Guidance for Volunteers

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GLEBE ESTATE
CARRIAGE DRIVING CLUB

The club organises a wide range of events so each different kind of event has different roles for volunteers we hope you enjoy trying a few different ones.

Whilst there is an obvious benefit to the club, the organisers and the participant, there are also benefits for the volunteer. Such as:

- Meet new friends – we have some really interesting people involved in our sport
- Enjoy our unique and beautiful Gleb Estate
- Watch up close how experienced drivers compete
- Able to ask lots of questions from other drivers – for free!
- Get a head start on what you need to do, bring, prepare for your first driving event

You don't need to have horse experience to get involved, there is something for everyone, from low key roles to those needing a bit more organisation to someone with spreadsheet skills (scoring & entries).

Many of the club's members are active volunteers both at local and national events – we are proud to have members organising or helping at competitions like the Royal Windsor International Horse Show, Sandringham International Driving trails, The National Indoor Championships.

Types of Volunteer roles

Role	Description	Event Type
Starter	Sticks to the timetable – if there is one Checks the participant is safe & ready to go Makes sure that the next participant isn't too close behind	Driving Trials & inside out Fun competitions (world cup, cones, Trec) Social Drives
Section Start / Finish	Record the times a competitor starts and ends a section Fills in the competitors timing card	Driving Trials
Timers	Usually in pairs so if one stopwatch doesn't go off, there is a backup Record the time and any penalties (e.g. balls knocked down) Not as hard as you think!	Driving Trials & inside out Fun competitions (world cup, cones, trec)
Dressage Writer	Sits with the judge and writes down the scores and comments Really interesting especially for drivers or ridden dressage enthusiasts	Driving Trials & inside out
Dressage Steward	Manages the collecting ring, allows each competitor into the dressage arena when the judge is ready	Driving Trials & inside out
Cones Steward	Watch competitor is driving the right course Watch for any balls knocked down Pick up and measure cones if knocked Volunteers are 'observers' and report what they see, the judge upholds the rulebook and makes the decision on penalties etc.	Driving Trials & inside out Fun competitions (world cup, cones, Trec)
Obstacle Stewards	Watch competitor is driving the right course Watch for any balls knocked down – there are any	Driving Trials & inside out Fun competitions (world cup)

	'Hold' competitors if the course ahead is not clear for them to proceed (this can be timed) Volunteers are 'observers' and report what they see, the judge upholds the rulebook and makes the decision on penalties etc.	
Scoring	Typically using a spreadsheet or scoring program, adds up all the scores For the fun events this can be a little more ad-hoc!	Driving Trials & inside out Fun competitions (world cup, cones, Trec)
Score Collecting	Walking, cycling or driving to each of the stewards to collect their score cards A big help as it means the scores can be worked out during the event, making going home quicker!	Driving Trials & inside out Fun competitions (world cup, cones, Trec)
Stewarding	Sometime to maintain the safety of all concerned we need people on hand to look after access such as gates & entrances and especially at road crossings. Parking lorries, went camping is important, to make sure we have fire safe distances without spreading out too far & emergency vehicle access routes.	Driving Trials & inside out Fun competitions (world cup, cones, Trec) Social Drives

For Driving Trials – more information can be found in the British Carriagedriving Rule Book. The judge and organiser of an event will know all the rules and pass on what the volunteer needs to know for their role that day.

Advice for Volunteers at an Event

Timings

- We go ahead rain or shine! Please confirm with the organiser if in doubt, don't assume it will be cancelled – we are a hardy bunch!
- Please arrive slightly before the time asked, it helps to relax the organisers if they can see helpers arriving.
- There will be a briefing for all volunteers – it may be at the Secretary's tent but it could be on the course. It depends on how the timings & distances work for the day.
- If it is a long day then lunch & refreshments will be provided, it may be that they are collected prior to going out on the course. Whilst the organisers try hard to supply everything that volunteers need for the day, once out in the field it is rarely possible to get back out with top-ups, so it can be a sensible precaution for a volunteer to bring extra tea, cold drinks & snacks if they know they need a regular fix!
- If volunteers are given a radio then please make sure the radio is switched on as all checkpoints will be radio 'ed to confirm in place before the participants begin. Not all events require a radio

General Advice to Stewards

- A volunteer's personal safety must be their **FIRST** concern.
    - if a volunteer is asked (or feels obliged) to undertake an activity that they consider is not safe, please escalate to the Technical Delegate, a Judge or the Event Organiser as soon as possible.
    - be observant of the surroundings, especially at busy times e.g. during a 'hold' situation.
    - ensure a "switched on" radio is always in the vicinity - to report back and receive updates.
    - if a volunteer is concerned about a participant's abilities, behaviour, verbal conduct or safety, contact a judge or official quickly.

  - keep an eye out for spectators and direct them to a safe vantage point when necessary; they may not recognise the various routes a participant may take
- Dress for the weather and ground conditions;
  - for example, waterproofs, sturdy footwear, suntan lotion and something for bites / stings.
  - do wear Hi-Viz, it makes officials visible and shows they are part of the event team - we have some but please bring one along.
  - Deck chairs are a good idea
- If taking cars onto the course, park thoughtfully.
  - keep away from the route participants will take – or routes they could take if in difficulty
  - do not park between the anticipated route and the lorry park – loose horses will run towards other horses.
- All effort is made to provide volunteers with the equipment they need for the role they have been asked to perform.
  - however, it can be helpful to bring items like pens, post-it notes and stopwatches - just in case
  - NOTE: mobile phones will use up their battery very quickly when being used as a stopwatch; ideally should be for emergency backup only e.g during a long hold-up situation with multiple participants involved

In the event of an incident

Minor incidents happen from time to time, for example a part of the route or course is damaged or has fallen over and time is needed to resolve matters meaning participants must wait ('hold'). There might be in a large space and is untimed, but it could also be in a smaller space and needs to be timed, all depending on the venue and type of event. Major incidents are rare however we all need to be prepared and understand what is required of us during those times. Ask the Technical Delegate or Organiser if not sure.

Guidelines for volunteer behaviour during incidents

- Personal safety must be everyone's **FIRST** concern.
- **Always** call for assistance - as soon as possible - alert others of an issue
  - stay close to the allocated position to warn/help others
  - consider if standing back aids the situation better than being directly involved
- Volunteers are not required to handle any horse(s)
  - Loose horses - it is strongly recommended that a horse(s) is allowed to stop itself
    - DO urgently alert others of the situation
    - DO keep out of the path of a running horse
  - Anyone choosing to approach a horse is responsible for their own safety, especially if the horse is excited or could be or has been panicking.
- Call for First Aid or 999 if in **any doubt** about a possible injury to people
  - ask the injured person if they are alright
  - **ask permission** before touching - even if it is suspected that they are unable to hear
  - encourage the injured person to stay still – or for as long as possible if they are resistant
    - do not move or re-position the injured person without the First Aider present (if practical)
- After the Emergency or Incident (however minor) it MUST be reported to the Technical Delegate, Event Organiser and/or their delegated representatives so that a clear timely record can be made