

**Guidelines
for Hosting
An
IHSA Horse
Show**

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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 balanced 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 addressed all aspects of hosting an 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.***

Months before the horse show:

- Hire a USEF registered or recorded judge. Please refer to IHSA rule 5200 for specific qualifications.
- Hire the necessary medical personnel. Please refer to IHSA rule 5102, B, 5 for specific qualifications and times the medical personnel needs to be on the show grounds.
- Order ribbons and trophies by contacting our IHSA sponsor Hodges Badge at info@hodgesbadge.com or (800) 556-2440. Please refer to IHSA rule 4800 for specific information about what ribbons and trophies need to be awarded.
- Establish essential show personnel such as a secretary, announcer, draw manager, and gate keeper. While these persons do not have to be members of the IHSA, it is important they understand what their job entails and how it essential it is to the smooth running of the show.
- Determine who you will be asking to serve as stewards at your show. Please refer to IHSA rule 5300 for specific information about the stewards.
- Make your horse show visible to your college and community. Consider selling advertising for your program, prepare press releases, and alert the local media to provide coverage of your show.

Four weeks before the horse show:

- Create your show on the IHSA website. Please refer to the “How to Create a Horse Show” tutorial for assistance in creating your show. The person creating and managing the horse show must have access to the IHSA horse show program.

- Set a deadline for entries based on the amount of time you will need to organize your program (which can only be run after the closing date for entries) and create horse use charts.
- Determine when schooling will begin the morning of the show and be sure that other teams are aware of that time.
- Set limits on any classes you have concerns about having enough appropriate horses. It is always better to have a successful smaller show than use inappropriate horses.
- Confirm with your judge they are coming and remind them what time the show starts.
- Confirm with your medical personnel and remind them what time they need to arrive. Remember they must be present for any schooling sessions prior to the start of the show.
- Confirm with your announcer and remind them what time they need to arrive.
- Xerox any forms you may need duplicates of – horse charts, point rider charts, waiver forms, judge’s cards, courses, horse descriptions
- Check your PA system to be sure it is in working order and can be heard clearly by the exhibitors and spectators.
- Determine if you have enough restroom facilities for the number of people expected at the show. If necessary, order portable toilets and plan their delivery a day or two before the show.

One to two weeks before the horse show:

- Run the show program after the entries have closed. Please refer to the “How to Create a Program” tutorial for assistance in creating your program.
- Make copies of the program. You will need at least two copies for each team competing at the show, one copy for the announcer, one copy for the draw table, four official copies to be filled out and given to the regional president at the end of the show, and a few extra in case they are needed.
- If you are hosting a hunt seat show, set up the jump course. Please refer to IHSA rule 4308 and rule 8202 for course specifications.
- Reining patterns can be copied directly out of the IHSA rule book. Please refer to IHSA rule 9300 for available patterns.
- Horsemanship patterns can be provided by the judge.
- Make sure you have cones available for horsemanship and reining patterns.
- Create a horse description sheet and make enough copies for all competing schools. Horse description sheets should include artificial aids that may be used on each horse. Please refer to IHSA rule 4703 for further information on artificial aids.
- Fill out the judge’s cards with class name and description. Be sure to have the IHSA tests available for the judge. Please refer to IHSA rule 6208 and rule 6306 for specifics.
- Put all judge’s cards on a clipboard in the order of the classes and be sure to include a copy of the jump courses or the reining and horsemanship patterns.

The week before the horse show:

- Assign horses to each class. Be sure to designate at least two reserve horses in each class.

- Assign people as horse handlers who will prepare the horse for its classes and hold it at the arena throughout the day while it waits for its riders. Be sure they understand the importance of having the horse at the arena on time and properly tacked up.
- Decide how you will conduct the draw – will it be a live draw prior to the class, done by the stewards, done in the coaches meeting – and create the draw. Please refer to IHSA rule 4500 for further information about the draw.
- School all jumping horses over the courses they will jump in the show.
- Groom, bathe, clip, or otherwise prepare all the horses for the show.
- Clean all tack to be used in the show. Please refer to IHSA rule 4102 and rule 4700 for further specifics about tack.
- Assign riders to school horses on the day of the show. No rider who is competing may ride a horse prior to finishing showing for the day, so be sure you have enough riders available. Please refer to IHSA rule 4309 for further specifics on schooling riders.
- Be sure you have enough trash cans placed throughout the property.
- Clean any bleachers or other areas where spectators may gather to watch the show.
- Prepare a packet for each competing team that contains at least two copies of the program, copies of the horse descriptions, courses or reining patterns, point rider forms, and any waiver or release of liability necessary for the host facility.
- Designate a point keeper who will update the team point charts throughout the show and keep track of high point rider standings.
- Have a plan for doing chores the morning of the show so that everything is finished before other teams arrive.
- Create parking signs if needed.
- Set up the PA system.
- Create a designated secretary's area for teams to check in, pay for their entries, and receive their packets.
- Be sure to designate an area for the coaches meeting and have it set up with enough chairs or places to sit for all coaches and team captains.
- Take delivery of any portable toilets you have ordered for the show.
- Create a clipboard for the draw table that has all the draw sheets and a program.
- Create a clipboard for the announcer that has a program and a copy of the courses or patterns.
- Create a clipboard for the stewards with the steward's report and a copy of the Guidelines for Stewards.

The day of the horse show:

- Be sure all horses being used in the show are properly groomed and checked for shoes.
- Set out any parking signs to direct teams and spectators to the proper parking area.
- Check that your medical personnel are on the grounds prior to warming up any horses.
- Tack up any horses needing to be schooled over fences and be sure they are properly schooled in front of the other teams. Remember that the horses must be schooled in the tack they will show in with any artificial aids they may use during the show. Please refer to IHSA rule 4702 for specifics on artificial aids.

- Western horses need to be schooled in the maneuvers they will be asked to perform in reining and horsemanship classes. Horses may be schooled in the manner that will best prepare them for their classes. Please refer to IHSA rule 4309 for specifics on schooling.
- Allow time for coaches and riders to walk their course or pattern, and then drag or rake the arena prior to the start of the show.
- Confirm that your announcer has arrived and knows the working of your PA system.
- Have the secretary's stand active prior to schooling so teams can check in and pay for their entries. Most coaches will want the horse description list while they are watching schooling, so have the team packets available.
- Make announcements about the coaches meeting one half hour prior to the start of the meeting and again about 10 minutes before it starts.
- Assist the regional president with conducting the coaches meeting. You may want to discuss your horses or any pertinent information about your facility during this time.
- Mention how you will conduct the draw and be sure that all the coaches are aware of how it will be done and how the riders will be made aware of their time to draw. Please refer to IHSA rule 4500 for further information about the draw.
- Update any changes to the program on the draw table and announcers programs.
- Be sure to collect all point charts and waivers prior to the end of the coaches meeting.
- Post point charts where they can be seen by all.

During the horse show:

- After the start of the show, be aware of how the horses are performing and watch for signs that a horse may need to be withdrawn from the show and replaced by an alternate.
- Be sure that horse handlers are prompt getting their horse ready and at the ring at least 20 minutes before the start of their classes.
- Have water available near the arena for the horses. Try to schedule some time for the horses to return to their stalls occasionally in case they need to urinate.
- Be sure that the point keeper is updating the team point totals throughout the day, as well as keeping track of riders in the running for high point rider.
- Be sure the judge and announcer have refreshments.

After the horse show:

- Tabulate results and award champion and reserve champion team and rider.
- Thank and pay the judge, announcer, and medical personnel.
- Collect the steward's report and be sure it is complete and signed.
- Collect any accident reports that may have been completed for any fall or injury.
- Give the Regional President the following:
 - 4 official programs with all results written in
 - Judges' cards
 - Steward's report
 - Any accident reports
 - Point rider sheets
 - A check for \$5 per ride made payable to IHSA, Inc.
 - A check for any regional dues