



## **MADEC Rally Helper Duties**

### **Rally Set Up**

This will usually occur on the afternoon prior to the rally. If we have both dressage and showjumping scheduled, then we need as many members as possible to volunteer for this please. The rally coordinator will have the trailers out and direct you to how everything is to be set up. You just need to rock up and lend some muscle.

### **Morning/Afternoon Tea for the Instructor**

Bring something yummy for the instructor and make sure they get it. Offer them tea, coffee and water. You may need to check for any dietary requirements prior. Some of our members have been bringing enough to feed our army, and while that is greatly appreciated it isn't necessary. (We do love you for it though!)

### **Poo Patrol**

2 positions AM and PM

Wheelbarrows will be placed on the arena and on the terrace. Every member is asked to pick up poo and place it in the wheelbarrows. (See a poo pick it up, all day you'll have good luck). The poo patrol people will **empty the wheelbarrows** and check for any missed poos. PM patrol please carefully check the arena for any poos before it is raked and return the wheelbarrows to the MADEC shed.

### **Lunch Set Up**

If the weather is okay bring out a heap of chairs and the small table from the Club Rooms. If it is inclement set the chairs up inside. The rally coordinator will bring lunch ingredients. Just prior to lunch time, please put them out on plates in an enticing way (hopefully if you've volunteered you have some culinary skills) and get out anything else you think we need for lunch.

### **Lunch Pack Up**

Do the opposite. Pack everything away, wash any dishes, distribute any leftovers to those most in need (that means those of us with zero culinary skills), take any rubbish over to the skip, and sweep the floor.

### **Cleaning the Toilets**

MADEC will supply the cleaning products, give them a COVID clean (toilets and vanities) and write the time and your details on the sheet stuck to the wall next to the vanities. Please clean them towards the end of the rally.

### **Rally Pack Up**

At the end of the rally assist with packing up the dressage arena and/or showjumps. If you have managed to take your horse home and have your car available hook it up to the trailer and park it back in the shed.

### **Rake the Arena**

Once everything is packed up, use the rake thingy located in the camp to rake the arena. You will need to tow it! Please put it away facing the arena so that it is ready to be used again.

### **Rally Coordinator**

Liaise with the Instructor. Take entries and complete the draw. Point of contact for members. Coordinate set up. Open the gates, toilets, and club rooms, turn on the water pump. Meet and greet the Instructor and ensure they have everything they need. Organise lunch. Coordinate pack up. Ensure everything is away and the grounds are in the condition we found them in. Turn off the pump, lock the club rooms, toilet, and gate. As you can see the rally coordinator has a huge job and that is why we share it around amongst committee members. Help them in any way you can, and they will really appreciate it!