

**AERC NATIONAL CHAMPIONSHIP  
RIDE 2003  
RED ROCK RIDE 100/50/30  
VOLUNTEER JOB DESCRIPTIONS**



National Championship 100 mile ride  
Oct. 10 / 50 mile ride Oct. 12

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Red Rock Ride 100/50/30 mile ride July 5

**CONTACTS**

Carol Hoeft - Ride Manager  
165 Horseshoe Circle, Reno, NV 89506  
775-969-3351, fax 775-969-3620, email Ess3x@aol.com

Cindy Robinson - Ride Secretary  
14360 Rancho Dr., Reno, NV 89506  
775-969-3137, fax 775-969-3137, email CRobin9497@aol.com

Ruth Ambrose - Trail Manager  
16200 Red Rock Rd., Reno, NV 89506  
775-969-3645, email [greyhorserider@hotmail.com](mailto:greyhorserider@hotmail.com)

All volunteers will receive a special ride tee-shirt,  
meal and many, many thanks!!!

Visit our website for more  
information...[www.aerc.org/nc2003/default.html](http://www.aerc.org/nc2003/default.html)

**AERC NATIONAL CHAMPIONSHIP RIDE 2003**  
**RED ROCK RIDE**  
**VOLUNTEER JOB DESCRIPTIONS**

1. **Trail Manager** - must have knowledge of trail marking system, trail course.  
People with dirt bikes, quads and/or horses needed to work on trail.
  - A. **Trail markers** - several days before the ride
  - B. **Trail unmarkers** - day after the ride
  - C. **Check trail markings**, fix if needed - day before 100 mi. and day before 50 mi. ride
  - D. **Glow stick hangers** - a.m. prior to start of 100 and p.m. prior to dark
  - E. **Spotters** - people to be at key locations on trail to account for all riders and ensure no cheating.  
Will have cell phone or radio
2. **Camp and Parking**
  - A. **Greeters** - hand out info packs
  - B. **Camp parking area attendants** - guide rigs to ensure organization
  - C. **Camp security** - stay in camp and look out for peoples' belongings and horses while gone.  
We may need people available for about a week
  - D. **Vet check parking attendants** - guide and direct crew and staff parking at vet check
3. **Water Patrol**
  - A. Fill and re-fill troughs on trail and camp
  - B. Pick up troughs after ride
4. **Drivers**
  - A. For crewless riders, must have pick-up truck, transport crew bags to vet checks and back to camp
  - B. For pulled horses to return to camp. Must have truck and stock trailer.
  - C. Mark off and number designated areas for crews at camp and vet checks
  - D. For unexpected runs to town
5. **Hospitality Manager**
  - A. **Hospitality workers** - for workers and riders.
    - 1) Make sure they have ice, water, drinks and food taken out to the vet checks. Asking vets and workers who cannot get away, if they want food or drinks and serving them.
    - 2) Set up a hospitality area at camp and vet checks.
    - 3) Have coffee in the morning for vets
    - 4) Keep clean and picked up - camp and showers area
    - 5) Run errands for management
6. **Banquet Manager and Helpers**
  - A. Help caterer with set-up and arrangement of tables and chairs
  - B. Take meal tickets

- C. Make a flow of traffic
- 7. **Tent Manager**
  - A. Confirm delivery order for tables and chairs
  - B. Have vendor tables set up
  - C. Organize tables and chairs for catered meals
  - D. Make and/or display sponsor signs
  - E. Assist vendors with set up
- 8. **Media Coverage/Public Relations Manager**
  - A. Notify local newspapers, radio, TV
  - B. Make sure of EN magazine coverage
- 9. **Entertainment and Music**
  - A. Arrange entertainment
  - B. Set up sound system and microphones for awards ceremony
  - C. Arrange and play the start and finish line music
  - D. Arrange and play music for banquet
- 10. **Communication Manager** - set up lines of communication, work with photographer for web photos
  - A. **Cell phone/radio people** - trail spotters, camp and vet checks
- 11. **Medical Personnel**
  - A. Assist and aid any riders hurt or in distress
- 12. **Vet Secretaries**
  - A. Have pens and clip boards
  - B. Record for vet, stay with same vet throughout the day
- 13. **Ride Secretary**
  - A. Will be in charge of sign ups and money
  - B. Help calculate score sheets
- 14. **Vet Check Manager**
  - A. Mark off vet check areas with poles, flags, chalk
  - B. Canopies/tents for vets
  - C. Keep track of, gather, hand out heart rate monitors
  - D. Supply extra pens, vet cards, clip boards
- 14. **Tote (Leader) Boards Manager**
  - A. List arrival and departure times of all riders by weight divisions
  - B. Move the boards and markers from check to check
- 15. **Timers**
  - A. **In (Gate) timers** - records time and # of horse as he enters the gate and on master time sheet
  - B. **P/R timers** - calls out time to pulse taker
  - C. **Assistant timers** - to mark cards when riders arrive, help keep flow organized
  - D. **Out timers** - records the time and # of horse as he leaves the gate
- 16. **Pulse Takers and Recorders**
  - A. Pens, heartrate monitors or stethoscopes
  - B. Takes horses' pulses
  - C. Record pulses and times
  - D. Help keep flow organized

**17. Finish Line Help**

- A. Record time and horse # on card and master sheet
- B. Weigh all riders
- C. Run results to ride secretary, computer person and tote board persons

**18. Winners Circle Manager and Helpers**

- A. Set up Winners Circle
- B. Assist photographers
- C. Take down set and props

**19. Photographers**

- A. Take photo of each finishing rider/horse

**20. Sponsor and Vendor Manager**

**21. Computer Person**

**22. Digital Photographer/Website**

**23. Awards**

**24. Road Crew** - set up Red Rock Rd. horse crossing signs; water and drag Chuckwagon Rd.

**25. Clean up Crew** - the party's over!