

IN GATE/RIBBONS

Thanks for volunteering! We can't run the show without you.

As always if you have questions we are always willing to help, if you want to shadow or team up with others that works too.

So your interested in helping with the In Gate or Ribbons? That's awesome!

These jobs are a great place to watch the classes. And you can be there to help your child.

It's important to understand that we've worked hard to fine tune and improve the efficiency of every job over the course of years of experience in the program. If you have an idea on how to further improve things we'd love your input, however, please do not make changes on your own while working. Approach one of the Exec board and discuss your ideas, we will see if it is something we can try, but be aware that we may have already tried it :)

In Gate duties:

- You'll have a clipboard with an in gate list of number for each class, check off riders for the next class while the class before is in the ring so they are ready to go in as soon as the gate opens
 - For Bareback you'll need to write down on the in gate sheet what seat every kid is riding: Saddle Seat, Stock Seat or Hunt Seat.
- You may be asked to "pre load"; this means you have the riders for class "B" enter the arena and line up along the rail as soon as the riders in class "A" have lined up in front of the judge at the end of their class.
- Riders are not allowed to delay entry of a class to "check the pattern" they should have done that before
- If you have riders that have not shown up as the class gets closer let the announcer know.
 - Do not contact the announcer while they are speaking
- Do not go searching for riders, they should come to you, they're looking for that clip board to identify you as the In Gate
- Do not wander around, then the riders can't find you to check in, stay relatively close to the in gate
- Keep all papers, let the show secretary decide what can be thrown away
 - Periodically your forms will either be picked up by a member of the office staff or return all your papers to the office at the end of your shift
 - Do not set them somewhere or throw them away
- Open the gate to let riders in and out and close the gate for the class

- The gate must always be closed for the class
- Once the gate is closed no late arrivals may enter
- If a pattern class like Reining or Medals, you'll have the riders enter in order and tell the Judge or ring steward the riders number that is entering.
 - Each rider enters and competes one at a time
 - For Medals the judge may have them all enter and line up but that is at judges discretion.

Ribbon duties:

This is a relatively simple job but it still has some very important info that you need to know

- DANISH RIBBONS: are the flat ribbons with the string, they are red, white or blue
- ROSETTES: are the ribbons with the ruffled circle at the top, they are labeled and color coded 1st place through 8th place, this is printed on the ribbon
- When the In Gate person opens the gate at the end of the class you can take the ribbons and step into the arena.
- Your job is to hand out ribbons as the riders exit the arena
 - Come into the arena a little bit to prevent clogging the gate
 - If a horse is having a hard time riders will often ask you to give their ribbon to someone else
 - Riders must pick up their ribbons at the gate, not in the office.
 - If they don't want their ribbon there is a box at the office they can drop their ribbon in to donate it back to the program.
- You do not award anything for Medals classes
 - They find the medals chair to receive their medal after the class, once it's verified
- We announce non placing riders first (danish standings), then when placings start; last place first, and first place last so they should exit in that order
 - If you get lost the riders usually know what placing they received.
 - In "non-novice" classes NO DANISH ribbons are handed out, they are just announced
- Novice riders ONLY GET danish (flat) ribbons, do not give them rosettes
 - They do not announce placings for Novice riders