

Combined Training Day Volunteer Roster - important information, please read

Sunday 9 August, 2015

Wyena has traditionally run very successful events over many years. The success of these events is based on all members going above and beyond with regard to the contribution they make towards the running of the events. When you join Wyena you agree to help at both rallies and events - it's a requirement of membership of the club. Without the help of our members, we quite simply can't run events. If you are new to the club and unsure of how you can help and what needs to be done - please come and ask someone in the office - Karen or Jaynia will be able to point you in the right direction. **THANKS FOR YOUR HELP - IF WE ALL PITCH IN, WE WILL HAVE A GREAT EVENT FOR OUR KIDS!**

During the event - all of us will be extremely busy - please be proactive, turn up on time for your duty & please ask us if you need any help.

***If your family has been left off the roster, don't just assume that you have no duty to do, please let Karen know - all families need to help.**

SET UP MORNING - FRIDAY 7 AUGUST - AM - to confirm time call Sam O'Donnell 0410 476 801

Jobs to be done: collect dressage arena from Donvale PC
set up show jumping arena
set up office
set up canteen

organise dressage & SJ judge folders
harrowing of all other arenas
food preparation
set up dressage arenas (Ring 2A & 2B)

SET UP MORNING - SATURDAY 8 AUGUST - 10.00AM - all families are expected to help with set up.

Jobs to be done: set up dressage arena (Ring 1)
set up marquee for gear checkers
place rubbish bins around the grounds
clean up club house, sweep, mop, toilets, etc
last minute whipper snipper, etc to tidy grounds

put up Wyena banners
check gas bottles for bbq
put up bunting
set up chairs around club house

END OF DAY PACK UP - all families are expected to stay until the end of the day to help pack up.

Jobs to be done: pull down banners and pack away in club house
pack up and put away dressage arenas
clean bbq and all utensils used in the canteen
clear up club house, sweep, mop, toilets, etc
pack away chairs placed around club house back into the cage
pick up any rubbish left around the grounds and put bins out to be emptied

pack up show jumps back into the cage
pull down bunting and put in cage
pack up marquee used for gear check

PLEASE CHECK WITH SOMEONE IN THE OFFICE BEFORE LEAVING TO MAKE SURE THAT PACK UP HAS BEEN COMPLETED.

PLEASE MAKE SURE THAT YOU COMPLETE YOUR DUTY - NOT TURNING UP OR ARRIVING LATE IS NOT OK

IF YOU DON'T KNOW WHAT YOUR DUTY IS OR HOW TO DO IT - COME AND ASK US - WE'RE HAPPY TO HELP YOU

CHECK THE ROSTER BELOW CAREFULLY -

MOST FAMILIES WILL HAVE MORE THAN ONE JOB, SO PLEASE CHECK THE ENTIRE ROSTER.

Roster for Combined Training Day 10 August, 2014

NAME	DUTY	AREA	SHIFT 1	SHIFT 2	SIGNATURE
Sam O'Donnell	Canteen		7.00 - end		
David Knipe	Canteen		7.00-end		
Nikki Knipe	Canteen		7.00 - end		
Nikki's Mum	Canteen		10.00 - end		
Sam's Mum	Canteen			11.00-end	
Tim Puckey	Parking		6.15 - end		
Mal Buttress	Parking		6.30 - end		
Peter Hoskins	Parking		6.45 - 10.00		
Matthew Callahan	Parking		7.00 - 11.00		
Michael Inge	Parking		7.00-11.00		
Aneeta Abzatz	Gear Check	Gear Check	7:30 - 12.00		
Jaynia Inge	Gear Check	Gear Check	7:30 - 12.00		
Erin Phillips	Gear Check	Gear Check	7:30 - end	*Erin to help when she can in btw riding times	
Nicole Hiney	Gear Check	Gear Check		12.00 - end	
Kathy Wain	Gear Check	Gear Check		12.00 - end	
Karen Luke	Ring Time Announcer	Office	Microphone	7.30 - end	
Helen Simmons	Scoring	Office	8.00 - end		
Ronda Puckey	Scoring	Office	8.00 - 1.00		
Deb Sedgwick	Scoring	Office		1.00 - end	
Jan Dear	Scoring	Office	10.00 - end		
Amanda Hoskins	Score Collecting	Office	9.00-end		
Jaynia Inge	Office	Office	7.00-end		
Karen Luke	Event Co-ordinator	Office	7.00 - end		
Debbie Turpin	Office	Office	9.00 - 11.00		
Amanda Hoskins	Raffle Co-ordinator	Office	9.00-2.00		
Sophie/Nicola/Alice	Raffle ticket seller	Office	10.00-2.00		

NAME	DUTY	AREA	SHIFT 1	SHIFT 2	SIGNATURE
Robina Stevens	Penciller	Ring 1	8.00 - 12.30		
Debbie Turpin	Penciller	Ring 1		12.00 - end	
Robert Wain	Marshall	Ring 1	8.00-12.30**		
Albert Solarino	Marshall	Ring 1		12.00 - end	

Danielle Buttress	Penciller	Ring 2A	8.00-12.30		
Kate Callahan	Penciller	Ring 2A		12.30-end	
Bianca South	Penciller	Ring 2B	8.00 - end		
Heidi Williams	Gate Marshall	Ring 2 -	8.00 - 12.00		
Carlee/Annelise/Zara	Gate Marshall	Ring 2 -		12.00 - end	

Mark Hiney	Crash Crew	Ring 3 SJ	9.45 - 2.00		
Mackenzie/Bella/Charlize	Crash Crew	Ring 3 SJ		2.00 - end	
Tori/Emma/Hannah	Crash Crew	Ring 3 SJ		2.00 - end	
Kristen Dilley	Penciller	Ring 3 SJ	9.45- end		
Pam Cormick	Gate Marshall	Ring 3 SJ	9.45 - 1.00		
Paige/Sheridyn/Katie S	Gate Marshall	Ring 3 SJ		1.00 - end	

John Potter	Warm up ring	Ring 4	7.30- 11.00		
Andrew South	Warm up ring	Ring 4		11.00 - end	
Jayne Dilley	Score Collecting	First Aid	All day		

** NB Change over times for pencillers will depend on Section times
