

## A Guide to Horse Show Management

1. **FORM A SHOW COMMITTEE** - to consist of:
  - Show Manager, Show Secretary, Entry Secretary (Show & Entry Secretary can be the same person); and as many willing workers as you can get.
2. **PICK A DATE (s)**
3. **DECIDE WHAT TYPE OF A SHOW YOU WANT TO OFFER**
  - Open; Breed; Dressage/Hack; Western; Hunter/Jumper; Driving, etc.
  - Sanctioned HCBC Recognized Event
  - Advanced entries or Ticketed classes
  - BC Heritage Circuit Qualifier or BC Summer Games Qualifier or BOTH
4. **PREPARE A PRIZE LIST** - This Lists the Details of the Show
5. **SELECT OFFICIALS** - Judges, Course Designers, Timekeepers
  - Phone & Confirm Details in writing with signed Officials Contracts
  - A Sample Contract is available on the HCBC Website / Show Organizers
6. To host a National Show contact Equine Canada
7. For HCBC Events or **SCHOOLING SHOW** - complete the HCBC Recognized Event Application and send to HCBC with Fee for your permit. Include a copy of your prize list including Judge's name, and a Certificate of Insurance for your Club or Event. Permits should be applied for as early as possible.  
HCBC Event Application Forms are Posted under Competition at [www.hcbc.ca](http://www.hcbc.ca)  
HCBC Will post your show dates with Contact information to advertise your event. Under Competition Dates on the Competition section of website
8. **PRINT PRIZE LIST** When Approved by Steward or HCBC Competitions
9. **POST PRIZELIST ONLINE OR ON YOUR WEBSITE**
10. **SEND COPIES OF PRIZE LIST TO:**
  - All Officials
  - Previous year's exhibitors
  - Local tack shops; neighbouring clubs; any place you can think of
  - Your prize list is your best form of advertisement
11. **ADVERTISE:** On your Website. Magazine Events Calendar are often free  
Your approved HCBC Event will be listed under Competition Dates on the website at no cost

### PRIZE LIST

- **PUT IN CLASSES POPULAR TO YOUR AREA**
- **CLASSES REQUIRING EQUIPMENT TO BE SET UP SHOULD BE PUT AFTER A DESIGNATED BREAK** - first thing in the morning or right after lunch
- **CLASS Specifications** should be listed for all classes offered and any General Rules which apply. State the Rulebook that will govern your event either HCBC Rulebook, NRHA, AAHA, NRHA, AQHA, Etc.

*REMEMBER: The more information you have on your prize list the less hassle you will have the day of the show.*

#### PRIZE LIST SHOULD INCLUDE:

Date(s)                      Start Time                      Location                      Directions  
Official's names  
Entry Secretary's name, address, phone number  
Type of Competition  
Entry fees per class or division  
Entry deadline. If Post entries are accepted or not.  
Number of ribbons for each class and if there are trophies and /or prize money  
Types of Championships or/and Aggregates and how will be determined  
State what rule book the show is run under  
Any Age Categories where classes will be split  
Any special ground rules  
Reserve the right to cancel or combine any class that does not have sufficient entries  
State when breaks will occur - i.e. lunch will be at a convenient time in the programme  
Whether jumping will be held on grass or sand rings.  
Local Hotels and Accommodations with Contact information  
Number the classes and List class specifications for each class.



## ENTRY FORMS

Should Include Waiver of Liability and rules regarding protective headgear where applicable

### *Information required on an entry form:*

Show Dates

Entry fees; cheques payable to; entry deadline;

Whether or not post entries are allowed;

Entry secretary's name & address;

Horse's name; Rider's name; Mailing address;

Phone number; Junior's birthdate; Class numbers

Parent's signature; Owner's signature; HCBC number

Other Fees as applicable should be included

## SHOW MANAGER

PERSON RESPONSIBLE for the whole show

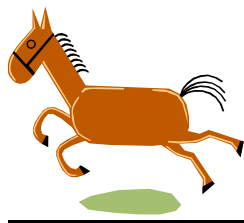
Ensures Officials are properly accommodated and Informed of Schedules

Ensures that EQUIPMENT is available for specified courses and classes.

Checks P.A. System. Ensures that the SHOW runs ON TIME.

Ensures that all courses are posted.

There should be 3 members of the show committee on grounds at all times!



## SHOW SECRETARY

### Before the Show:

Writes the letters for the show: to Officials, HCBC Competitions

If the Show has perpetual trophies - request the return of trophies, etc.

Order ribbons, show numbers, and any prizes needed.

Ensures that the prize list is printed and sent out, that the programme is printed & ready on the day of the show.

Arrange motel & transportation arrangements for the Officials.

### The Day of the Show:

Make sure you have:

Numbers with pins or string

Badges for Officials

Judges Score Cards - numbered & have class specifications on cards

Provide Tickets if a TICKET SHOW

Forms to be signed for Trophies

Pencils, spare pins, paper, paper clips, marking pencils, stapler & staples,

scissors, ruler, pencil sharpener, stop watches, whistle, scotch tape,

masking tape, ink pad, clip boards, Rule Books

If you have computer, someone to enter results

Post the Courses. Verify Class Results in BC Heritage Circuit Logbooks

Have someone looking after the Officials luncheons and seeing that they get cool drinks or coffee during the day.

**DON'T FORGET TO PAY YOUR OFFICIALS !!**

### After the Show

Send out the results to the local media and anywhere you think that they need to go.

Report Results as required to HCBC and or Equine Canada

Send out thank you letters to volunteers and sponsors.

If a BC Heritage qualifier - send Qualifier Class results to HCBC

### **ENTRY SECRETARY**

(THIS CAN BE THE SHOW SECRETARY)

#### **Before the Show:**

Receives all entries. Verifies membership required  
Assigns Competitor show numbers as entries are received  
Checks to see if entries are eligible for classes entered. Ensures Entry fees are correct. All forms are signed. Tabulates ALL entries and puts entries into classes. Prepares class sheets for the Judges, Announcer; In gate Person (s)

#### **Day of the Show**

Has entry forms on hand. Resolves any outstanding issues with entries.  
Takes post entries (if allowed) and confirms are added to the class sheets.  
Verifies membership cards as required  
Checks competitors in and gives out numbers the day of show

### **ANNOUNCER**

Calls classes to collecting ring, (depending on the facility)  
Read class stipulations before the class starts so public will know what is going on. Announce Entries where applicable. Announce the class results. NEVER ANNOUNCE PLACINGS IN A CLASS UNTIL YOU HAVE RECEIVED THEM FROM THE JUDGE - either by walky talky or from the class sheets  
Time classes and record number of entries.

### **RING MASTER**

Ensures that the Judges orders are carried out. NEVER TELL THE JUDGE WHAT A HORSE HAS WON PREVIOUSLY OR IF YOU SEE SOMEONE MAKING A MISTAKE IN THE RING. Advise the Judge if you see someone in trouble.

### **RING CLERK or SCRIBES**

To work in the ring with the Judge, writing down what the Judge says.  
Making sure that the Judge signs all the class cards.

**ALL OFFICIALS IN THE RING SHOULD KEEP THEIR EYES AND EARS OPEN AND THEIR MOUTHS SHUT AND DO AS THE JUDGE TELLS THEM. DO NOT REPEAT JUDGES COMMENTS TO EXHIBITORS OR OTHERS AS CONFIDENTIAL**

### **WHIPPER IN**

Calls contestants to collecting ring (depending on the facility)  
Checks contestants into the ring from class sheets provided by the Entry Secretary.

DO NOT LET A CONTESTANT INTO THE RING UNLESS THEIR NUMBER IS ON THE SHEET, IF IT ISN'T CONTACT THE ENTRY SECRETARY.

DO NOT LET A CONTESTANT IN THE RING WITHOUT A NUMBER

Ask the judge when he wants the next horse in. If requested by an exhibitor ahead of time a class may be held for 3 minutes to allow for a quick change. This should also be put into the general rules in the Prize List.

### **SCORING CLERK**

Tabulates points won from each class for Championships and /or High Points

### **COURSE DESIGNER**

Draws up the courses for any class over fences. Sees that the Jump Crew sets the jumps correctly and according to the posted course.  
Ensures that the course plan is posted 1 hour prior to the class.  
Order of go must be posted at least one hour prior to the class for Jumpers  
When a starting order is drawn for Hunters it must be posted  $\frac{1}{2}$  hour before the start of the class.

### **JUMP CREW**

Works with Course Designer setting up jumps, before and during a class.



**HORSE COUNCIL  
BRITISH COLUMBIA**

### PHOTOGRAPHER

Suggest having a spot to take winner's pictures, - best place is by the out gate.

**ALL RING PERSONNEL TO BE PROPERLY ATTIRED  
Business professional attire.**

### GROUND CREW

Drag & water ring rings as needed through the day

### STABLE MANAGER

Looks after the allocation of stalls. Put up the Stable List.  
Inspects stalls before returning refund if required.  
Suggest separate stabling sheet to be filled out by exhibitor and returned with entry form.

### CLEAN UP CREW

Put away jumps and other equipment. Clean up grounds. Return rental equipment

## Horse Council BC

27336 Fraser Hwy, Aldergrove, BC V4W 3N5  
www.hcbc.ca

For Questions or any Assistance Contact: [competition@hcbc.ca](mailto:competition@hcbc.ca)  
1-800-345-8055 604-856-4304 Ext 105 Fax 604-856-4302

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