

Guidelines for Hosting an IHSA Horse Show

The following pages will outline some basic guidelines for efficiently managing an IHSA horse show. As a horse show manager, you have two responsibilities which must ultimately be balance and satisfied:

- You must uphold the rules stated in the IHSA rule book and the policies established by the IHSA Board of Directors when hosting a show.
- You must manage the horse show to serve the individual and unique needs of your region.

The following information addresses all aspects of hosting and IHSA horse show from start to finish. Please contact your regional president with any questions you might have. All of the forms you need to run your horse show are available on the IHSA website at ihsainc.com.

After your region establishes a schedule and you have agreed on a date to host an IHSA horse show, your region president will apply for insurance through Equisure before the start of the season. *Make sure your regional president has the name of the contact person for your horse show, the name and address of the host facility, and the same information for anyone (private or another college) that may be bringing horses or equipment.*

You will need to accomplish the following:

Months Before the Horse Show:

- 1) Hire a USEF registered or recorded judge. Refer to your IHSA Rule Book under rule 5201 for specific qualifications. You may obtain a roster of licensed officials on the USEF website. After you receive a verbal agreement with a judge, follow-up immediately with a written contract. *If you choose an unrecognized judge, each coach or designated representative from each school in your region must agree and send their written consent before the closing date of entries (Rule 5201-B).*
- 2) Hire the necessary medical personnel. This is very important, and if you forget, impossible to correct at the last minute. Refer to IHSA Rule 5102-B-5.
- 3) Order ribbons and trophies by contacting our IHSA sponsor Hodges Badge at info@hodgesbadge.com. Their phone number is 800-556-2440 and they will be happy to assist you. They have a product called “Horse Show in a Box” that includes everything that you will need for your show. Order ribbons 1st through 6th place and a champion and reserve ribbon for the High Point Team and the Reserve High Point Team and the High Point Rider and Reserve High Point Rider. You may give trophies or gifts along with the champion and reserve

ribbons. Local tack shops will often donate prizes in exchange for advertising in your program.

- 4) Hire a company or local group such as 4-H or Pony Club to provide a concession stand or you might ask your team members or parents to do this as a fundraiser.
- 5) Plan the logistics to conduct your horse show according to the layout of your facility. Where will teams, spectators, and horse trailers park? Where will riders mount? Make directional signs; clean up all areas; be sure your ring has gates that close; be sure your ring footing is adequate; paint and/or repair jumps.

One Month before the Horse Show: (if you use the web-based program **Veni, Vidi, Vici**, to allow your teams to enter on-line, create your prize list, and all associated horse show forms this job will be a snap! It will take care of most if not all of the steps listed a week before the horse show....or you can follow these steps and do it all manually.

- 1) Prepare your prize list. Ask your Regional President about using the web-based program to create your prize list so you can have schools register on-line, OR, you can do it all manually. The prize list must be postmarked no later than two weeks before the closing date for entries (See IHSA Rule 5401-B). Refer to the sample prize list in this document. The prize list should include:
 - ✓ the date and start time for the horse show
 - ✓ names of all officials
 - ✓ the closing date for entries
 - ✓ how many riders can be entered and the address where entries should be sent by regular mail or e-mail
 - ✓ entry fees and to whom payment should be made. Include your school's Federal Tax ID number if applicable and your school address
 - ✓ time of registration
 - ✓ time of coaches meeting
 - ✓ location of the horse show and driving directions
 - ✓ information about hotels
 - ✓ order of IHSA classes offered; class descriptions as they appear in the IHSA rule book
 - ✓ ribbons and prizes that will be awarded
 - ✓ any rules pertinent to your show or facility
 - ✓ an entry blank with the official IHSA waiver (see IHSA Rule 5402-C)
- 2) Send the prize list to all schools and participating alumni in your region either by regular mail or e-mail. Be sure to send a prize list to your judge.
- 3) Arrange for portable toilets to be delivered before your show date.

- 4) Establish show personnel such as your warm-up riders (no competitors), announcer, gatekeeper, point keeper, secretary, a person to conduct the draw, a person to give out ribbons, and a person to monitor schooling and getting horses to the ring (*an important job*).
- 5) Select and ask three Stewards to preside at your horse show. Refer to IHSA Rule 5302-A for their qualifications.
- 6) Make your horse show visible to your college and community. Consider selling advertising for your program; prepare press releases or alert local newspapers to provide coverage for “human interest” stories.

Two Weeks Before the Horse Show:

- 1) Unless you are using the web-based program for schools to enter, you will have to collect entry blanks through regular mail or e-mail. If entries are sent by e-mail, make sure you collect the entry blank with the official IHSA waiver signed by the coach or designated representative on the day of the show. (The official IHSA waiver can be found in the rule book 5402-C). You may also request each exhibitor to sign a liability waiver that is required by your school or facility.
- 2) Again, if you are not using the web-based program, you will begin typing your program. Your program will be a stapled booklet and will contain the necessary information that appeared in your prize list (schedule, rules, names of officials etc.) plus the following:
 - ✓ The name of the host college, date and location of the show, the zone and region, and the IHSA website address must appear on the front cover
 - ✓ The IHSA sponsor advertisements must appear as follows: Perri’s Leather on the inside cover; Weatherbeeta on the outside back cover; AQHA on the inside back cover
 - ✓ Place other advertisements where you wish
 - ✓ A listing of exhibitors by school with their back number and the classes they have entered
 - ✓ A listing of each class and section with the riders name, number, and the school they represent. (It is up to the host college to establish a method to randomly place riders in each class section).
 - ✓ Lines below each class section to record results 1st-6th
- 3) Take your program to the printers.
- 4) Xerox other forms that you will need such as horse charts, point rider sheets, waiver forms and extra entry blanks.
- 5) Confirm with your judge that they are coming and remind them what time the show starts.

- 6) Obtain a PA system if you do not have one. You will also need walkie-talkies to relay information between the judge, announcer and gatekeeper. Don't forget extra batteries!

One Week Before the Horse Show:

- 1) Assign horses to each class. Make your own horse chart, or use the one on the web-based program. Remember to designate a minimum of two reserve horses for each class.
- 2) Make a horse description sheet with enough copies for each school.
- 3) Set your jumping courses in your ring. All fences must have wings at least 12 inches higher than the top of the fence and ground lines are mandatory. Decorate your course at the beginning of the week so the horses are used to added flowers and shrubs. Provide copies of the jumping courses for each school as well as posting the courses at the ring.
- 4) Reining patterns can be copied directly out of the IHA rulebook along with the written description of the pattern. Horsemanship patterns can be provided by the Judge, and like the reining pattern, need to be posted at least one hour prior to the start of that class. Make sure you have cones available for reining and horsemanship patterns.
- 5) Pick up your programs from the printers.
- 6) Prepare a packet for each school that contains at least two copies of the program, copies of the horse description sheet, jumping courses, point rider forms, and if not already assigned, exhibitor back numbers.
- 7) Set a schedule to be sure your horses are appropriately schooled, groomed, bathed and clipped.
- 8) Clean all tack; wash saddle pads; have coolers available in colder weather.
- 9) Make sure the grounds are tidy with ample receptacles for trash.
- 10) Assign riders to school horses on the day of the show. (Remember that competitors may not school horses on the day of the show so you may want to ask community riders or team members not competing).
- 11) Fill out a judge's card for each class and include the class description. The judge will need a copy of the IHSA tests. See IHSA Rule Book 6208. Have the judge's

cards on a clip board in the exact order that the classes will be run. Remember to include a copy of each jumping course or reining pattern.

The Day of the Horse Show:

- 1) Feed the horses and clean stalls before competitors arrive.
- 2) Fully groom horses.
- 3) Designate an individual to assist with parking as teams and spectators arrive.
- 4) Tack up horses and school any horses being used in classes over fences and warm-up horses that will be used on the flat.
- 5) All western horses need to be schooled in the maneuvers that are to be performed in reining as well as the horsemanship patterns. If the horses are to be shown one handed, the final school should be done with one hand. Horsemanship horses need to have spurs removed in the final school.
- 6) Allow time after schooling to rake the arena and allow a time for coaches and competitors to walk the jumping course.
- 7) Set up the PA system.
- 8) Provide your judge, stewards, and medical personnel with badges. Give your announcer and gatekeeper any final instructions.
- 9) Conduct registration:
 - ✓ Collect a signed official entry blank from each school
 - ✓ Collect all entry fees (provide receipts if needed)
 - ✓ Collect any additional liability/waiver forms
 - ✓ Collect point rider sheets and post (the draw may not be conducted until all point rider sheets are collected)
 - ✓ Set aside 4 official programs that contain scratches and substitutions. Have the announcer work from one official program
- 10) Your regional president will conduct your coaches meeting. Consider offering light refreshments. Mention any pertinent information about your horses and facility that will help your show run smoothly.
- 11) You may conduct the draw throughout the show before each class or division, or, conduct the draw in the coaches meeting, or, if done by the stewards, post the draw.

- 12) Have horses tacked up at least 20 minutes before the first class and present them to the ring to mount. Remind all coaches that only a horse holder or steward may adjust tack in any way.

During the Horse Show:

- 1) Designate a point keeper to keep track of team point totals for the day. Keep track of the high point rider standings for the day. One easy way is to write down all the first and second place winners of all jumping sections and then track their flat standings.
- 2) Keep track of the horses coming and going to the ring. Make sure the horses you need are ready and waiting for each class. See that horses receive ample time to rest between classes and are taken periodically to the barn for water and/or to urinate.
- 3) Make sure your medical personnel are at the ring and ready to respond at any time.
- 4) Keep the in/out gate clear of spectators and be aware of any other potential issues that may be unsafe. Be sure the gates are closed when a class or exhibitor is in the ring.
- 5) Make sure your judge and show personnel have refreshments.

After the Horse Show:

- 1) Tabulate results and give out the champion and reserve awards for the high point team and high point rider. (Champion and reserve hunter teams are determined by totaling the scores of the designated point riders. If there are 8 designated point riders, drop the lowest score. All 6 scores count for the western team score).
- 2) Thank the judge, participants and all show personnel.
- 3) Pay officials.
- 4) Have the Stewards complete the Stewards Report and an Accident/Claim form for each fall or injury that occurred at your horse show.
- 5) Be sure horses are properly cooled down and groomed.
- 6) Give the Regional President the following:
 - ✓ 4 official programs with all results
 - ✓ Judge's cards
 - ✓ Stewards Report with any completed Accident/Claim forms
 - ✓ A check for \$4 per ride made payable to IHSA, Inc.
 - ✓ Point rider sheets

- 7) Clean up the show grounds and before anyone leaves, re-check your horses to be sure they are comfortable and show no signs of lameness or colic.