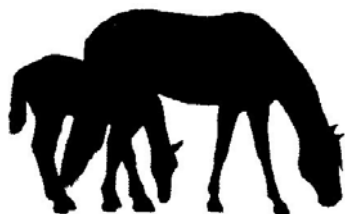
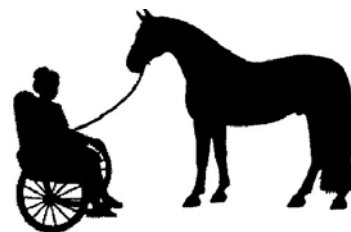


Pennsylvania 4-H Horse Show Management Guidelines

*Working Draft - Revised June 24, 2009
For use at remaining shows in 2009*



This booklet is a guide for horse show committees, volunteers, county extension educators, parents and exhibitors involved in planning and organizing 4-H horse shows. The booklet describes the responsibilities of show personnel and outlines planning procedures that contribute to a safe, organized and efficient show. Careful show preparation, organization and management will help ensure that the show is a positive experience for all participants.

BUILDING BLOCKS OF A GOOD SHOW

When organizing a 4-H horse show, it is important to keep the following factors in mind:

- The show and show management represent and promote the 4-H program. Show personnel should promote 4-H objectives and help ensure a safe, positive experience for all participants.
- Organizing a horse show is complex and requires significant time and effort. Effective show organizers are enthusiastic and take pride in their work.
- Planning makes the difference between a *good* show and a *great* show.
- The show should be conducted in a business-like manner, and safety, ethics, sportsmanship, education and fun should be integral components.

TOPICS

- **Ethics and Sportsmanship**
- **4-H Horse Show Rule Book and Guidelines**
- **Safety and Show Planning**
- **Show Officials**
- **Entry Information**
- **Final Organization**
- **At the Competition**
- **After The Show**
- **District Show Chairperson's Responsibilities**
- **Sample Judge's Agreement**
- **Horse Show Reminder List**

Always remember that what an exhibitor wants, expects, and deserves is:

- Good, fair, honest competition held in accordance with show rules.
- Safe facilities and show operations that do not create unnecessary inconvenience or risk.
- A comfortable atmosphere with friendly, cooperative, and helpful show officials and personnel.
- Printed and announced information that is adequate and correct.
- Prompt, timely, and reasonable operation of the show.
- Show management that is knowledgeable and enforces all rules.
- Show management that cares about participants' needs and promptly responds to needs or other reasonable requests

ETHICS and SPORTSMANSHIP

Ethical behavior and sportsmanlike conduct are expected of *all* participants at 4-H shows. This includes the show committee, 4-H members, parents, family members, leaders, coaches, friends, and anyone else participating in or attending the show. Show management should strive to establish an atmosphere that encourages positive attitudes, ethical behavior and sportsmanship. Shows should be conducted in a manner that supports the mission and objectives of the 4-H horse program.

Expectations of appropriate conduct including standards for sportsmanlike conduct, ethical behavior and humane treatment of animals should be included in show registration materials (unless these materials have been previously distributed). Most of these standards are included in the 4-H Member Enrollment Form and Code of Conduct, or are covered during 4-H ethics and quality assurance training. Exhibitors and their parent or guardian should read and sign the code of conduct agreement before the exhibitor is allowed to participate in the show. It is not necessary to duplicate agreement forms for each show since forms should be completed and filed in the county extension office when the 4-H member is enrolled in 4-H. Announcements regarding ethical behavior, sportsmanship and the 4-H mission may be made prior to and periodically throughout the show as appropriate. An opening ceremony may be helpful to set a positive tone for the show and encourage appropriate behavior by all participants.

Additional information for leaders on ethics and sportsmanship is available from local Penn State extension offices. A series of pamphlets in the *Developing Sportsmanship* series is available for 4-H members, parents and spectators.

The objectives of the 4-H Horse Program are:

- ◆ To develop *life skills in youth*. These include ethics, responsibility, leadership, citizenship, independence, sportsmanship, and positive attitudes of self-worth.
- ◆ To promote knowledge of *horsemanship* and *responsible, ethical animal care, use and management*.

**“Winning is not about getting ahead of someone else,
Winning is about getting ahead of yourself.”**

Roger Staubach

4-H HORSE SHOW RULE BOOK and GUIDELINES

Refer to the current Pennsylvania 4-H Horse Show Rule Book for rules regarding ethical behavior, sportsmanship and humane care of animals as well as specific rules for qualifying classes for the state show. At all county, regional and district shows, all qualifying classes for the state show must follow rules in the current Pennsylvania 4-H Horse Show Rule Book with no additions deletions or modifications.

Rule books and other horse show guidelines are available from county offices of Penn State extension or on the 4-H Horse Program website:

www.das.psu.edu/

4-H Programs - Horses - Rules, References and Resources

Additional information regarding 4-H shows and 4-H policies is available in the current *Pennsylvania 4-H Youth Development Policy and Resource Manual*. The manual is available from 4-H educators in county extension offices.

PRELIMINARY PLANNING (9-12 months before the show)

1. It is suggested that planning for a show begin at least ten months to a year in advance of the projected date. Set up an outline and checklists to help ensure that all work is done in a timely and efficient manner.
2. The show manager and at least one or more members of the show committee should have training and experience in show management. Show coordinators should hire an experienced show manager if the show chair/coordinator or show committee has limited training and experience managing shows.
3. Set date of show and location and advertise as early as possible. Show management should have contingency plans in place in the event of bad weather. Alternate dates, alternate facilities, etc. should be prearranged if possible in the event that they are needed.

4. Obtain suitable show grounds and facilities.

Safety for participants and horses must be a priority in selecting or designing show facilities.

The arena should be large enough to safely accommodate anticipated class size. A common, standard size for an outdoor horse show arena is 120 feet by 240 feet. The show committee must exercise good judgment to determine appropriate number of horses allowed in the arena at any one time. The committee should consider class size, age and experience of exhibitors and horses, and other factors specific to the show. The Certified Horsemanship Association (CHA) recommends 32 linear feet of rail space per horse when teaching beginner/intermediate riding lessons (22 to 23 horses for a 120 ft. by 240 ft. arena, based on the CHA guideline). Although this recommendation is not specific to shows, it may be used as guide to help determine appropriate numbers of exhibitors for some classes.

Classes with a large number of participants should be split and shown in multiple go-rounds as appropriate. Conversely, a large arena should be partitioned for small classes and classes with less experienced riders, young horses, etc. This may help to facilitate safe control of horses in these situations.

For novice or walk-trot classes, it is recommended that “spotters” or additional volunteers are available to assist riders if needed. The spotters should work with the ringmaster to coordinate supervision of these classes.

If multiple arenas are used simultaneously, show management should attempt to minimize class conflicts and work with exhibitors if conflicts arise. Procedures for handling class conflicts should be given to exhibitors upon registration at the show.

The arena surface should be level, uniform, and contain safe footing material. No holes, rocks or other hazards should be present in the arena. The arena should be safely and securely fenced with board fencing or other suitable material that is in good repair. Fences and gates must be sturdily constructed. Gates should be securely attached at the same height as the fence. Fencing should be constructed so that the rider’s leg is unlikely to catch on rails, posts, gates or protruding objects. Fence height should be a minimum of four to four and one half feet or higher. Water should be available to water the arena as well as for exhibitor use.

Two or more show arenas may be necessary for larger shows. A separate schooling or practice area that provides sufficient space for exercising horses should be provided. Riders schooling over fences, pleasure/novice riders, contest riders working at speed, and horses being driven should exercise in separate areas or at different times. If separate areas are not available, schedule specific exercise times or partition the schooling area as needed. Exhibitors working in hand or lungeing *must* be in a separate area from horses being ridden or driven. Both schooling and lungeing areas should be

SAFE FACILITIES AND PRELIMINARY PLANNING (Continued)

enclosed if possible and separated from the general public, vehicles, and other hazards. Exhibitors should be able to hear show announcements in the schooling area(s).

The show grounds should be clean and free of any dangerous obstacles, obstructions or other hazards. Seating and parking areas for spectators and the general public should be separated from horses and not immediately adjacent to the arena. A buffer space should be provided between the general public and the arena where possible.

Ample parking space should be available for spectators and exhibitors. Traffic flow and parking areas must be planned to minimize hazards to both pedestrians and horses. Sufficient space should be provided for horse trailers, campers, loading/unloading horses, equipment etc. as needed.

For additional information on arena safety standards, refer to the *CHA Standards for Group Riding Programs* available from the Certified Horsemanship Association at www.cha-ahse.org

In order to have protection afforded by Pennsylvania law (Act 93 of 2005, Equine Activities Immunity Act) certain requirements must be met for equine activities. One requirement is a minimum of two signs, two feet by three feet, which must be posted in two or more locations at the equine facility. The signs must contain the exact language specified in the act: "You assume the risk of equine activities pursuant to Pennsylvania Law".

For additional information regarding this law and specifications for signs, see the Pennsylvania Equine Council (PEC) website at: pennsylvaniaequinecouncil.com/

5. Obtain a qualified judge.

Judge's names can be obtained from the 4-H Horse Show Judges List available from Penn State Cooperative Extension or on the 4-H Horse Program website. Additional names may also be obtained from 4-H judge's lists of neighboring states, American Quarter Horse Association (AQHA), United States Equestrian Federation (USEF) and many other breed and horse judging organizations.

The judge should have a working knowledge of Pennsylvania 4-H Horse Show Rules, capable of working with youth in a positive manner and experienced in horse judging. Judges who are accredited by horse judging or breed associations or included on the list of Pennsylvania 4-H Horse Show Judges are frequently hired for 4-H shows. It is strongly recommended to only use judges who are accredited, trained and experienced. Obtain evaluations and recommendations for judges from leaders, educators, or equine professionals that have used the judge at 4-H or other shows. A list of judges with evaluations from 4-H shows is available is on the 4-H Horse Program website.

Secure a signed agreement with the judge as soon as possible after receiving verbal commitment (see sample). The agreement should include: date and location of the show, expenses that are covered (fee, travel, lodging and meals), the name and phone number of a person to contact if questions arise, and a self addressed, stamped envelope for returning the signed agreement.

At least four to eight weeks prior to the show, send an information packet to the judge including: confirmation letter, directions to the show, names and phone numbers of key contact persons, including cell phone or other show numbers for the day of the show, rule book, and additional information or guidelines for 4-H shows that are not included in the rule book. (i.e. additional show/class guidelines and any other information as appropriate). Special requests or considerations for course design should also be sent to the judge well in advance of the show. Show management should clarify with the judge who is to provide course patterns and when patterns are to be posted at the show.

SAFETY and PRELIMINARY PLANNING (Continued)

6. Safety precautions and emergency planning must receive highest priority.

Safety *must* be a priority and must be considered in every aspect of show planning. Thorough planning with careful consideration of safety will help minimize the risks of injury to show participants and horses. Show managers are encouraged to consult with safety experts to help ensure adequate safety precautions and medical coverage for the show.

Participants should be aware of risks associated with equine activities. Acknowledgement of Risk forms should be available and completed as required by current Pennsylvania 4-H policy. Current safety resources should be provided to 4-H members and their families well in advance of the show.

The show committee, steward(s) and ringmaster(s) should be aware of safety procedures prior to the start of the show. Judges should be instructed to keep safety a priority and reminded that the judge may excuse any exhibitor due to concerns for safety of any participant or horse in any class.

The show manager should be sure that a plan to deal with potential emergency situations involving exhibitors, spectators, or horses is in place for the show. Consider potential emergency situations such as extreme weather, fallen rider with injuries, loose horse, etc. The show manager may designate a safety coordinator to assist with emergency pre-planning depending on the size of the event. In some cases, the show manager may also be the safety coordinator. At larger events, this position may be better served by a person with no other responsibilities.

The role of the safety coordinator is to coordinate safety planning before the day of the show and to direct any emergent needs the day of the show. At a minimum, the safety coordinator should post in a designated location the phone numbers for local Emergency Medical Service (EMS), police, fire department and veterinarian, the name and phone number of the nearest hospital with directions to that facility, directions to the location of the show or event for EMS. Each member of the show committee should be aware of the location of emergency personnel on the grounds, emergency phone numbers, and the location of local emergency medical facilities.

If there will be no EMS or medical personnel on the grounds, the safety coordinator should contact local EMS prior to the show and notify them of the upcoming event and review with local EMS directions to the show grounds as well as instructions for accessing central areas. Many EMS personnel may not be aware of factors that may frighten horses and create additional hazards in an emergency. They should be informed of the effects of lights and sirens on horses and resultant problems for horses and humans on a crowded show grounds! Potential medical personnel may be first aid providers with CPR training, First Responders, Emergency Medical Technician (EMT; basic or advanced), paramedic, nurse, physician assistant or physician.

The decision to have EMS or medical personnel, with or without an ambulance, on the show grounds is dependent on multiple factors. The two most important are the total number of individuals on the grounds the day of the event, both participants and spectators, and the proximity of the show grounds to EMS or medical care. As total numbers of individuals on a show grounds increases, so does the probability of illness or injury. It should be noted that this probability is still extremely low and that most medical needs will be minor and non-emergent.

The location of the show grounds in relation to medical care should also factor into safety planning. A show located within close proximity of a hospital and an ambulance service will probably not need on-site EMS for a small event. Once the total number of individuals begins to rise above 500, the safety coordinator should consider having dedicated trained medical personnel on the show grounds,

SAFETY AND PRELIMINARY PLANNING (Continued)

regardless of distance to a hospital. For show grounds in more remote locations, show management should more strongly consider having trained medical personnel on the grounds either with or without dedicated ambulance service.

While an ambulance with EMS personnel on the grounds may be desirable for all events, most smaller shows may be adequately staffed with personnel that are familiar with basic first aid and CPR and that can access the 911 system if the event locale is close to EMS/ambulance service. Larger events, including most district and state level events will have participant and spectator numbers great enough to warrant on site EMS or ambulance presence.

At larger events where medical personnel are on the grounds, their location should be clearly marked and they should have the ability to be quickly located on the grounds by radio or phone. The safety coordinator should review the layout of the show grounds with medical personnel as well as access routes to the grounds should an ambulance be needed. The safety coordinator should arrange for communications between show personnel and medical personnel.

Medical personnel should be appropriately dressed and stationed in an obvious location if possible so they can be easily found in the event of an emergency. The location of medical personnel on the grounds should be announced, posted at the show office, included on show maps and published in on-site materials. Protocols for contacting on-site medical personnel should be posted prominently on the show grounds and provided to exhibitors. This is especially critical if the show grounds are large and the medical station is not readily visible.

It is preferable for a veterinarian to be present throughout the show. If this is not practical, a veterinarian should be contacted prior to the show and arrangements made for the veterinarian to be "on-call".

A first aid kit and fire extinguisher should be located in the show office or medical station. They should be checked and re-stocked or serviced as needed.

The safety coordinator should obtain incident reporting forms and be responsible for completing these forms as needed for injuries sustained on the show grounds. Incident report forms must be completed and submitted for all incidents that may result in an insurance claim. If a person refuses medical care when offered, it should be noted on the incident report form.

A call list should be prepared; include names and phone numbers of people to notify in the event of an incident – county educator, CED, RD, etc. See current *Pennsylvania 4-H Youth Development Policy and Resource Manual* for current forms and procedures pertaining to incidents.

Preparing for Severe Weather Conditions

Thunderstorms and severe weather can materialize at any place and at any time when the atmospheric conditions are right for storm development. As a front approaches, storms can move very quickly. Procedures should be in place to immediately respond to severe or extreme weather conditions.

Show officials should consider effects of extreme weather and take precautions as needed. Extreme heat and humidity may be considerations at some shows and officials should consider these effects on people and horses. If the heat index approaches the danger zone, officials should take appropriate steps such as removal of coats, availability of shade, etc. See National Weather Service heat index chart at: <http://www.nws.noaa.gov/om/heat/index.shtml> Officials should have heightened awareness of riders, spectators and horses showing signs of heat illness and take appropriate action when needed.

Before Lightning Strikes...

It may take quite a bit of time to move spectators, exhibitors and horses to a place of safety. It is much safer to move people and animals in advance of a storm rather than in the middle of a heavy rain and storm event. It is important to consider available shelter, traffic flow, and safety when planning to move large numbers of spectators, riders, and horses. If there is a pole barn or indoor arena available, exhibitors should be instructed to slowly and calmly move their horses to these structures.

If no shelter is available, horses should be placed on their trailers. Spectators should be instructed to move to their cars as quickly as possible.

Procedures to respond to severe weather should be conveyed to show officials, exhibitors, and all show participants. These procedures should be included in show programs, posted on the grounds and announced at the beginning of the show and throughout the show if severe weather is likely.

It is very important to determine the likelihood of a severe weather event and monitor the development of severe weather. The safety coordinator should always check the forecast prior to the event, and the show officials should be notified about any severe weather in the forecast.

It is important to designate someone to monitor the weather situation. If you can hear thunder, you are close enough to the storm to be struck by lightning. Any potential storm development should be immediately reported to the safety officer. There are many methods of detecting and monitoring the progression of thunderstorms and severe weather:

- If internet access is available, a computer can be used to monitor radar for storm development and movement. Radar is available on many sites, including: the Weather Channel, Accuweather, or NOAA.
- Arrangements can be made to send text messages of severe weather alerts to cell phones by contacting the Weather Channel or Accuweather.
- A radar map can be sent to most cell phones. Contact the weather channel.com for more information.
- Cellular phones with mobile web capability, can access detailed weather information, and radar and satellite maps through the Weather Channel.
- A battery operated NOAA weather radio can effectively provide alerts.

When a storm approaches...

The safety coordinator should ask the announcer to stop any classes in progress. The announcer should again reiterate the procedure that should be followed to ensure that exhibitors, horses, and spectators move to a place of safety as quickly and calmly as possible.

SAFETY AND PRELIMINARY PLANNING (Continued)

Safety planning time frame

Several months prior to event: Safety Coordinator designated, meet with show committee, tour show grounds if unfamiliar with layout, obtain historical attendance numbers for event. Familiarize with inclement weather policies, excessive heat recommendations.

One month prior to event: If EMS/medical personnel to be on grounds (large event >500 individuals or remote location), finalize plans with appropriate personnel or service, negotiate payment for paid services, verify insurance coverage. Obtain incident report forms. Confirm that safety plan is included in on site publications.

One week prior to event: Compile list of emergency phone numbers: EMS, nearest hospital, police, fire station, and veterinarian. Obtain and print out directions to local hospitals. Print out directions to show grounds. If EMS will not be on show grounds, communicate date and location of event to nearest EMS service as well as access instructions. Review manner of access, including the effect of light and sirens on animal on site. Designate location for medical personnel on grounds. Confirm availability of communication devices for day of show.

One day prior to event: Obtain updated weather forecast for day of show, verify lists of emergency phone numbers and directions are up to date and correct. Call any paid services and make final confirmation of availability for day of show. Review location and access to grounds with off site EMS. Check working order of communications devices and correct any deficiencies.

Day of event: Meet with medical personnel on arrival at show grounds, review communication expectations and location during show. Post emergency phone numbers in at least 2 prominent places on show grounds (i.e. Show office or secretary booth and announcer stand). Meet with all show officials, stewards, ring personnel, and show committee and update them on safety plans and ability to communicate with medical personnel. Direct announcement of safety plan/ location of medical personnel to participants and spectators at start of show. Signs detailing emergency procedures should be posted. Participants should be advised to report problems to the show office or announcer's stand if an emergency arises. Coordinate response to emergent situations – need for EMS on grounds, weather emergencies, minor or moderate injury to rider, horse or spectator. Delegate duties to additional personnel as necessary to ensure safety of participants and spectators.

After event: Ensure that incident reporting forms are completed as needed and turned in to appropriate extension, university and insurance personnel. Prepare brief report on any untoward safety events including responses by safety coordinator or medical personnel. Confirm payment to paid EMS; arrange thank you notes or other method of gratitude to unpaid personnel.

For more information...

Additional information on safety precautions and medical coverage for equine events is available from the United States Equestrian Federation (USEF) at: <http://www.usef.org/> Equestrian Medical Safety Association (EMSA) at: <http://www.emsaonline.net/> An accident preparedness plan and other horse show safety information is available from the USEF website. Additional horse safety resources are available in *4-H Horse Safety Resources* on the 4-H Horse Program website.

PRELIMINARY PLANNING (Continued)

7. All health requirements for animals should be outlined on show flyers, in the show catalog and on entry forms. Health requirements must be strictly enforced by show personnel.
8. Prepare and distribute a show flyer well in advance of the show. The flyer should contain: the class order and award list, show location and directions to the show, name(s) of judge(s), class fees, starting time, animal health requirements (Coggins/EIA, rabies, VCPR, etc.), availability of food on the show grounds and any other pertinent information. Any special rules and regulations should also be noted (i.e. protective headgear rule, no unleashed pets, no alcoholic beverages, acknowledgement of risk requirements, etc.).

For 4-H sponsored *open* shows it should be noted on the show flyer that a signed Acknowledgement of Risk form is required for *all* youth and adults. The flyer should state that forms will be available at the show. All 4-H members should already have signed forms on file in the county extension office when he/she enrolled in a 4-H horse project. It is not necessary for these 4-H members to submit another form at shows, *provided* a signed form is on file in the county extension office.

9. Order back numbers, ribbons, trophies, badges identifying show personnel (committee, steward, ringmaster, etc.) and judge's cards as needed.
10. Obtain the services of a farrier who should be present on the grounds or "on-call".
11. Secure suitable and safe jumps, cones, trail and contest class equipment, timers, etc. (Samples of jumps and trail obstacles are included in guidelines for trail, obstacle trail and over fences classes. Guidelines are updated periodically and are on the website.)
12. If there will be commercial vendors at the show, be sure they have appropriate liability insurance as required by current Pennsylvania 4-H policy. Remember that Pennsylvania 4-H policy does not permit vendors to sell *used* tack or equipment, regardless of the type and amount of insurance coverage they carry. Determine show policies regarding fees, amount of space and other services provided for commercial or non-profit vendors. Send detailed, show vendor policies and related show information to all vendors several months prior to the show.
13. Assign duties to show personnel (See job descriptions in next section.)
14. Work with the county extension educator to ensure that insurance is adequate for the show. Obtain liability and accident insurance as appropriate for 4-H events.
15. Obtain signs as required by Pennsylvania law for equine activities. (Act 93 of 2005, Equine Activity Immunity Act). The signs inform participants that they assume risks of equine activities pursuant to Pennsylvania law. Signs are available from the Pennsylvania Equine Council (PEC) at: <http://www.pennsylvaniaequinecouncil.com/> Additional information regarding this law is on the PEC website.
16. Organize opening ceremonies.
17. Make sure food and refreshments are available.
18. Schedule portable bathroom facilities for the show if necessary.
19. Secure public address system and a back-up system (bull horn or portable public address system)
20. Make sure that a local fire department or private contractor is available to water the arena if necessary.

PRELIMINARY PLANNING (Continued)

21. Make lodging reservations for the judge if needed.
22. Provide accommodations for persons with disabilities as appropriate. See *Program Accessibility Guidelines for Persons With Disabilities in 4-H Horse Events* available from county extension offices or on the 4-H Horse Program website.
23. Keep accurate records of all show expenditures and income.

NOTES, ITEMS TO REMEMBER



The Show Committee

The show committee should have a working knowledge of show rules and show management procedures. Members should have ample time to devote to their positions prior to, during and after the show and should be available as needed.

The show committee is responsible for the operation of the show. It is the duty of this committee to enforce all rules as set forth in the current Pennsylvania 4-H Horse Show Rule Book and supplement, as well as any county or district policies. Qualifying classes for the state show must follow state show rules with no additions, deletions or modifications at county, regional and district shows.

The show committee must consider safety of exhibitors, horses, spectators, and all show participants when planning and conducting shows. *All* members of the show committee must be aware of safety procedures and emergency response plans for the show. The show committee must *immediately* address any concern brought to the attention of the committee related to the safety of show participants. Show committees must enforce all 4-H horse show rules related to the safety of show participants. Classes offered at county, district, or other shows that are not covered by state rules should follow appropriate rules and guidelines to help ensure the safety of all show participants.

The show committee must monitor conditions throughout the show grounds and exercise good judgment to maintain safety at all times. The committee should be aware of class size, age and experience of exhibitors and horses, and other factors specific to the show. ***Refer to Preliminary Planning section, items 4 and 6 for details.***

The Show Committee shall:

- Determine the course for any class not clearly defined in this rule book. The course must be posted at least one hour before the scheduled time of the class.
- Determine the working order in individual performance classes and may require announcement of individual disqualifications as they occur.
- Eliminate, without waiting for a protest, an improper entry of a horse or rider or driver.
- Weigh all facts and information pertaining to or regarding a protest, rule violation and/or error before rendering a decision.

Rule violations, clerical errors, and other errors may be corrected by the Show Committee and/or the Judge during a class or after a class has been placed, but no later than 30 minutes after the conclusion of the show.

The show committee should be visible and available throughout the day to respond quickly to situations involving inhumane treatment of animals, safety issues, rule violations, or show management concerns. All show committee members and officials should wear badges that clearly indicate them as a show official.



The Show Manager

The buck stops here! The show manager is the final authority present at the show. The show manager is responsible for the overall operation of the show and coordination of *all* show plans and details. The show manager coordinates the show committee, assigns specific duties to the show committee and volunteers, communicates and coordinates with officials, supervises and monitors show operations and delegates responsibilities as appropriate.

A good show manager never assumes that giving someone a job ensures that it will get done. The manager does not have to personally handle all show duties and details. However the manager should clearly communicate directions and requests with all show personnel, officials and volunteers. The manager should follow up on delegated tasks to ensure that all show details and jobs are done as planned. He/she should organize a check-in system to be sure that all show personnel are present on the day of the show.



The Show Secretary

The show secretary is responsible for working with the show manager to ensure that show entries are properly processed and that clerical duties are handled prior to, during and after the show. The show secretary should work with the show manager and committee to organize and coordinate show office operations. The show secretary should work with the show manager to ensure that exhibitors receive show information as needed prior to, during, and after the show.

The show secretary should arrive at the show early with the necessary office supplies and organize the show office. Before the show begins, the secretary will have the duty of accepting entries, distributing exhibitors' numbers, and other special instructions or show materials. At qualifying shows, the secretary will be responsible for registering 4-H members that qualify for regional, district or state show classes. Additional volunteers should assist the show secretary to organize ribbons and trophies, assemble all show related paperwork (judges cards, announcer class sheets, etc), and record results. Volunteers may also help with other office or show duties as needed.



The Safety Coordinator

In some cases, the safety coordinator may also be the show manager, depending on the size and scope of the event. At larger events, this position may be better served by a person with no other responsibilities. The role of the safety coordinator is to coordinate safety planning before the day of the show and to direct any emergent needs the day of the show. The safety coordinator should have a thorough knowledge of the safety and emergency response plan and work with emergency personnel to coordinate an emergency response. The safety coordinator should know the show layout as well as the location of and contact information for emergency personnel. The safety coordinator should provide a map/layout of the show grounds and directions to the show grounds to emergency personnel. The safety coordinator must be able to communicate immediately with emergency and medical personnel and the show manager and committee. The safety coordinator should work with the show committee to direct the flow of horse and human traffic in the event of an emergency. *See section on safety planning for more details.*



The Show Grounds Manager

The grounds manager is sometimes also the show manager. The grounds manager should develop a good working relationship with the owner or manager of the show grounds facility. The grounds manager should have a thorough knowledge of the layout of the show grounds and be familiar with all resources available on the show grounds. The grounds manager should work with show management to help plan the show layout and help ensure safe and efficient show operations.

The grounds manager should inspect the show grounds & equipment prior to the start of the show, be aware of show safety and emergency procedures and should contact emergency personnel as needed. The grounds manager should communicate any problems or concerns related to show facilities to the show manager. The grounds manager should work with show management and ring crew to help ensure that facilities and equipment are in good working order and arena footing is safe, worked and watered as needed. The grounds manager should also work with parking staff to coordinate traffic and parking.



The Show Steward

The show steward should be appointed by the show committee. A steward should clearly understand that he/she has no connection with show committee decisions or with the judging of the show. The steward should point out in a diplomatic manner, any instance where the rules are violated. The steward should not dictate to the judges or the show committee, but should immediately report to the show committee any violations of the rules committed by a judge, exhibitor or official.

The steward should be available to the judges, exhibitors, and the show committee at all times throughout the show. The steward must be available to help ensure the application of the appropriate show rules and initiate investigation of any situation in which the rules are not upheld.

The other duties of the steward are to:

- Verify enforcement of the show rules.
- Protect the interest of exhibitors, judges, and show committee.
- Report to the show committee any misrepresentation or substitution of entry without waiting for a protest.
- Supervise and record “time outs.”
- Report to the show committee chairman any offense or violation of the rules committed by an exhibitor, judge or official.



The Ringmaster

A ringmaster is the judge’s aid and also assists and instructs exhibitors as appropriate. A good ringmaster is vital to safe and efficient show operations. The ringmaster must pay close attention to all horses and exhibitors and should help maintain safety in the arena. The ringmaster must be aware of emergency procedures and must act promptly in the event of an emergency situation.

The ringmaster works with the announcer to move horses into and out of the arena and directs exhibitors as instructed by the judge. The ringmaster should not initiate conversation with the judge or converse with riders during any class. The ringmaster should not help to judge any class in any way. The ringmaster may also assist the ring or jump crews.



The Announcer

The announcer makes appropriate announcements as needed and helps to keep the show running on schedule. The announcer is a vital member of the show staff and must be able to communicate immediately with the ringmaster and show manager as needed. The announcer should have a pleasant voice that is easy to hear and understand.

The announcer calls the exhibitors to the gate, informs participants of the show schedule and announces the status of upcoming classes. The announcer works with the gate attendants and ringmaster to move exhibitors into and out of the arena in an organized and timely manner. The announcer should inform the gate attendant, ringmaster and judge of the number of exhibitors in each class. The announcer works with the ringmaster and judge to announce instructions, gaits, etc. for each class. A good announcer promptly provides the results of each class and keeps the public and competitors informed of the progress of the show.

The announcer must be aware of emergency procedures for the show and have contact information for emergency personnel readily available at all times. In the event of an emergency, the announcer should act quickly to maintain safety. The announcer should take the initiative to instruct exhibitors, show officials and participants during an emergency as needed.



The Gate Attendants

Gate attendants are responsible for many duties other than simply opening and closing the gates. The gate attendants are responsible for keeping the gates clear of spectators and monitoring the area near the in-gate and out-gate. The in-gate attendant ensures that exhibitors are ready to enter the arena in the correct order of performance for each class. He/she also checks riders for correct numbers, makes sure that entries for the next class are ready and waiting at the gate, and notifies the ringmaster and announcer when entries are missing. The in-gate attendant is not responsible to prevent any participant from entering the arena.



The Ring Crew

An energetic ring crew should be organized with a leader that is familiar with the role of the ring crew. The leader should obtain a vehicle(s) suitable for moving equipment, jumps and obstacles and should review the courses and patterns before the show begins. The ring crew should be available the day before the show to ensure all equipment is available and to set up the courses if possible. The ring crew should be available throughout the day of the show to set jumps or obstacles and adjust courses as needed.



The Schooling Area Supervisor

The schooling area should be managed by a supervisor appointed by the show committee. Safety should be the schooling supervisor's first priority. The supervisor must be aware of emergency procedures and able to immediately communicate with emergency personnel if needed. The supervisor should monitor the schooling area, make adjustments as needed to maintain safety of horses and exhibitors and help ensure that all exhibitors have the opportunity to school their horses.

ENTRY INFORMATION

Show managers should work closely with the local, county extension educator and be aware of current 4-H horse show entry requirements. This information is updated annually and distributed to county extension educators. Current entry requirements are also on the 4-H Horse Program website at: www.das.psu.edu/ with “Information for Extension Educators” or “Horse Shows”. Additional information regarding 4-H shows and 4-H policies is available in the current *Pennsylvania 4-H Youth Development Policy and Resource Manual* available from 4-H educators in county extension offices.

Entry deadlines and other entry requirement information should be distributed to all 4-H members well in advance of the show. This will allow members to make their entries on time and to have all appropriate paperwork when making an entry. 4-H members should be encouraged to have copies of all paperwork with them at all shows in the event that questions arise.

For all Pennsylvania 4-H qualifying shows entries must be made using the computer database program supplied by the state 4-H horse program office. The show chairperson should work with the show secretary and all extension educators involved to ensure that entries are properly made and documented. Educators and leaders should work with show committees at the county, regional and district levels to verify that members are eligible to compete and have completed appropriate project requirements. *It is recommended that official results of county qualifying shows are available at respective district shows to verify eligibility of entries if questioned.*

Show managers should work with the show secretary to ensure that qualifying entries and any necessary paperwork are sent to the next show by the respective show entry deadline. Entries should be sent to the respective regional, district and/or state show contacts as noted in the show information that is distributed prior to each of these shows.

All exhibitors who qualify for the state show are required to make state show entries, submit required forms, and obtain state show information at their respective regional production show or district show. Exhibitors **MUST** report to the show office within 30 minutes of the placing of the last class of the show. Late entries will **NOT** be accepted. Exhibitors who fail to verify their entry and submit appropriate information will **NOT** be allowed to participate in the state show. Designation of this rule/policy needs to be printed in the show catalog for all qualifying shows. Additionally, this information should be announced several times during the show so that all exhibitors are aware of this entry requirement.

FINAL ORGANIZATION

1. Several days prior to the show, inspect the show grounds. Designate the schooling area, exhibitor parking area, and spectator parking area.
2. Meet with volunteers serving as parking attendants. Organize and post traffic flow patterns.
3. Develop a plan to keep spectators and horses separate. Arrange horse traffic patterns between trailers, stabling and schooling area(s) and the show arena(s) to minimize interaction with spectators. Develop traffic patterns that will allow horses and exhibitors to move easily from trailers or stabling areas to schooling area(s) and the show arena(s).
4. Develop a plan that will allow ample room for horses at the in-gate and avoid crowding that can lead to a hazardous situation. Plan to keep spectators away from the in-gate area to further minimize hazardous situations.
5. Plan a buffer area around the arena. Do not let people park cars or trailers immediately adjacent to the arena.

FINAL ORGANIZATION (Continued)

6. Prepare exhibitor packets containing: back numbers and attachments, show program and schedule, garbage bag, welcome letter, safety and emergency information, and any special instructions or announcements.
7. Completed copies of medical and emergency consent forms should be available for all 4-H members at all 4-H shows/events.
8. Have blank forms of all required paperwork such as Acknowledgement of Risk Forms, Veterinary Client Patient Relationship Form (VCPR), etc. These forms should *not* be needed at 4-H shows for 4-H members enrolled in 4-H horse projects (since they are included with project enrollment materials). However, they should be available for exhibitors at open shows or for 4-H members in the event questions arise.
9. At least seven to ten days prior to the show make reminder phone calls to: judge(s), emergency personnel, farrier, veterinarian, announcer, etc. When making reminder calls, keep the following items in mind: Show officials should arrive at the show early to coordinate details with the show manager. The show manager should inform officials of the specific time and place they should meet at the show. The judge should arrive approximately 30 minutes prior to the start of the show. Emergency personnel should be on the grounds at all times when exhibitors are mounted and remain until the show is completed. Other officials should arrive at the show grounds in sufficient time to coordinate details for which they are responsible. Detailed directions should be provided to all show officials.
8. Determine the working order randomly in individual performance classes (such as western riding, working hunter, contest classes, etc). Decide where and how working orders will be posted on the day of the show.
10. Prepare judge's cards with class names printed on each card. The show manager should consult with each judge to determine if they have specific requests or preferences for certain judging cards and score sheets. Score cards should be prepared as appropriate for classes that are scored. If entries are received ahead of time, entrant numbers should be placed on the judge's cards. If large cards are used, class descriptions may be attached to the back of each card. For state show qualifying classes, class descriptions should be obtained from the current Pennsylvania 4-H Horse Show Rule Book.
11. If the event is a 4-H qualifying show, prepare district or state show entry information, class lists, exhibitor information, etc.
12. If possible, set jump and trail courses the night before the show. Make sure all obstacles for trail, jumping, pattern and contest classes are organized and readily available. Practice jumps should be available for schooling over fences.
13. Locate directional signs along roads leading to the show grounds. Signs should be posted early (possibly the day before the show) to prevent early arrivals from becoming lost or confused.
14. Be sure that each exhibitor has submitted a copy of a valid negative Coggins/EIA test results, rabies certificate and any other health forms required for the show. Dates and horse descriptions on medical paperwork should be carefully checked. Remember that a certificate, test result or vaccination that was valid at a county qualifying, regional production and/or district show, *may* have expired and *may* no longer be valid by the date of the district or state show. Be sure to validate that all health paperwork is still valid on the show date.
15. Contact newspapers, horse publications, and local media to arrange publicity.

AT THE COMPETITION

1. **Organize** a brief meeting of the show committee to finalize details and review safety and emergency response procedures.
2. **Set up** secretary's stand at least one hour prior to the start of the show. The secretary's stand should be efficiently organized. It should be a working area and only necessary show personnel should be allowed in the stand. To avoid confusion, the secretary's stand should be separate from the announcer's stand.

Before the show starts: The secretary will distribute the programs and exhibitors' numbers. Show registration will proceed more efficiently if exhibitor packets are prepared ahead of time. Check packets for exhibitor number, show program, etc. A deposit may be collected for each number distributed if numbers should be returned to the show office.

During the show: The secretary is responsible to:

- Organize distribution of ribbons and trophies
 - Organize class entries for the announcer and judge
 - Record class placings
 - If the event is a 4-H qualifying show, register eligible participants up for the next show. Collect entry fees and provide participants with information about the next show.
3. **Post** appropriate warning signs, safety and emergency assistance information (location of show office, phones, ambulance, emergency numbers, veterinarian on call, signs required by Equine Activities Immunity Act, etc.)
 4. **Post** jump, trail, contest and working class order and patterns. The judge may also wish to post showmanship and equitation patterns. Working order lists and patterns should be posted or announced at least one hour prior to the start of the respective class.
 5. **Post** any other signs or information as needed throughout the grounds.
 6. **Conduct opening or recognition ceremonies** which may include but are not limited to:
 - Parade of clubs or counties on foot.
 - Pledge of Allegiance, national anthem, and 4-H Pledge.
 - Welcome and general announcements
 - Introduction of all show officials and location of show office.
 - Information on safety and emergency procedures. (Announce location of safety coordinator, and emergency personnel, veterinarian and farrier or phone numbers of veterinarian and farrier if they are on call.)
 - Review special rules and restrictions (no smoking, dogs on leash, etc.)
 - Review expectation of good sportsmanship, conduct of exhibitors, parents, coaches, etc.
 7. **Provide** a 10-20 minute gate call after opening ceremonies/announcements. Start the show on time.
 8. **Attend** to the needs of judges, ringmasters and show officials. Ensure that all personnel have food, drinks, chairs, etc.
 9. **The show committee should be visible and available** throughout the day to respond quickly to situations involving safety issues, rule violations, ethical treatment and welfare of animals, or other show management concerns.

AFTER THE SHOW (Responsibilities of Host County)

- 1.** Make sure entries (computer files as well as hard copies if necessary) are sent to the district or state show secretary or person responsible for entries at the next show. (See Responsibilities of District Show Chair.)
- 2.** Send show results as appropriate for 4-H qualifying shows to participating counties.
- 3.** Send thank you notes to all show personnel.
- 4.** Submit bills to the treasurer.
- 5.** Prepare an income-expense statement for the show.
- 6.** Project expenses for future shows and determine if adjustments to show fees are necessary.
- 7.** Conduct a short meeting to evaluate the show. Record suggestions for improvement for next year.
- 8.** Follow up with any other items as needed.

NOTES, ITEMS TO REMEMBER FOR NEXT YEAR'S SHOW

RESPONSIBILITIES OF DISTRICT SHOW CHAIR

1. The district show chairperson is responsible for overall management of the district show. He/she should work with appropriate extension educator(s), and volunteers to coordinate show details. The district show chairperson should be aware of and abide by current 4-H horse show rules and district and state show entry requirements and procedures.
2. The district show chairperson should send the following to the Extension Horse Specialist (youth) before February 15: district show date, location, and contact information for show secretary (or person responsible for state show entries) and others who should receive state show information.
3. The district show chairperson, working with appropriate extension educator(s), is responsible to ensure that information mailed from the state office is copied and distributed to exhibitors who qualify for the state show. State show information will be mailed to the district show chairperson in late June or early July.

State show information includes:

1. State show entry and exhibitor information
 2. Required paperwork for exhibitors
 3. Other state show information sent from the state office before the district show (ex. class schedules, state show fees, exhibitor information, etc.).
4. The district show chairperson is responsible for working with the appropriate county extension educator to ensure that all state show entry forms, exhibitor paperwork, entry fees and any other required forms are sent to the Extension Horse Specialist by the state show entry deadline.
 5. The district show chairperson should send district substitutions for the State 4-H Horse Show to the Extension Horse Specialist, no later than 7 days prior to the State Show.

When entries to the state show are cancelled, the district show chairperson should notify the substitute exhibitor and their respective county extension educator. Any stall reservations changes resulting from substitutions should be sent to the state office by the affected county extension office(s). In the event that the district show chairperson is a volunteer, they should work with the appropriate county extension educator to ensure that substitutions are made and substitute exhibitor(s) notified.

6. The district show chairperson is responsible for working with the appropriate county extension educator to complete and return the District Show Financial Report Form to the Extension Horse Specialist *no later than* November 15. The form will be mailed to each district show chair prior to the show.

Each district MUST return the Financial Report Form in order to receive the district reimbursement from the state show. The state show must have this information for financial accountability and documentation of financial records for the state show account.

7. The district show chairperson, show secretary and extension educators involved with district shows should participate in show management training sessions or in-service training when available.

SAMPLE AGREEMENT FOR THE JUDGE

This is to confirm your acceptance to judge the _____ 4-H Horse Show to be held on _____ (date) at _____ (name of farm or fairgrounds, city, and state)
The show will begin at _____ A.M. and we would appreciate it if you plan on arriving one half hour before your first class.

You will be judging classes: _____ (list numbers or names of classes or divisions.)

Your fee will be \$ _____ for the day. The show will also pay your transportation costs to and from _____ (home town.)

In addition the show will pay expenses as agreed which will cover motel rooms and meals and you will be reimbursed upon presentation of your voucher at the end of the competition.

To indicate that the above terms are agreeable to you, kindly sign the enclosed extra copy of the agreement and return it. Unless extended in writing by us, this offer shall expire 30 days from the date hereof, and any acceptance by you received by us thereafter shall not be binding upon us, unless we waive such requirement in writing.

If you have any questions, please feel free to contact _____
at _____ (phone number and e-mail address)

Sincerely,

_____ (name)

_____ (title)

Accepted and Agreed to:

Date: _____

Please return by _____ (date) to:

HORSE SHOW PLANNING REMINDER LIST

Date of Show _____

Location of Show _____

- _____ Obtain date and suitable location for show; reserve show grounds and facilities
- _____ Contact judge and obtain written agreement to judge show
- _____ Meet with show committee to prepare plans and assign duties
- _____ Designate safety coordinator; Prepare safety and emergency response plan
- _____ Arrange for medical coverage; ambulance, E.M.T. and/or other as appropriate
- _____ Order ribbons, trophies, ID badges, judges cards
- _____ Secure appropriate insurance
- _____ Secure suitable jumps, trail obstacles, contest and other class equipment, cones, timers, etc.
- _____ Secure P.A. system, radios for committee and officials and back up PA system
- _____ Address facilities needs
 - Stabling
 - Show arena and schooling areas
 - Ring maintenance – develop a plan to work and water as needed.
 - Rent portable bathroom facilities if needed.
 - Organize parking and horse and human traffic flow
 - Obtain and post signs as required by Pennsylvania law for equine activities

- _____ Organize food and refreshments
- _____ Mail show flyer and advertise the show
- _____ Organize opening ceremonies (US & 4-H flag, national anthem recording and player, etc.)

_____ Appoint show personnel

- Secretary _____
- Safety coordinator _____
- Show grounds manager _____
- Show steward(s) _____
- Announcer _____
- Ringmaster(s) _____
- Veterinarian _____
- Farrier _____
- Schooling area supervisor _____
- Ring crew _____
- Gate attendants _____
- Parking attendants _____
- Others _____

- Continued next page -

HORSE SHOW REMINDER LIST (Continued)

_____ Immediately prior to the show (at least one week in advance)

- Phone all show personnel, emergency personnel, judges, etc.
- Review safety and emergency response plans and access routes for emergency vehicles and personnel
- Inspect grounds and facilities and address any safety concerns as needed
- Contact local newspaper/media.
- Organize show office, secretary's stand, and all show supplies and equipment
- Prepare exhibitor packets and all exhibitor information
- Prepare judge's cards
- Make provisions to post trail and jump courses and random exhibitor order for jumping, reining, and contest classes
- For 4-H qualifying shows, make copies of next show information for qualifiers

_____ The day before the show

- Organize arena equipment the night before the show
- Set jumps (if possible)
- Designate parking areas
- Locate signs along roads leading to the show grounds
- Inspect grounds and facilities and address any safety concerns as needed

NOTES

IN SUMMARY

All 4-H horse shows should be conducted in a business-like manner. However, safety, ethics, sportsmanship, education and fun should be integral parts of any 4-H horse show.

Show chairpersons, managers and all show personnel should participate in horse show management training. Statewide horse show management training is offered in conjunction with the semi annual Pennsylvania 4-H Horse Show Judges and Show Management School. Periodic training and in-services for volunteers and extension educators are encouraged at the county, regional and district level.

The show and show management represent and promote the 4-H program. It is important to recognize that all show personnel are responsible to conduct the show in a manner that supports the objectives and mission of the 4-H Horse Program.

Additional information is available from your county Penn State Extension office, the Penn State Extension Horse Specialist (youth) or on the 4-H Horse Program website.

Thank you for your cooperation in support of youth and the 4-H Horse Program.



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