

# 2024 Melbourne International 3 Day Event Volunteer Position Descriptions

| Position Title: Set-up/Pack-up Assistant   |   |
|--|---|
| <b>Coordinator:</b> Workforce Manager  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Monday 3rd June – set up   | 9am to 4pm  |
| Tuesday 4th June – set up  | 9am to 4pm  |
| Wednesday 5th June – set up  | 9am to 4pm  |
| Thursday 6th June – set up   | 9am to 4pm  |
| Monday 10th June – pack up   | 9am to 4pm  |
| Tuesday 11 <sup>th</sup> June – pack up  | 9am to 4pm  |
| <p><b>Duties:</b> Workforce Assistants are required to:</p> <ul style="list-style-type: none"> <li>• Provide general assistance to the volunteer and discipline coordinators.</li> <li>• Assist in the event set-up and pack-up under the direction of relevant personnel. This includes assisting with signage, movement of plants, general cleaning, etc.</li> </ul> |   |
| <p><b>Skills Required:</b> <i>Good communication and customer service skills, easily adaptable, friendly attitude, and ability to take instructions from the Workforce Manager. This position may require walking and some aspect of manual labour.</i></p>  |   |

| Position Title: Hospitality assistant & Officials' Host  |   |
|--|---|
| <b>Coordinator:</b> Competition Manager  | <i>You must be 18 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Thursday 6th June  | 8.30am to 5.00pm  |
| Friday 7th June  | 8.30am to 5.00pm  |
| Saturday 8th June  | 8.30am to 5.00pm  |
| Sunday 9th June  | 8.30am to 5.00pm  |
| Monday 10th June   | 8.30am to 5.00pm  |
| <p><b>Duties:</b> The Hospitality assistant and Officials' Host are required to:</p> <ul style="list-style-type: none"> <li>• Maintain a neat &amp; tidy Officials' Office.</li> <li>• Meet, greet and welcome officials and guests when required.</li> <li>• Ensure that guests have their relevant passes to access the Corporate Hospitality areas.</li> <li>• Provide guests with general information about the event.</li> <li>• Ensure all meals are served on time and drinks are replenished.</li> <li>• Ensure the food serving area is kept clean and tidy.</li> </ul> |   |
| <p><b>As it is a Front of House position, you will be required to be well presented.</b></p>   |   |
| <p><b>Skills Required:</b> <i>Good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs. Ability to liaise with competitors and event officials in a polite but assertive manner as required.</i></p>  |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

### Position Title: Ticketing and Information Officer

**Coordinator:** Ticketing Co-ordinator

**You must be 18 yrs of age or older to apply for this role.**

**Approximate Time Commitment:**

Saturday 8th June  
Sunday 9th June  
Monday 10th June

8.00am to 12.00 or 12.00 to 3.00pm  
7.00am to 12.00 noon  
9.00am to 12.00 noon

**Duties:** Ticketing and Information officers are required to:

- Sell & process event ticket sales.
- Check tickets of incoming crowds.
- Manage ticket sales queues and processes.
- Meet, greet and provide spectators with general information about the event.
- Provide directions to spectators as required.
- Ensure that spectators stay within designated areas.

**Note:** As this position may be based outside and require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the weather conditions.

As it is a Front of House position, you will be required to be well presented.

**Skills Required:** Good communication and customer service skills, friendly attitude, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs. Previous experience in a cash handling and customer service role is preferred.

**Note:** This role requires standing for long periods of time.

### Position Title: Horse Inspections Assistant

**Coordinator:** Horse Inspections Co-ordinator

**You must be 18 yrs of age or older to apply for this role.**

**Approximate Time Commitment:**

Thursday 6th June  
Monday 10th June

11.00am to 4.00pm  
7.00am to 10.00am

**Duties:** Horse Inspections Assistants are required to:

- Assist in the set-up and pack up of plants and surface of the trot up precinct.
- Maintain the trot up track and area during the proceedings – sweeping sand.
- Ensure that competitors trot-up in correct order.
- Ensure that relevant Event officials are present.
- Co-ordinate holding box.

**Skills Required:** Good communication skills, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials.

**Note:** This role requires standing for long periods of time.

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

| Position Title: Dressage Test writer/scribe  |   |
|--|---|
| <b>Coordinator:</b> Dressage Co-ordinator  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Friday 7th June<br>Saturday 8th June   | 7.30am to 5.00pm<br>7.30am to 5.00pm                              |
| <p><b>Duties:</b> Dressage Test Writers are required to:</p> <ul style="list-style-type: none"> <li>• Ensure the test sheet have correct horse and rider for the test being ridden noted on it.</li> <li>• Use an I Pad to write judge's comments and scores for each Dressage test. Training will be provided. Or, hand write judges comments.</li> <li>• Ensure the judge's position on the arena is noted on the test sheet.</li> <li>• Ensure that each movement has obtained a score, test sheet contains all relevant rider information, errors have been marked on sheet and that judge has signed the test sheet.</li> </ul> |   |
| <p><b>You will need to:</b> Bring warm clothes as the dressage boxes can be cold.</p> <p><b>As you are interacting directly with a judge, you will be required to be well presented.</b></p>   |   |
| <p><b>Skills Required:</b> <i>Good communication skills, friendly attitude, good listening skills, well developed and legible writing skills, ability to take instructions from judges and coordinator, awareness and sensitivity towards competitors and event officials and their needs. Previous experience as a Dressage Test Writer is preferred.</i></p>   |   |

| Position Title: Dressage Marshall   |  |
|---|--|
| <b>Coordinator:</b> Dressage Co-ordinator   | <i>You must be 16 yrs of age or older to apply for this role.</i>          |
| <b>Approximate Time Commitment:</b>   |  |
| Friday 7th June<br>Saturday 8th June  | 7.30am to 5.00pm (am and pm shifts)<br>7.30am to 5.00pm (am and pm shifts) |
| <p><b>Duties:</b> Dressage Marshals are required to:</p> <ul style="list-style-type: none"> <li>• Work with FEI Eventing Stewards to marshal horse and rider into the final warm up area before the competition arena.</li> <li>• Ensure competitors conduct their Dressage test at the correct time and place.</li> <li>• Be aware of the draw for the Dressage phase.</li> <li>• Advise competitors and officials of any changes to the draw or timetable.</li> </ul> |  |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>  |  |
| <p><b>Skills Required:</b> <i>Good communication skills, friendly attitude, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials.</i></p> <p><b>Note:</b> <i>This role requires standing for long periods of time.</i></p>  |  |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

| <b>Position Title: Dressage Gate Steward</b>   |   |
|--|---|
| <b>Coordinator:</b> Dressage Co-ordinator  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Friday 7th June<br>Saturday 8th June   | 7.30am to 5.00pm<br>7.30am to 5.00pm                              |
| <p><b>Duties:</b> Dressage Gate Stewards are required to:</p> <ul style="list-style-type: none"> <li>• Open gate to Dressage arena for competitor, once bell has been rung.</li> <li>• Close gate to Dressage arena for competitor once they have entered and ensure that horse and rider are not disturbed.</li> <li>• Open gate for competitor after final halt and salute.</li> </ul> |   |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p> <p><b>A chair will be provided near the entrance gate</b></p>   |   |
| <p><b>Skills Required:</b> <i>Good communication skills, friendly attitude, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials.</i></p> <p><b>Note:</b> <i>This role requires some standing for periods of time.</i></p>   |   |

| <b>Position Title: Dressage Sheet Collector</b>  |   |
|--|---|
| <b>Coordinator:</b> Dressage Co-ordinator  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Friday 7th June<br>Saturday 8th June   | 7.30am to 5.00pm<br>7.30am to 5.00pm                              |
| <p><b>Duties:</b> Sheet Collectors are required to:</p> <ul style="list-style-type: none"> <li>• Collect completed test sheets from Dressage Test Writer for all three judges as soon as practicable at the conclusion of the test.</li> <li>• Place completed test sheets in a weatherproof satchel provided and deliver to the Official Scorer immediately.</li> </ul> |   |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>   |   |
| <p><b>Skills Required:</b> <i>Good communication skills, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.</i></p> <p><b>Note:</b> <i>This role requires a large amount of walking and standing for periods of time.</i></p>  |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

| Position Title: Young Eventing Horse Challenge - Assistants<br>(Test writer, Marshall, poles, and pack-up)  |   |
|---|---|
| <b>Coordinator:</b> Young Eventing Horse Challenge Co-Ordinator   | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b> <i>please note this is an evening event.</i>  |   |
| Thursday 6th June   | Dressage in am. Show Jumping in evening                           |
| <p><b>Duties:</b> Young Horse assistants are required to:</p> <ul style="list-style-type: none"> <li>• Dressage Pencillers and Marshalls – morning</li> <li>• Show Jumping - pick up poles, rebuild/re-position obstacles - evening</li> <li>• Build and set-up all show jumping arena and practice arenas as per FEI guidelines.</li> <li>• Assist Stewards with marshalling of competitors.</li> <li>• Pack-up and clear arena at completion of competition.</li> </ul> |   |
| <p><b>You will need to:</b> This position is mostly based indoors and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing as it can get very cold in the indoor.</p>  |   |
| <p><b>Skills Required:</b> <i>Ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.</i></p> <p><b>Note:</b> <i>Show Jumping role involves manual handling, walking and other manual labour.</i></p>  |   |

| Position Title: Cross Country Course Plant Dressing Assistant   |   |
|---|---|
| <b>Coordinator:</b> Cross Country Co-ordinator  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>   |   |
| Tuesday 4th June  | 9am to 4pm  |
| Wednesday 5th June  | 9am to 4pm  |
| Thursday 6th June   | 9am to 4pm  |
| Friday 7th June   | 9am to 4pm  |
| Saturday 9th June   | 9am to 4pm  |
| Sunday 10th June  | 8am to 5pm  |
| Monday 12 <sup>th</sup> June  | 9am to 4pm  |
| <p><b>Duties:</b> XC Course Dressing Assistants are required to:</p> <ul style="list-style-type: none"> <li>• Assist in the set-up and pack-up of the plants on cross country.</li> <li>• Maintain the plant arrangements and area during the cross-country phase on Sunday.</li> </ul>                   |   |
| <p><b>Skills Required:</b> <i>Good communication skills, ability to take instructions from Co-ordinator, Ability to work outside in all weather conditions. Ability to lift plants.</i></p> <p><b>Note:</b> <i>This role involves manual handling, walking and standing for long periods of time.</i></p> |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

|   |   |
|---|---|
| <b>Position Title:</b> Cross Country Jump Judge   |   |
| <b>Coordinator:</b> Cross Country Co-ordinator  | <i>You must be 18 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>   |   |
| Sunday 9th June   | 6.30am breakfast and briefing<br><br>7.30am to 5.00pm             |
| <p><b>Duties:</b> Cross Country Jump Judges are required to:</p> <ul style="list-style-type: none"> <li>• Be familiar with Cross Country course maps as provided prior to the event.</li> <li>• Be familiar with EV and FEI Eventing rules as provided prior to the event.</li> <li>• Use and IPAD to record relevant competitor information as they are approaching/departing Cross Country obstacle.</li> <li>• Record competitors' progression over obstacle.</li> <li>• Record any notes to an incident/possible query/rider at the obstacle.</li> <li>• Provide Cross Country score sheet to sheet collector.</li> <li>• Assist rider/officials if a fall occurs and notify relevant officials, depending on type of fall.</li> <li>• Remain on-course until all clear is given at the completion of the competition.</li> </ul> |   |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p> <p>Volunteers may bring their own chair/s and/or vehicle for use during the shift. Volunteers for this role will work in pairs. You will be required to be on the jump all day and you will be provided with breakfast and lunch.</p>  |   |
| <p><b>Skills Required:</b> <i>Familiarity with EV and FEI Eventing rules, ability to take instructions from Co-ordinator, good communication skills, and friendly attitude and have awareness and sensitivity towards competitors and event officials and their needs. Ability to use an IPAD. Previous experience in this role is preferred.</i></p>   |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

### Position Title: Cross Country Spectator Management

**Coordinator:** Cross Country Spectator Management Co-ordinator

*You must be 16 yrs of age or older to apply for this role.*

**Approximate Time Commitment:**

Sunday 9th June

6.30am breakfast & briefing then to 5.00pm

**Duties:** Cross Country Spectator Management are required to:

- Maintain a clear and safe track for pedestrians, cars and competitors.
- Be aware of competitors movements whilst on the Cross Country course or in other public areas and ensure that they have a clear path.
- Open and close rope gateways to keep competitors and spectators separate.
- Ensure that spectators stay within designated areas.
- Guide cars and spectators when and how to move around the Cross Country track.
- Provide spectators with general information about the event.

**You will need to:** As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

Volunteers may bring their own chair/s for use during the shift. Volunteers for this role work in groups of 2 to 3.

**Skills Required:** *Good communication and customer service skills, friendly attitude, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials.*

**Note:** *This role requires walking and standing for long periods of time.*

### Position Title: Cross Country Marshall

**Coordinator:** Cross Country Co-ordinator

*You must be 16 yrs of age or older to apply for this role.*

**Approximate Time Commitment:**

Sunday 9th June

6.30am – 12.30pm or 12.30pm – 5.00pm

**Duties:** Cross Country Marshals are required to:

- Work with FEI Eventing Stewards to marshal horse and rider into the final warm up area and starting box.
- Ensure competitors conduct their Cross Country phase at the correct time and place.
- Be aware of the draw for the Cross Country phase.
- Advise competitors and officials of any changes to the draw or timetable.

**You will need to:** As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

**Skills Required:** *Good communication skills, friendly attitude, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials.*

**Note:** *This role requires standing for long periods of time.*

## 2024 Melbourne International 3 Day Event Volunteer Position Descriptions

| <b>Position Title: Show Jumping Assistant</b>  |   |
|--|---|
| <b>Coordinator:</b> Show Jumping Co-ordinator  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Monday 10th June   | 8.00am – 5.00pm (staggered start/finish times)                    |
| <p><b>Duties:</b> Show Jumping assistants are required to:</p> <ul style="list-style-type: none"> <li>• Assist Course Designer and Builders with setting up official courses.</li> <li>• Make adjustments to obstacles as required, eg. pick up poles, rebuild/re-position obstacles.</li> <li>• Build and set-up all practice arenas as per FEI guidelines.</li> <li>• Pack-up and clear arena at completion of competition.</li> </ul> |   |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>   |   |
| <p><b>Skills Required:</b> <i>Familiarity with EV and FEI Eventing rules, experience with Show Jumping course design and/or building, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.</i></p>   |   |
| <p><b>Note:</b> <i>This role involves manual handling, walking and standing at times.</i></p>  |   |

| <b>Position Title: Show Jumping Penciller &amp; Time Keeper</b>  |   |
|--|---|
| <b>Coordinator:</b> Show Jumping Co-ordinator  | <i>You must be 16 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b>  |   |
| Monday 10th June   | 8.00am – 5.00pm (staggered start/finish times)                    |
| <p><b>Duties:</b> Show Jumping Penciller &amp; Time Keeper is required to:</p> <ul style="list-style-type: none"> <li>• Use and IPAD to record the competitors name and number and performance over each obstacle as well as time taken on course, as advised by the Show Jump Judge.</li> </ul> |   |
| <p><b>You will need to:</b> You will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing to be working with the Show Jump Judge and officials.</p>   |   |
| <p><b>Skills Required:</b> <i>Familiarity with EV and FEI Eventing rules, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.</i></p>   |   |



# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

| <b>Position Title:</b> Show Jumping Marshall  |   |
|---|---|
| <b>Coordinator:</b> Show Jumping Co-ordinator   | <b>You must be 16 yrs of age or older to apply for this role.</b> |
| <b>Approximate Time Commitment:</b>   |   |
| Monday 10th June  | Morning and Afternoon shifts                                      |
| <p><b>Duties:</b> Show Jumping Marshalls are required to:</p> <ul style="list-style-type: none"> <li>• Assist Stewards to marshal horse and rider in show jump warm up area and advise competitors when to move into the competition arena.</li> <li>• Ensure competitors conduct their Show Jumping phase at the correct time and place.</li> <li>• Be aware of the draw for Show Jumping phase.</li> <li>• Advise competitors and officials of any changes to the draw or timetable.</li> </ul> |   |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.</p>  |   |
| <p><b>Skills Required:</b> <i>Familiarity with EV and FEI Eventing rules, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and Event officials and their needs.</i></p> <p><b>Note:</b> <i>This role involves walking and standing at times.</i></p>   |   |

| <b>Position Title:</b> Show Jumping Poles Pick Up   |   |
|---|---|
| <b>Coordinator:</b> Show Jumping Co-ordinator   | <b>You must be 16 yrs of age or older to apply for this role.</b> |
| <b>Approximate Time Commitment:</b>   |   |
| Monday 10th June  | 9.00am – 5.00pm (staggered start/finish times)                    |
| <p><b>Duties:</b> Show Jumping Poles are required to:</p> <ul style="list-style-type: none"> <li>• Work in a team of a few people to pick up and replace show jump rails when knocked by a competitor.</li> <li>• Make adjustments to obstacles as required.</li> </ul> |   |
| <p><b>You will need to:</b> As this position is based outside and will require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions. Chairs will be provided.</p>       |   |
| <p><b>Skills Required:</b> <i>Ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors in a show jump ring.</i></p> <p><b>Note:</b> <i>This role involves manual handling, walking and standing at times.</i></p>                  |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

### SPECIALIST ROLES

| <b>Position Title: Riders Office Assistant</b>  |   |
|---|---|
| <b>Coordinator :</b> Competition Manager  | <b>You must be 18 yrs of age or older to apply for this role.</b>       |
| <b>Approximate Time Commitment:</b>   |   |
| Thursday 6th June<br>Friday 7th June<br>Saturday 8th June<br>Sunday 9th June<br>Monday 10th June  | 10am to 3pm<br>10am to 3pm<br>10am to 3pm<br>10am to 3pm<br>10am to 3pm |
| <b>Duties:</b> Officials Assistants are required to: <ul style="list-style-type: none"> <li>Liaise with and assist Officials as required.</li> <li>Run errands for Officials as required.</li> <li>Greet competitors and check documentation.</li> <li>Allocate accreditation to competitors.</li> <li>Photocopying, notice board updates.</li> </ul> |   |
| <b>Skills Required:</b> <i>Familiarity with EV and FEI Eventing rules, good communication and customer service skills, friendly attitude, attention to detail, ability to take instructions from the Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.</i>   |   |
| <b>Note: You MUST have previous experience in this role or the MI3DE to apply for this position.</b>  |   |

| <b>Position Title: Flying Loo</b>   |   |
|---|---|
| <b>Coordinator:</b> Flying Loo Co-ordinator   | <b>You must be 18 yrs of age or older to apply for this role.</b> |
| <b>Approximate Time Commitment:</b>   |   |
| Cross Country Phase, Sunday 11th June 2023, 6.30am to 5.30pm  |   |
| <b>Duties:</b> Flying Loo volunteers are required to: <ul style="list-style-type: none"> <li>Conduct a reconnaissance of the Cross Country Course on Saturday 8th June.</li> <li>Be familiar with Cross Country course.</li> <li>Discreetly, and without disruption to competitors, drive the portable toilet around vicinity of Cross Country course for use by volunteers, using own car to pull toilet.</li> <li>Adhere to Parks Victoria Rules and Regulations at all times.</li> <li>Provide volunteers with afternoon tea.</li> </ul> |   |
| <b>You will need to:</b> Provide a registered 4WD vehicle with a tow bar that is able to pull a portable toilet.  |   |
| <b>Skills Required:</b> <i>Ability to tow, familiarity of Cross Country course, awareness and sensitivity towards competitors and event officials and their needs.</i>  |   |
| <b>Note: You MUST have previous experience in this role or the MI3DE to apply for this position.</b>  |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

### SPECIALIST ROLES

#### Position Title: Cross Country Sector Controller

|   |   |
|---|---|
| <b>Coordinator:</b> Cross Country Central Control<br>Co-ordinator   | <i>You must be 18 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b><br>Cross Country Phase, Sunday 9th June 2023, 6.30am to 5.00pm  |   |
| <b>Duties:</b> Cross Country Sector Controllers are required to: <ul style="list-style-type: none"> <li>Be familiar with Cross Country course.</li> <li>Be familiar with EV and FEI Eventing rules.</li> <li>Be familiar with “Yellow Warning Flag” procedures.</li> <li>Be situated in allocated sector.</li> <li>Liaise with Course Controllers to ensure efficient and safe conduct of Cross Country phase.</li> </ul> |   |
| <b>You will need to:</b> Adhere to Parks Victoria Rules and Regulations. Bring your own registered 4WD vehicle if possible.   |   |
| <b>Skills Required:</b> Familiarity with EV and FEI Eventing rules, experience with Cross Country course control, ability to operate a registered 4WD vehicle, ability to take instructions from the Co-ordinator and have awareness and sensitivity towards competitors and event officials and their needs.   |   |
| <b>Note:</b> You <b>MUST</b> have previous experience in this role or the MI3DE to apply for this position.   |   |

#### Position Title: Cross Country Co-ordination Support

|   |   |
|---|---|
| <b>Coordinator:</b> Cross Country Central Control<br>Co-ordinator   | <i>You must be 18 yrs of age or older to apply for this role.</i> |
| <b>Approximate Time Commitment:</b><br>Cross Country Phase, Sunday 9th June 2023, 6.30am to 5.00pm  |   |
| <b>Duties:</b> Cross Country Co-ordination Support is required to: <ul style="list-style-type: none"> <li>Be familiar with Cross Country course.</li> <li>Be familiar with EV and FEI Eventing rules.</li> <li>Assist the Cross Country co-ordinators in their role.</li> </ul> |   |
| <b>You will need to:</b> Adhere to Parks Victoria Rules and Regulations.  |   |
| <b>Skills Required:</b> Familiarity with EV and FEI Eventing rules, experience with Cross Country course control, ability to take instructions from the Co-ordinator and have awareness and sensitivity towards competitors and event officials and their needs.                |   |
| <b>Note:</b> You <b>MUST</b> have previous experience in this role or the MI3DE to apply for this position.   |   |

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

### SPECIALIST ROLES

#### Position Title: Cross Country Time Keeper

**Coordinator:** Cross Country Time Keeper  
Co-ordinator

*You must be 18 yrs of age or older to apply for this role.*

**Approximate Time Commitment:**

Cross Country Phase, Sunday 9th June 2023, 6.30am to 5.00pm

**Duties:** Cross Country Time Keepers are required to:

- Be familiar with Cross Country course
- Be familiar with EV and FEI Eventing rules.
- Record relevant competitor information.
- Record competitors' time at commencement/conclusion of Cross Country Phase.

**Skills Required:** *Familiarity with EV and FEI Eventing rules, ability to take instructions from Co-ordinator and have an awareness and sensitivity towards competitors and event officials and their needs.*

**Note:** *This role requires standing for long periods of time.*

**Note:** *You MUST have previous experience in this role or the MI3DE to apply for this position.*

#### Position Title: Fence Repair Crew

**Coordinator:** Fence Repair Co-ordinator

*You must be 18 yrs of age or older to apply for this role.*

**Approximate Time Commitment:**

Cross Country Phase, Sunday 9th June 2023, 6.30am to 5.00pm

**Duties:** Fence Repair Crews are required to:

- Assist with preparation of Cross Country obstacles.
- Be familiar with Cross Country course.
- Circulate Cross Country course during competition.
- Discreetly, and without disruption to competitors, repair obstacles as required.
- Adhere to Parks Victoria Rules and Regulations at all times.

**You will need to:** Provide your own tools.

**Skills Required:** *Ability to operate quickly and efficiently, ability to use appropriate tools to repair obstacles, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.*

**Note:** *You MUST have previous experience in this role or the MI3DE to apply for this position.*

# 2024 Melbourne International 3 Day Event

## Volunteer Position Descriptions

### SPECIALIST ROLES

#### Position Title: Horse Escort

**Coordinator:** Chief Steward

*You must be 16 yrs of age or older to apply for this role.*

**Approximate Time Commitment:**

Cross Country Phase, Sunday 9th June 2023 6.30am to 5.00pm

**Duties:** Horse Escorts are required to:

- Escort horses and riders from the competition arenas to the Quarantine Areas.
- Maintain a clear and safe track for pedestrians, cars and competitors.
- Be aware of competitor's movements in public areas.
- Ensure that spectators stay within designated areas.
- Check accreditation passes in restricted access areas.

**Note:** As this position may be based outside and require walking and standing, you will need to ensure you wear neat, warm and comfortable shoes and appropriate clothing for the relevant weather conditions.

**Skills Required:** *Good communication and customer service skills, friendly attitude, ability to take instructions from Co-ordinator, awareness and sensitivity towards competitors and event officials and their needs.*

**Note:** *This role requires walking and standing for long periods of time.*

#### Position Title: Horse Ambulance

**Coordinator:** Horse Ambulance Co-ordinator

*You must be 18 yrs of age or older to apply for this role.*

**Approximate Time Commitment:**

Cross Country Phase, Sunday 9th June 2023, 6.30am to 5.00pm

**Duties:** Horse Ambulance volunteers are required to:

- Conduct a reconnaissance of the Cross Country Course on Saturday 8th June.
- Be familiar with Cross Country course.
- Discreetly, and without disruption to competitors, operate the Horse Ambulance (if required) around vicinity of Cross Country course.
- Adhere to Parks Victoria Rules and Regulations at all times.
- Notify relevant officials if Horse Ambulance is required.
- Ensure that screens are intact and packed in float.

**You will need to:** Provide a registered 4WD vehicle and/or horse float if possible (please note on reply form if you are able to supply).

**Skills Required:** *Understanding of circumstances when the Horse Ambulance would be required, ability to operate Horse Ambulance and sensitivity towards competitors and event officials and their needs.*

**Note:** *You MUST have previous experience in this role or the MI3DE to apply for this position.*

# **2024 Melbourne International 3 Day Event Volunteer Position Descriptions**