

Working Equitation Yarra Valley Inc.



☺ - RALLY DUTY - ☺

WHAT TO BRING

- **Rally Plan** - Bring a copy of the rally plan so you know who is booked in when
- **Milk** - Please bring 1-2 litres of milk
- **Morning or afternoon tea** - either a fruit plate, a sweet plate or cheese & nibbles
- **Emergency info** - The rider's emergency contacts are included on the rally plan. Please carry a mobile phone with you, and know the exact address of the venue in case of an emergency.

WHAT TO DO

If you are on morning duty

- Arrive half an hour before the first lesson starts
- Set up kitchen with tea & coffee making facilities (plastic tubs marked WEYV)
- Welcome riders and new members
- Locate easy access to WEYV First Aid kits in storage stable (both horse & human)
- Help instructor to set up Arena or Obstacles – as required
- Put out poo scoop / barrows and show members where to empty
- Offer the instructor a hot or cold drink, with some morning tea
- Check that gates to the main carpark remain closed (in case a horse gets loose)

If you are on afternoon duty

- Please offer the instructor a hot or cold drink, with some afternoon tea
- Be available to stay for at least half an hour after the last lesson finishes
- Check that gates to the main carpark remain closed (in case a horse gets loose)
- Clean up kitchen area & pack up tea & coffee in WEYV plastic tubs.
- Help instructor to pack up Arena or Obstacles – as required
- Sweep the viewing area and entrance to the kitchen / lounge area
- Vacuum the Kitchen / Lounge area at the end of the day
- Ensure all poo/hay is picked up and barrows emptied
- Ensure all areas used are left tidy & clean, lights off, and nothing left behind.

SETTING UP OBSTACLES

Please arrive on time to help the instructor put out the obstacles. There should be minimal heavy lifting required, but ensure you seek help for heavy or awkward obstacles. The instructor / committee member will advise how to set up the obstacles or give you a plan of how to set up the arena.

Thank you for your help and your support
