

# Working Equitation Yarra Valley Inc. Rally Duty

## **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

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

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

If required help instructor move Obstacles

Offer instructor a hot or cold drink with some morning tea

Check that poo scoopers and barrows are placed near yards; tie up area, and arena entrance. Show members where to empty these, that is in the compost area around the back of the stables.

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

Sweep the viewing area and entrance to the kitchen/lounge

Vacuum the kitchen /lounge area at the end of the day

Ensure all poo /hay is picked up and all barrows are emptied, some members may need reminding to clean their yards.

Ensure all areas in kitchen /lounge are left tidy and clean, empty kitchen rubbish bin, remove milk from fridge, lights off, nothing left behind.

NB: The obstacles, first aid kits and kitchen are usually 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
- Kitchen set up tea and coffee
- First aid kits, medical information located
- Barrows with poo scoopers at yards
- Barrows with poo scooper at tie up area
- Gates to carpark closed
- Instructor morning tea

### **AFTERNOON**

- Rally plan and mobile phone
- Gates to carpark closed
- Instructor afternoon tea
- Kitchen clean
- Tea coffee packed away into plastic tub and returned to storage stable
- Kitchen rubbish bin emptied
- Milk removed from fridge
- Kitchen /lounge area vacuumed
- Viewing area and entrance swept
- All yards clean of poo/hay
- All barrows emptied
- All lights off
- Kitchen door locked/ key left in door