

OPEN HORSE SHOW GUIDELINES

The **Show Chairperson** shall be responsible for the proper organization and conduct of the horse show. He/she shall have a copy of the rules being used for reference during the show, if needed. The chairperson shall enforce all rules from the time the exhibitors enter the show grounds until they leave.

The **Show Committee**:

1. Chooses classes to be run at the horse show and creates a showbill.
2. Chooses a qualified judge and provides a contract and a contact person's phone number, should they have any questions.
3. The committee and chairperson shall settle, within the rules, all disputes, protests and controversies.
4. Provides all necessary equipment needed for classes.
5. Ensures that the showground is safe, clean and ready to go on the day of the show.
6. Ensures that the showring is safe, clean of debris and dragged prior to the start of the show and has an arena crew for set-up and take down of equipment.
7. Sets up a clean-up crew for when the show is completed.
8. Decides when breaks will be taken and lists them on the showbill.
9. Determines a method as to how any ties shall be broke.
10. Determines if and when a show shall be canceled due to weather or safety reasons and notify the public at the very earliest convenience.
11. Makes arrangements to have a good food stand located on the showgrounds.
12. Provides an electric timer and/or stopwatch for gymkana classes.
13. Appoints an announcer who is organized, has a clear concise way of speaking into a microphone and keeps unnecessary chatter to a minimum. Provides the announcer with an assistant to help keep paperwork in order.
14. Is sure there is a PA system that is in good, working order and can be heard over the entire showgrounds.
15. Provides headsets or walkie talkies for gate people, announcer and ringman and is sure to have extra batteries on hand should they be needed.
16. Chooses awards appropriate for the show and orders them well in advance.
17. Decides how advertising of the show will be done and assigns a media person to fulfill this duty.
18. Ensures that there are restroom facilities available and that they are kept clean and well supplied throughout the day of the show.
19. Designate a warm-up area for performance horses and longeing area.
20. Be prepared for emergencies. Have phone numbers of a hospital, vet and farrier available should they be needed.

Show Secretary:

1. Within a reasonable time will send a contract to the chosen judge, along with a class list and specific instructions as to how to get to the showgrounds.
2. Makes copies of the class list for exhibitors for the day of the show.
3. Has plastic sheet covers to place patterns in and display them for the exhibitors.
4. Ensures that all Coggins papers are collected and filed in an orderly manner for possible reference.
5. Provides exhibitor numbers and pins and judge's cards.
6. Prints up entry forms prior to the show.
7. Has office supplies available the day of the show.
8. Has a copy of the rules being used for the show.
9. Ensures that there is an organized way in which to keep track of points for High Point awards.
10. When needed, submits all show result forms to necessary offices.
11. Makes sure there are enough friendly and patient people to help collect entry forms and fees.
12. Checks if awards have arrived and makes sure, if any engraving has been done, that it is correct.

Show Treasurer:

1. Has change available for the office staff for show entries.
2. Collects and counts all entry fees and office fees immediately after the show and deposits it in the bank at the earliest convenience.
3. Knows what the judge's contract states for their services and has a check ready to pay the judge at the end of the show.
4. Pays all outstanding bills.
5. Has a monetary report available for the post show committee meeting.

Ring Steward:

1. Will help the judge, but not advise him during the show. He/she will refrain from discussing or conferring with the judge about the exhibitors and/or their horse.
2. Shall act as a mediator between the judge and exhibitors.
3. At the request of the judge, will move and place animals as he/she advises.
4. Has the authority to ask an exhibitor to remove their horse from the arena or showgrounds for the safety of other exhibitors and spectators.
5. Is responsible for notifying the judge when all horses are present for each class.
6. Should violations of any rules occur, he/she shall immediately inform the show chairman.
7. Submit the judge's placings to the show office for records and review if necessary.

In-gate Person:

1. If at all possible, should have a list of the exhibitors for each class and assemble the class that is to enter the showing.
2. To eliminate delays, immediately assemble the next class so those exhibitors may start entering the arena as the previous class departs.
3. He/she will inform the ring person as to when all exhibitors are present and all are entered in the ring.

Out-gate Person:

1. Shall clear the area so that exhibitors and their horses exiting the ring have a clear pathway to ensure the safety of spectators and themselves.
2. Have awards ready to be distributed to those who have placed in the class.