



RUNNERS





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Functions



- **A Runner's main duty is to collect test score sheets from the Scribes and carry them to the Scorers (usually in the Show Office) quickly and unobtrusively.**
- **Runners might also be asked to assist in extending hospitality to their assigned Judge and to carry messages at the discretion of their Ring Steward or the Volunteer Coordinator.**
- **While this may be a volunteer's first show job, it is still an important one. You contribute to the impression the PVDA makes on the riders and show officials.**
- **You are also a key person whose timeliness determines the speed at which scores are posted.**



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Attributes and Skills



- **Able to walk quickly if needed and stand patiently for periods of time**
 - It is right to let a reasonable number of tests collect before you go to the judge's box – you don't want to go after every ride, or let the scorers stand idle, but find a balance.
 - If you are not sure, ask the scorers and ring steward for advice.
- **Cheerful, polite and serious about their work**
 - Like all volunteers – you represent the PVDA and our sport and must be:
 - Polite even if people are tense or abrupt to you
 - Cheerful, even if the day is hot or cold or the demands are hard.
 - There will be times when you can watch the show or socialize with your friends/fellow runners while waiting for opportunity to collect tests, but you must not forget that you are working.
 - You must be willing to separate from fellow runners when necessary for the good of the show, even if they are your best friend.
- **Discreet**
 - At no time should a runner look at any tests they are asked to carry,
 - Give anyone other than the scorers a look at the tests, or
 - Make ANY remark about any horse or rider in the competition including, but not limited to, any background information about the horse, rider or trainer.



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How to Prepare



- **Arrive 15 minutes early and report to the Volunteer Coordinator.**
- **Dress neatly but appropriately for the weather**
 - Comfortable hard closed-toe shoes, long pants or chinos and a T shirt or polo shirt for summer/ and layers for spring/fall and winter.
 - A cap or brimmed hat that will not blow away easily for summer and warm cap and gloves for winter are good ideas.
 - While your Volunteer Coordinator will try to provide sunscreen and bug spray, there is never enough and it is a good idea to bring your own.
- **Know what ring you are assigned to and report to the steward on time.**



RUNNERS *Standards*



- A runner may be asked to stay at his/her assigned work area until relieved. A chair should be available for you, and you may ask for one, as well as some form of shade where needed, but any tent or chair should be set up and kept 20 meters from the competition area.
- When collecting tests from the scribe, the runner should walk quietly to the judge's stand after the horse in the arena finishes the final salute and leaves the arena. The runner should not speak to the judge or scribe if they are still commenting on the preceding ride.
- The scribe or judge may ask for coffee, water, snacks, pencils, etc. to be brought back to the judge and scribe. Do this while waiting for rides to finish. NEVER interrupt the judge or scribe while there is a test in progress!



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Standards, cont'd.

- When running errands, listen for requests on your walkie-talkie, indicate who will be responding (use your name) and be sure you understand your errand and how to get there. Use a map at the larger venues and go in pairs for safety when possible. Return to your duty station immediately after finishing your errand.
- Ask for breaks if you need one, but try to plan this so that you can get your job done too. If you are cold, thirsty, or hurt in any way, tell your Ring Steward immediately – we care about you but need to know so we can address the situation.
- If you are uncertain of your duties, or feel unsafe or unsure about anything, see your Ring Steward or ask your Volunteer Coordinator, in that order.
- **RUNNERS – WE LOVE YOU!!!**