

**EHSC**  
**Guidelines**  
**For**  
**Show**  
**Chairpersons**

# INTRODUCTION

This packet of information has been prepared to insure you have a successful horse show and includes everything you may need. Copies of patterns, jump courses and current membership list can be found in the chairperson's folder. Examples of class sheets and Judge's cards are also included in the chairperson's folder which can be found in the announcer's stand.

Please take the time to READ THE ENTIRE PACKET it will insure all goes smoothly and according to plan.

The guidelines for a successful horseshow are promptness, courtesy, fairness, safety, and knowledge of the rules.

Remember to take care of your judges regarding lunch and beverages. There are tuits in the announcer's stand for your volunteers for lunch.

I know that putting on a horse show may seem like a huge undertaking, but doing so has left me with some wonderful memories and new friends.

Respectfully,

Jan Madigan

**Introduction**..... **Title Page**

## **Table of Contents**

<b>Itemized Checklist</b> .....	<b>1</b>
<b>Things to be prepared two days prior to show</b> .....	<b>1</b>
<b>Job description of personnel positions</b> .....	<b>2</b>
Show Chairperson.....	<b>2</b>
Announcer.....	<b>2</b>
Secretary to Announcer.....	<b>2</b>
Show Secretary and Assistants.....	<b>2&amp;3</b>
Ring Master/Mistress.....	<b>4</b>
Paddock Master/Crew.....	<b>4</b>
Ribbon Presenter.....	<b>4</b>
Jump Course Designer.....	<b>4</b>
Ring Crew for English.....	<b>4</b>
<b>Games</b> .....	<b>4</b>
Set up for games.....	<b>5&amp;6</b>
<b>Gift Table</b> .....	<b>6</b>
<b>Summation</b> .....	<b>6</b>
<b>Examples of forms</b> .....	Following end of text

## ITEMIZED LIST FOR SHOW CHAIRPERSONS

FLIERS SHOULD BE DISTRIBUTED TO BARNS, TACK SHOPS AND FEED MILLS **1 MONTH** BEFORE SHOW DATE.

### PERSONNEL: YOU WILL NEED THE FOLLOWING PERSONNEL FOR THE SHOW

ANNOUNCER (1)  
ANNOUNCER'S ASSISTANT (If running two rings)  
RING MASTER / MISTRESS (2)  
JUMP COURSE DESIGNER  
SECRETARY AND ASSISTANTS (4)  
ENGLISH PADDOCK MASTER AND JUMP CREW (4-6)  
WESTERN PADDOCK MASTER AND CREW (4-6) (This crew will also work the games)

### MAKE SURE YOU HAVE THE FOLLOWING:

CLASS SHEETS AND JUDGES CARDS FILLED OUT (In announcer's stand, in the back room on a shelf in a box)  
CLIP BOARDS FOR JUDGES and PADDOCK MASTER(S) (In announcer's stand on shelf under the stairs)  
TRAIL, JUMP, HORSEMANSHIP and PATTERNS ARE IN THE CHAIRPERSON'S FOLDER  
RADIOS AND BATTERIES (MAKE SURE WORK BEFORE SHOW) (In announcer's stand on shelf under stairs)  
CONES FOR JUMPER and HORSEMANSHIP CLASSES (In the announcer's stand)

### GAME EQUIPMENT NEEDED: (Barrels and poles will be outside on the side of the announcer's stand)

BARRELS (3)  
POP CANS FILLED WITH SAND (3) (Retrieve empty cans from garbage can)  
POLES (6) CONES (2)  
EGGS (1 DOZEN and 1DOZEN PLASTIC SPOONS – MUST PURCHASE)  
SLIPS OF PAPER WITH CATLOG NUMBERS ON THEM IN A BAG (Old phone books in the announcer's stand)  
STOP WATCHES (In with the radios on the shelf under the stairs in the announcer's stand)  
POLES (4) and 2 CROSS RAIL JUMPS FOR HUNT AND HOUND

### THINGS TO DO 2 OR MORE DAYS PRIOR TO SHOW:

1. CHECK WITH GROUNDS PERSON TO ENSURE GROUNDS ARE MOWED AND RINGS ARE DRAGGED.
2. CLEAN AND STOCK BATHROOMS WITH HAND SANITIZER AND TOILET PAPER. (Supplies are in the  
Bath room in the clubhouse)
3. ROPE OFF AREA BY ANNOUNCERS STAND AND DOWN DRIVEWAY AS NO PARKING AREA (Stakes and the  
yellow ribbon are in the announcer's stand)
4. DISTRIBUTE TRASH CANS AROUND BARNS AND GROUNDS. (Gather and empty them after the show)
5. SET UP 2 TENTS WITH A TABLE AT EACH RING FOR THE RIBBON PERSON. (Tents are in the totes in the red  
barn and the poles are hung up on the wall)
6. CHECK PA SYSTEM AND RADIOS. SET THE NATIONAL ANTHEM TAPE TO BEGIN AFTER FLAG IS RAISED
7. MAKE SEVERAL COPIES OF JUMP COURSE, TRAIL, and HORSEMANSHIP CLASSES. (Ask Peg for extra copies)

8. THE DAY BEFORE SET UP REGISTRATION TABLE WITH SHOW BILLS, REGISTRATION FORMS, and PATTERNS.

PLACE JUDGES CARDS, A COPY OF PATTERNS OR JUMP COURSE, PENS and PENCILS IN YELLOW and

BLACK CLOSED CLIP BOARDS.

9. CONTACT TREASURER TO HAVE MONEY BAG FOR SHOW SECRETARY AND CHECKS READY FOR THE JUDGES

(SUE STROHMEYER at 825-5367)

10. CHECK WITH AWARDS CHAIRMAN TO BE SURE RIBBONS AND TROPHIES ARE READY

(TINA LEARN at 734-7015)

11. For last minute questions you may call me, Jan Madigan at 688-8543

12. Call EMT in Franklin to let them know you are having a show. (If jumping they must be on site)

## Job Descriptions

### Show Chairperson:

A show chairperson is a person with very broad shoulders who can multitask and solve any problems that cross their path. We all admire someone like this and perhaps you see a little of yourself in this description or it could be you just got stuck with the job because no one else would do it!

### Announcer:

The announcer is critical to the smooth operation of the show. In addition to communicating the Judge's commands to the participants in the arena and results at the end of the class, *the Announcer will make First, Second and Final Calls* encouraging participants to report to the paddock area in a timely fashion. The announcer needs to arrive at least 30 minutes prior to show starting time to prepare for their responsibilities. This would include testing the PA system, receiving information on any announcements, obtaining class sheets and getting acquainted with the Judges, ring personnel and gate persons to ensure a smooth flow. If using two arenas, the announcer requires two radios and an assistant to help keep track of class results per ring.

### Secretary to Announcer:

Secretary to the announcer will assist the Announcer however possible. For Example:

- a. Take class sheets to the announcer
- b. Notify announcer and Paddock Master of any additions or cancelations to classes
- c. Communicate with Paddock Crew to ensure classes are ready in a timely manner. This person also  
requires a radio.

### Show Secretary and Assistants: Arrival time to be one hour before show begins.

The secretary and assistants are responsible for the paperwork needed to make the show run smoothly. The secretary will be knowledgeable about registration, memberships, and the paperwork needed for each area of the show. Preparation for Judges, Paddock Master / Crew etc. Many of these responsibilities will be handled by the show chairman but just in case the show secretary should:

1. Set up the registration area
  - a. Place registration forms, copies of all patterns, which have been designated by chairperson, laid out on  
registration desk
  - b. All forms are either in the bottom drawer of the desk or in the back room on the shelf
2. The registration crew normally consists of four people.

- a. Two volunteers will work in the front helping with the registration forms
- b. Two will work in the back helping with the class sheets; they are responsible for getting registration forms  
from the front and entering them on the class sheets

### 3. Entry forms

- a. Exhibitors should fill out entry forms including address and phone number
- b. Record exhibitors' number on the entry form, make sure horse or pony is circled, and keep entries in  
alphabetical order
- c. Mark cash, paid or TAB in the lower right hand corner. If running a TAB the rider **must** leave a signed  
blank check *at time of registration*
- d. Check the form for completion *before* exhibiter leaves the announcers stand

**See example of registration form included in packet.**

### 1. **Class Sheets:** Class sheets include:

- a. Class number and class name at the top
- b. Entry number
- c. Horse name
- d. Rider name as they appear on the registration form
- e. Class sheets are to kept in numerical order

#### **Class sheets have three carbon copies:**

- a. Top copy goes to the announcer (white sheet)
- b. Middle copy goes to the show secretary copy (pink sheet)
- c. Bottom copy goes to the Paddock Master (yellow sheet)

### 3. **Judges cards** - official list of winners

- a. Place cards, in yellow closed clip board along with pencils and copies of jump course for the English ring
- b. Post copy of Jump course on a standard set by the English ring
- c. Place cards in black closed clip board along with pencils and copies of grooming/  
showmanship and trail  
patterns for the Western ring
- d. Post a copy of each of the patterns listed above on the wooden bulletin board by the Western ring

### 4. **Judges sheets** - over fences

- a. Put in yellow closed clip board

### 5. **Rider and/or horse numbers**

- a. In plastic box on the shelf under the stairs
- b. Give to rider when entry form is completed – Riders may use their own number if no duplications.

### 6. **Year end award registration form**

- a. Birthdates-indicate age
- b. Payment by cash - indicate check # on the form and date the receipt for the show
- c. Payment by check- include check number and date received on the registration form

d. Envelope is provided for new membership forms and point forms and monies need to be kept separate

(Year end award forms to go to Tina Learn)

e. Need separate checks for points, entry and membership (not all inclusive)

f. NOT ALL RIDERS SIGN UP FOR POINTS - this must be done BEFORE Show if points are to be counted-**NO EXCEPTIONS!**

g. Money envelopes will be provided by Club Treasurer

7. **END OF SHOW!!** Collect all:

a. Class sheets

b. Judges cards

c. Year end award registration forms

d. Place all of the above in the first place ribbon box to be given to the Awards Chairman

e. Money envelope it to be returned to the Club Treasurer by the Show Chairman

**Show Chairman will make sure the announcer's stand is locked and everything is put away before leaving the grounds after each show!!**

**Ring Master/Mistress:** Arrival time 30 minutes before show begins.

This person will assist the Judge in conducting each class. They will be on time, attentive to the judges needs and communicate with the Announcer. They should come dressed neatly, clean and prepared for the weather, rain gear/jacket. During the class each instruction the Judge gives will be relayed by hand held radio to the announcer. After each class is judged *each ring assistant will require a radio* to relay the results to the announcer so he/she can make the announcement over the loud speaker. Obviously anyone afraid of horses should not be in the ring no matter how good their intentions. The assistant should be confident enough to move around horses in the case of a downed rider or loose horse.

**Paddock Master and Crew:** Arrival time 30 minutes before show begins.

The role of the Paddock Master is to have participants ready to enter the arena promptly after each proceeding class, check in riders for each class making sure all are accounted for before the previous class ends. If not, the Paddock Master will communicate with the announcer to ask any late rider to come to the arena quickly. This system is critical for a smooth flow of the show without lags in between classes.

**The Paddock Crew** is critical in facilitating the smooth flow of the show between classes by setting up necessary patterns, trail course and gaming equipment. The gate of the arena **MUST** be monitored **at all times** to ensure the prompt entrance/exit and safety of all riders. Another role of the Paddock Master is to keep track of the placements within each class on the class sheet which will then be given to the Ribbon Presenter. *Each ring's Paddock Master will require a radio.*

**Ribbon Presenter(s):** Arrival time 30 minutes before show begins.

The Ribbon Presenter will present ribbons to class winners promptly at the end of each class. One Ribbon Presenter per ring. Once the ribbons have been presented the class sheets need to go to the Gift table to ensure blue ribbon winners receive their prize.

**Jump Course Designer:** The show chairperson can appoint a jump course designer or use one of the patterns available in the announcer's stand. The show chair person can also contact Mr. Lew Trumble to see if he is available to help.

**Ring Crew Ring for the English (on the day of the show)** Arrival time 30 minutes before show begins  
 The jump crew is critical in facilitating the smooth flow of height adjustments of jumps between classes, moving jumps as required and removing jumps at the end of the event. They are also essential in resetting knocked down jumps during classes. The more people involved, the faster the work goes and the smoother the show runs. Don't hesitate to ask parents, participants or anyone else sitting on the sidelines to assist.

**Set up for Games for the following:**

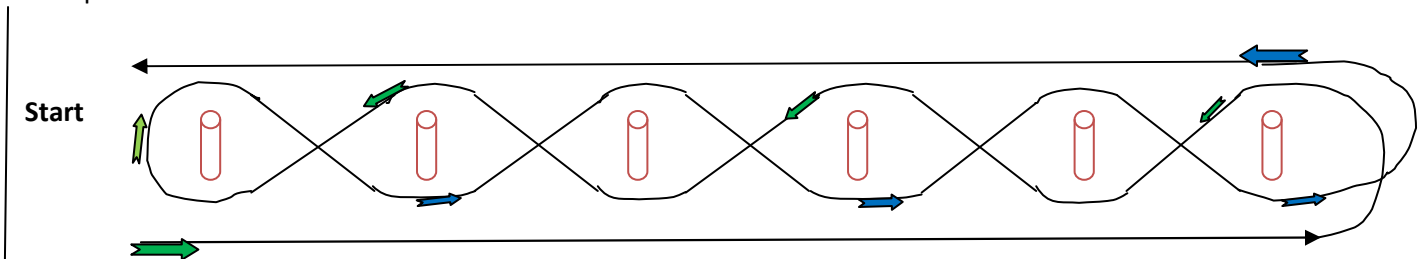
Starting line – place one cone on either side of the arena at the fourth post down from the gate

**Poles:**

6 Poles 21 feet apart with the first pole 21 feet from the starting line

Riders to ride straight down one side of the line of poles - weave through poles both ways and then ride straight back down the other side of the poles to the finish line. (See pattern)

Pole pattern

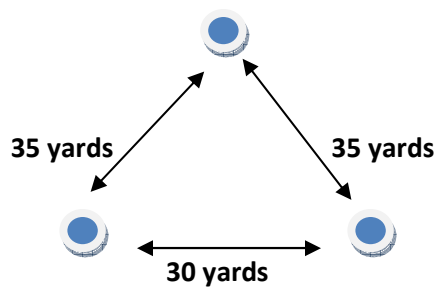


**Barrels:**

3 Barrels to be set up in a triangle 18 feet off the fence

Barrels 1 & 2 - 20 yards from the start line

If the arena is too small for the pattern shown below, you may reduce the pattern by 5 yards each direction.



Pattern is to run around barrels going left, right, right or right, left, left

**Keyhole:**

2 Poles set up towards the far end of the arena with 4 feet between the poles

Rider runs down between poles, spins around, goes back between the poles to the finish

**Knock the Can:** Three barrels set in a triangle, (using barrel racing set up) with a pop can filled with sand on top of each barrel. Rider is provided with a pole or stick, (pole can be found inside the announcer's stand in the right hand corner) Rider rides around the outside of the barrels knocking the cans off of the



barrels. Riders are judged not only on their time on the course but the number of cans knocked completely off the barrels.

**Egg and Spoon:** A dozen eggs and plastic spoons needed. (Need to purchase these) Rider carries egg on the spoon with arm extended away from body inside the arena following the commands of the announcer. The winner is the last person with an egg on the spoon. (No thumbs allowed).

**Catalog race:**

An old phone and one barrel located at the far end of the arena.

There are old phone books in the announcer's stand that can be used. Select page numbers, and write them on a small piece of paper and place them in a closed container. Rider will select a number from the container before entering the arena and then ride to the barrel, dismount, find the corresponding page, tear the page out, close the book, remount and ride to the finish line.

**Ribbon race:**

Ribbon should be 3 feet long

Pairs race with each rider maintaining their hold on a ribbon down the arena around a barrel and back

**Chug-a-lug:**

Place one barrel at the end of the arena with huggy drinks on top. (Need to purchase these) Rider rides down, dismounts, chugs the drink, remounts and rides back to finish.

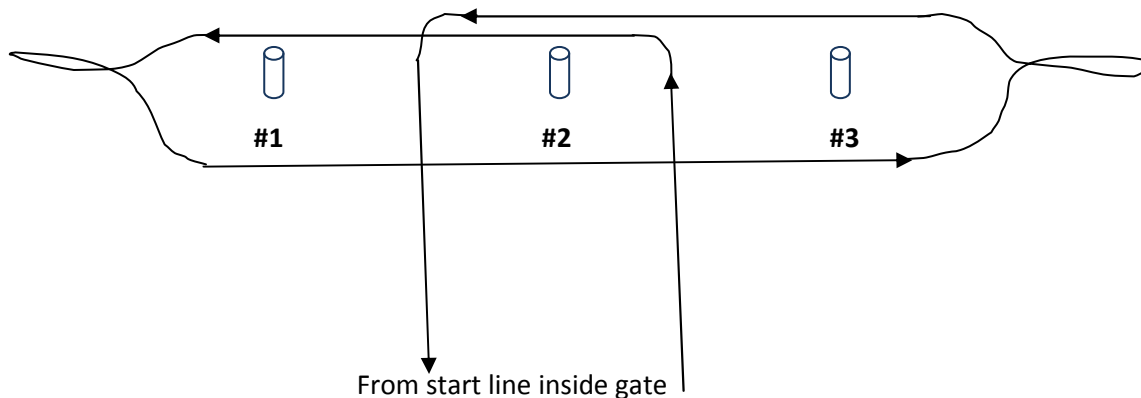
**Dollar Bareback:**

Riders enter arena. Each rider is given a slip of paper the size of a dollar which is placed just above their knee on their inner side. The last one to lose their paper dollar is the winner

**Cut Back:**

Poles are set up at the far end of the arena. Rider goes through the poles following the pattern below and then returns to the finish line.

Go between poles 2 & 3 and turn left to pole # 1. Roll back (turn) to the right outside of pole #1 to the front of the poles. Run across the front of the poles to pole # 3 and rollback (turn) to the right outside pole # 3. Go behind poles #3 and 2 and exit between poles 1 & 2.



**Breaking Out:**

"Simon Says" on horseback. Riders have three strides to obey a command or they are out.

**Hunt and Hound:**

A cross rail on either side of the arena and a barrel placed at the far end. Form a box using 4 poles to the left of the entrance gate. Horse, rider and dog will start course from inside the box. Horse and rider will complete one circuit going over the cross rails going around the barrel at the end of arena back to the box. The rider will dismount inside the box, exchange the horse for the dog and run the complete circuit leading the dog ending inside the box.

**There will be a 3 second penalty for knocked down poles / barrels  
or going off course in any gaming event.**

**Gift Table:** Arrival time 45 minutes before the show begins

There will be a person assigned to run the gift table for each show. Tabs will be inserted in each blue ribbon and those may be redeemed for an item from the Gift (Prize) table. The gift table is set up under its own canopy outside Ring #1. **Only the first place winners are awarded a prize from the Gift table.**

**Summation:**

The Erie Hunt and Saddle Club has taken big steps toward getting new people involved in the running of shows for the club. Only with your help will the summer schedule be able to continue in the manner it has in the past. It is crucial that you get other members enthused and willing to participate in helping to run future shows including friends from your barn, new friends, family, parents of riders, and volunteers.