

## **Working Equitation Yarra Valley Rally Duty Emzara 2024-11-26**

Before the day get in touch with the other person sharing duty and liaise re what to bring.

### What To Bring:

Rally plan – a copy of the rally plan that has been sent to you from rally coordinator

Milk – 1 litre Morning or afternoon tea: fruit plate, sweet plate or cheese and nibbles

EMERGENCY INFORMATION; Riders emergency contacts are included on the rally plan and the exact address of the venue is also on the rally plan. Please carry a mobile phone with you.

### What to do

#### If you are on morning duty

Arrive half an hour before first lesson starts

Welcome new members

Set up kitchen with tea and coffee making facilities (plastic tubs marked WEYV in mezzanine storage)

Locate WEYV first Aid kits, both horse and human, at bottom of stairs (plastic tubs marked in mezzanine storage )

If required help instructor move Obstacles

Offer instructor a hot or cold drink with some morning tea

Check that gates to the main car park remain closed in case a horse gets loose. Gates can be viewed from inside arena seating area.

Pick up poo from arena during lessons and replace obstacles for instructor as required.

#### If you are on afternoon rally duty:

Be available to stay for at least half an hour after the last lesson finishes

Please offer the instructor a hot or cold drink and some afternoon tea

Check that gates to the car park remain closed in case a horse gets loose. Gates can be viewed from inside arena seating area.

Clean up kitchen area and pack up tea and coffee in WEYV plastic tubs return them to storage stable.

Sweep the viewing area and stairs

Ensure all poo /hay is picked up and yards are clean.

Ensure all areas in viewing gallery are left tidy and clean, remove milk from fridge, lights off, hot wash water off, nothing left behind.

Pack up obstacles put away in stable area.

NB: The obstacles, first aid kits and kitchen are often set up the night before rally but you may need to help the instructor if they decide to move obstacles.

There will be two people on each rally duty and usually plenty of other people around to help especially at pack up time. If you are not sure about where things go or what to do just ask a committee member.

## Rally Duty Check list:

### MORNING

- Rally plan and mobile phone
- First aid kits, horse and human; medical information located
- Set up tea and coffee
- Gates to car park closed
- Instructor drink and morning tea
- Pick up poo from arena, replace obstacles for instructor

### AFTERNOON

- Rally plan and mobile phone
- Gates to car park closed
- Instructor afternoon tea
- Kitchen clean
- Tea coffee packed away into plastic tub and returned to storage stable
- Milk removed from fridge
- Viewing area and stairs swept
- All yards clean of poo/hay
- All lights off, hot water off

