **Maintain Schedule Flow:** Work closely with the Judges Steward, Show Boss, and announcer to ensure the run order and timing stay aligned, minimising delays between riders.
- **Coordinate with Warm-Up Areas:** Communicate with riders and trainers to ensure they are aware of their position in the draw and are ready when needed.
- **Prioritise Safety:** Maintain a safe and orderly in-gate area, preventing congestion or confusion and ensuring horses exit the arena calmly and efficiently.
- **Professional Interaction:** Serve as a friendly and respectful point of contact for competitors, providing guidance and information in a supportive manner.

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## Ribbon Runner – Role Description

The Ribbon Runner plays a fun and rewarding role in the presentation of awards at a reined cow horse event. This team member is responsible for delivering ribbons and/or prizes to competitors promptly and accurately following each class or division.

As one of the visible faces of the event, the Ribbon Runner helps celebrate the achievements of riders, adds to the positive atmosphere, and supports the efficiency of awards distribution.

### Primary Responsibilities:

- **Awards Delivery:** Collect ribbons, prizes, or awards from the office or awards coordinator and deliver them to competitors in the arena or designated award area.
- **Support Presentation Moments:** Assist during official award presentations or photo opportunities, ensuring smooth transitions and professional presentation.
- **Maintain Professionalism:** Present awards with a friendly, respectful demeanor and contribute to the celebratory tone of the event.
- **Assist as Needed:** Help with organising ribbons before classes, returning unused awards to the office, or supporting other show functions when award distribution is not active.

## Arena Drag Operator – Role Description

The **Arena Drag Operator** plays an essential role in maintaining the optimal condition of the competition arena throughout the duration of a reined cow horse event.

The Arena Drag Operator works closely with the Show Boss, Gate Marshall, and cattle crew to ensure that the arena is prepared for every run and that any necessary adjustments are made quickly and efficiently.

### Primary Responsibilities:

- **Arena Preparation:** Operates the arena drag (or similar equipment) to smooth and level the arena surface between runs as determined by the Show Boss.
- **Coordinate with Show Management:** Works closely with the Show Boss and other event officials to make sure the drag schedule is followed and the arena is ready on time for each class.

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## Cattle Return Rider – Role Description

The **Cattle Return Rider** plays a key role in ensuring the smooth and efficient flow of cattle during a reined cow horse event. Positioned immediately after a competitor completes their run, the Cattle Return Rider is responsible for retrieving the cattle from the arena and safely guiding them back to the holding pens or appropriate location for the next round of competition.

### Primary Responsibilities:

- **Retrieve Cattle After Runs:** Immediately following a competitor's run, the Cattle Return Rider moves quickly to gather the cattle and direct them back to the designated holding area or next station.
- **Ensure Cattle Safety:** Ensures the cattle are handled safely and calmly, preventing any stress or harm to the animals as they are guided out of the arena.
- **Coordinate with Cattle Crew:** Communicates effectively with the cattle crew, ensuring the proper number of cattle are in place for each run and that any issues regarding cattle movement are promptly addressed.
- **Professional Interaction with Competitors:** May assist competitors by directing them to the appropriate location post-run or providing guidance on where to exit the arena.



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## Show Photographer – Role Description

The **Show Photographer** plays an important role in capturing the essence and excitement of a reined cow horse event. This position involves documenting the competition by taking high quality photos of riders, horses, and key moments throughout the event, contributing to the visual history of the competition and providing lasting memories for participants and spectators alike.

The Show Photographer works closely with event organisers, competitors, and media personnel, helping to showcase the sport and its participants in a professional and artistic way.

### Primary Responsibilities:

- **Capture Key Moments:** Take high quality photos of competitors during various parts of the event, including action shots in the arena, prize ceremonies, and candid moments backstage or in warm-up areas.
- **Work with Competitors:** Collaborate with competitors to take individual or group photos if requested, assisting in positioning horses and riders for the best shots.
- **Coordinate with Event Management:** Stay in close communication with the Show Boss and event staff to ensure awareness of schedule changes or special moments that should be documented.
- **Provide Photos for Sale or Media Use:** Depending on event protocol, offer prints, digital images, or packages for sale to competitors and spectators, often working with event organisers to ensure accessibility.
- **Maintain Professionalism:** Represent the event with a professional demeanor, ensuring photos are taken respectfully, with attention to the privacy of individuals and the integrity of the competition.
- **Post-Event Image Delivery:** Edit and organize photos for distribution, ensuring they are available to participants and event organisers as quickly as possible after the event.

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## Food Vendor – Role Description

The Food Vendor plays an essential role in ensuring that participants, spectators, and staff are well nourished and refreshed throughout a reined cow horse event.

Working in a busy, fast-paced environment, the Food Vendor is responsible for maintaining high standards of service, food quality, and safety, all while contributing to the overall event atmosphere.

### Primary Responsibilities:

- **Provide Food & Beverages:** Offer a variety of meals, snacks, and drinks to cater to the needs of event attendees, ensuring there are options for different dietary preferences and requirements.
- **Maintain Food Safety & Cleanliness:** Ensure that all food safety guidelines are followed, including proper handling, storage, and preparation of food. Keep the vending area clean, organised, and presentable at all times.
- **Customer Service:** Offer friendly and efficient service to event participants, competitors, and spectators, helping to create a welcoming atmosphere. Address any customer concerns or special requests promptly and professionally.
- **Coordinate with Event Management:** Work closely with event organisers to ensure that your food offerings align with the event's schedule, ensuring food is available during peak times and that operations run smoothly.
- **Set-Up and Break-Down:** Arrive early to set up your booth or food truck before the event starts and stay through the duration of the event. At the end, assist with cleaning and breaking down the vendor area.

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## Sponsors – Role Description

Sponsors play a vital role in the success of a reined cow horse event, contributing essential financial support, resources, and visibility to ensure the event runs smoothly and reaches its fullest potential. As key partners, sponsors help elevate the competition, enhance the experience for participants and spectators, and promote their brand within the western equestrian community.

Through their involvement, sponsors demonstrate a commitment to the sport, its athletes, and the broader equestrian industry, fostering goodwill and strengthening their brand's presence within the community.

### Primary Responsibilities:

- **Financial or In-Kind Support:** Provide financial contributions or in-kind donations (such as prizes, equipment, or services) to help cover the costs of organizing the event, including venue, equipment, prizes, and administrative expenses.
- **Promotional Opportunities:** Benefit from prominent brand visibility through event signage, marketing materials, and media coverage. Sponsors are often featured in event programs, websites, social media campaigns, and announcements.
- **Brand Representation:** Represent their brand professionally throughout the event, maintaining a strong and positive presence both in person and through marketing materials. This may include having a booth or display area, interacting with attendees, or hosting special activities.
- **Collaboration with Event Organisers:** Work closely with event organisers to ensure that their branding, products, or services are effectively integrated into the event. Sponsors may assist in providing feedback or ideas on how to maximize their involvement.