



**DECEMBER 11 - 15, 2024**  
**VOLUNTEER SPECIFICATIONS**

### ACCREDITATIONS – Nicole Von Potobsky

- Management of the computer system linked to accreditation, reception, control and production of entry badges for the event...
- Good knowledge, facility and speed in the use of standard IT systems.
- Fluent in English, German if possible or other languages
- High availability on Mondays
- Flexible working hours
- **Minimum age:** 18 years old

### ATTRACTIONS – Emmanuelle Lathion

- Mulch and label stalls - especially on Wednesday afternoons
- Sweep in front of newly built stalls
- Welcome artists
- Helping the artists with animal care (fetching hay and straw at authorized times, giving the horses something to drink, stabling the horses, feeding them in the morning as instructed by the artists).
- Help the artists with the show ring (bring things to the ring, hold the horses, if necessary, clear the ring, clean the droppings from the ring).
- **Minimum availability:** 3 days, if possible, in a row, from Wednesday afternoon to Sunday. Hours: mornings from 9:00 am, evenings are free from 9:00 pm, with a few exceptions for attractions on track no. 1. Schedules are flexible and should be discussed with the volunteer manager each day for the following day, depending on individual wishes and the possibility of attending events.
- **Minimum age:** 15 years old

### Ticketing – Clémentine Martin

- Welcoming and directing the public
- Distribute envelopes to guests
- Good knowledge of the event to answer questions
- Speak English and German if possible
- Flexible working hours
- **Minimum availability:** 2 days, Tuesday to Sunday
- **Minimum age:** 20 years old

### CENTRE DE PRESSE – Corinne Druey

- Welcome media representatives accredited to the CHI Geneva and provide them with all necessary information (press kit, start lists, course maps, results, etc.).
- Organize press conferences with winning riders.
- Manage press center logistics and stewardship.
- Organize various media activities (interviews, quotes of the day).
- Speak a second language (German or English).
- **Availability:** 2 days of 8 hours minimum (Friday and Sunday preferred).
- **Minimum age:** 20 years old
- Limited number of places.

### DRIVERS SHUTTLE SERVICE – Nadja Burkhardt

- Meet guests at the airport or train station and take them to their hotel or to Palexpo with CHIG vehicles
- Drive guests during or between events (Palexpo-hotels or other routes)
- Be familiar with Geneva and the surrounding area
- Have held a driver's license for at least 3 years
- Enjoy and master driving
- Flexible working hours: from early in the morning until 1 hour after the end of the event, and comfortable with last-minute changes.
- Sign job-related documents and provide copy of driver's license prior to event
- **Minimum availability:** 4 days (6h/day), Thursday to Sunday
- **Minimum age:** 25 years old

### VETERINARY COMMISSION – Nicole Barraud

- Update the list of horses taking part in the various events
- Preparation of labels and crates for horse passports
- Support to veterinarians for entry examination and passport control upon arrival of horses
- Support to vets for veterinary visits in the various disciplines
- Support to vets for administrative work during the event
- Permanence at the veterinary container during the event
- Return passports to riders at the end of the competition
- **Minimum availability:** Tuesdays from 4 pm to 10 pm and Wednesdays from 8 am to 6 pm and 3 hours per day from Thursday to Sunday.
- **Minimum age:** 18 years old

### COMMUNICATION – DISTRIBUTION – Patrick Favre

- Distribution of official CHIG publications
- Active" distribution at the CHIG entrance at peak times
- Passive" distribution (placed on tables) in VIP areas (Hospitality, Privilege Seats, Jockey Club, Cocktails, Hermès box) and in the Riders' Corner, as well as in the Village (exhibitor stands, bars, etc.).
- **Approximate opening times:** 4.00 - 8.00 pm Thursday and Friday, 10.30 - 12.00 am & 4.30 - 7.00 pm Saturday and 10.00 - 2.00 pm Sunday
- **Minimum age:** 12 years old

### DÉCORATION – Anne-Laure Pellanda & Maico Sandiano

Throughout the year, it imagines and creates the decorative elements that will adorn several areas of the Competition, such as the Official Village, the spectator reception area, the VIP areas, and the obstacles on the track.

The decoration department is divided into two sub-categories: the Palexpo Decoration Team and the Track Decoration Team. The two teams will work together according to the needs of the moment.

Before the event:

- The decoration workshop, a dynamic and motivated team, meets one evening a week to imagine and create the decoration elements.
- Before the start of the event, set up and decorate the public and VIP areas under the guidance of a manager.

During the event:

*Palexpo decoration team:*

- Decoration workshop, repair work throughout the event
- Decoration of VIP and cocktail areas
- Decoration and creation of areas in the Palexpo halls

*Track decoration team:*

- Backstage and before each event, loading floral arrangements and decorative creations onto the floats
- Quick and conscientious layout of obstacles on the runway under the guidance of a zone manager.

In all cases:

- **Minimum availability:** 3 long half-days (min 6h/day), Monday to Sunday
- **Minimum age:** 16 years old for deco workshops and 13 years old on the track

### SUSTAINABLE DEVELOPMENT – David Gruaz & Julien Montefusco

- Promotion of sustainable development before, during and after the event, as well as waste recycling
- Setting up a sorting system for the public, riders, volunteers and Palexpo
- Raising public, rider and volunteer awareness of the importance of waste sorting
- Collect waste for recycling at all levels of the event
- **Minimum availability:** 3 half-days
- **Minimum age:** 14 years old

### DESK INFORMATION

- Previous knowledge of the event (as a volunteer or spectator)
- As this is an information desk, you need to enjoy contact with people and have good communication skills.
- **Minimum availability:** 2 half-days (6h/day)
- **Minimum age:** 18 years old

### BREEDING – Christophe Deller

- Horse care
- Sweep the national stables
- Holding and releasing horses during free jumping of young horses
- **Minimum availability:** 2 half-days (6h/day)
- **Minimum age:** 18 years old

### EXHIBITORS – Capucine Morlet

- Monitor and welcome exhibitors during installation
- Ensure daily follow-up with exhibitors, make sure they are comfortable, respond to their expectations and questions
- Support the on-site Organization Manager
- **Minimum availability:** 6 half-days from Tuesday to Sunday (4h/day minimum). There will be quieter times each day. You'll be free to attend events, but you can still be contacted in case of emergency.
- **Minimum age:** 20 years old

### Fan Experience CHIG/RGS – William Renaud & Laure Cordt-Moller

- Manage the flow of people to the Quiz terminal
- Assist spectators in using virtual reality
- Greet fans at the stand during meetings with riders (autograph session)
- Inform spectators about the Rolex Grand Slam concept
- Coordination of additional activities with the Rolex Grand Slam team
- Photobooth management
- Sell RGS merchandising items
- Knowledge of English and/or German
- **Minimum availability:** 2 days (8h/day)
- **Minimum age:** 15 years old

### STABLE MANAGEMENT – Anastasia Scherz

If you'd like to get up close and personal with the world's finest horses, step inside the highly coveted stables. You'll be able to experience unforgettable moments with these horses and their grooms throughout the week.

Monday and Tuesday are dedicated to setting up the stables and all the supplies needed for the horses' immediate comfort on arrival. Tuesday afternoon and all Wednesday are arrival times, when you'll be helping the grooms unload their trucks and deliver the necessary feed.

During the event, you can contribute to their well-being by providing:

- Straw
- Shavings
- Hay

And by helping to keep the stable corridors clean.

**Minimum availability:** 1 ENTIRE weekday and 1 weekend day, i.e. a minimum of 20 hours.

**Minimum age:** 14 years old

### VIP HOSTS / HOSTESSES – Frédérique de Lint & Pauline Weill

- Welcome and service VIP areas (privileged seats, Jump-off, Cocktails)
- Handle one-off private events
- Good presentation
- Distribution of official program
- Flexible hours to suit space opening times
- Help with space set-up (Tuesday/Wednesday) and tear-down (Sunday end of day)
- **Minimum availability:** 3 half-days (5h/day) from Thursday to Sunday from 4pm to 9pm or 3 half-days of 5h from Tuesday to Sunday from the opening to the end of the event.
- **Minimum age:** 15 years old

### JOCKEY CLUB – Sophie Kappenberger

- Manage the reception and service of Jockey Club members and the bar area
- Flexible hours to suit the opening of the space
- **Minimum availability:** 3 half-days (6h/day), Wednesday to Sunday
- **Minimum age:** 14 years old

### SCHOOL DAY – Pauline Weill

- Welcome elementary school children and guide them through the day's activities
- Accompany children on tours of the stables and activities
- Be comfortable with children
- **Availability needed:** Thursday, 9:00 a.m. to 5:00 p.m.
- **Minimum age:** 16 years old

### PISTE – ATTELAGE / HOMME DE PISTE / CONSTRUCTION – Arnaud Lehmann

Obstacle installation on Thursday evening

*During the event:*

- Raise balls and cones, rebuild obstacles
- Maintain track around obstacles
- Collect manure during the event
- **Must be available** for both events, Saturday and Sunday, 4 hours a day
- **Minimum age:** 18 years old

*After the Sunday event:*

- Dismantling and cleaning equipment

### PISTE – OBSTACLES / HOMME DE PISTE – Thierry Eissler

- Lift poles, rebuild obstacles
- Maintain track around obstacles
- Collect droppings during and after the event
- **Minimum availability:** 6 events (full-time). Please check the schedule. You must be available at least 15 min before and after each event. Preference will be given to those available on weekdays (Wednesday, Thursday, Friday).
- Please specify your availability to the nearest quarter-hour in the comments (e.g. Wednesday 9.15am-1.45pm, Thursday 12pm-11.45pm, Saturday: full day, Sunday: from start to 3.15pm maximum). Meal breaks will of course be provided.
- **Minimum age:** 14 years old

### PISTE – OBSTACLES / CONSTRUCTION – Thierry Eissler

- Prepare equipment
- Clear the track at the end of an event and build the next one
- Be athletic, strong and have initiative
- **Minimum availability:** 3 half-days (6h/day)
- **Minimum age:** 16 years old

### PISTE – OBSTACLES / Paddock D'Entraînement – Thierry Eissler

- Maintain the training track during warm-up
- Familiarity with horses and riders in action
- **Minimum availability:** 3 half-days (6h/day)
- **Minimum age:** 16 years old

### PISTE – OBSTACLES / NETTOYAGE (FROM 12/13 YEARS OLD) – Thierry Eissler

- Cleaning/polishing obstacles on the track once the events have been built
- Maintain and keep the track and obstacle area clean and tidy
- **Minimum availability:** 3 half-days (6h/day)
- **Minimum age:** 12/13 years old

### PISTE – OBSTACLES / ENTRETIEN MATÉRIEL (BRICOLEURS) – Thierry Eissler

- Maintain/repair competition equipment before, during and after the event
- A small team of volunteers must be on hand throughout the competition
- **Minimum availability:** 4 half-days (6h/day), from Tuesday until Sunday
- **Minimum age:** 14 years old

### PRICES GIVING – Clara Nessi & Louise Arrousell

- Preparation for the prize-giving ceremony (and/or backstage)
- Distribution of floats and winner's blanket
- Setting up the flag on the track
- Prize-giving on the track
- Distribution of graded prizes to the stables
- **Minimum availability:** 2 half-days (6h/day)
- **Minimum age:** 14 years old

### RIDER'S CORNER – Carmen Basset

- Welcome riders and owners to their reserved area
- Clear trays from the restaurant and terrace (400 seats in all)
- Sort waste to promote sustainable development
- English is a plus
- Flexible working hours of 3 to 4 hours between 8:00 a.m. and 1 hour after the end of the event (sometimes 1:00 a.m.).
- **Availability:**  
Before the event: Tuesday to set up the restaurant and terrace, from 1pm to 5pm.  
During the event: at least 2 half-days (6h/day) from Thursday to Sunday (Rider's is closed on Wednesdays).
- **Minimum age:** 14 years old

### GENERAL SECRETARIAT – Frédérique de Lint

- Information center for competition participants - riders, drivers, owners, artists and organizing committee
- Help with the management of the Shuttle Service rides
- Telephone answering service
- Help with secretarial tasks - including setting up (Monday/Tuesday) and dismantling (Sunday end of day) of areas
- Have a good level of English and, if possible, some knowledge of German
- **Minimum availability:** 3 half-days (6h/day) from Tuesday to Sunday, flexible hours, opening in the morning and closing 1hr after the last event.
- **Minimum age:** 15 years old

### JURY SECRETARIAT – Marine Gruaz-Rébuffat

- Duties: secretarial duties during events, assisting judges & serving (coffee & snacks) in the jury box.
- Required: physical condition sufficient to walk about 5km per day with lots of stairs
- Punctuality, helpfulness & smile
- Proper attire required
- **Minimum availability:** 4x 4h a day from Wednesday to Sunday between 7am and 11.30pm
- **Minimum age:** 16 years old

### STABLE AND TRAFFIC SAFETY – Pascal Dethiollaz

- Control of papers (passports etc...) on arrival of horses
- Access control for international stables
- Supervision of international horses' daily departures
- Monitoring inside the international stables
- Management of horse truck parking (Tuesday and Wednesday)
- Parking management for Jockey Club events (Thursday, Friday and Saturday mornings)
- Availability before the show (Tuesday and Wednesday or early morning from Thursday to Sunday)
- **Minimum availability:** 2 days and a minimum of 8 hours for the entire event
- **Minimum age:** 16 years old