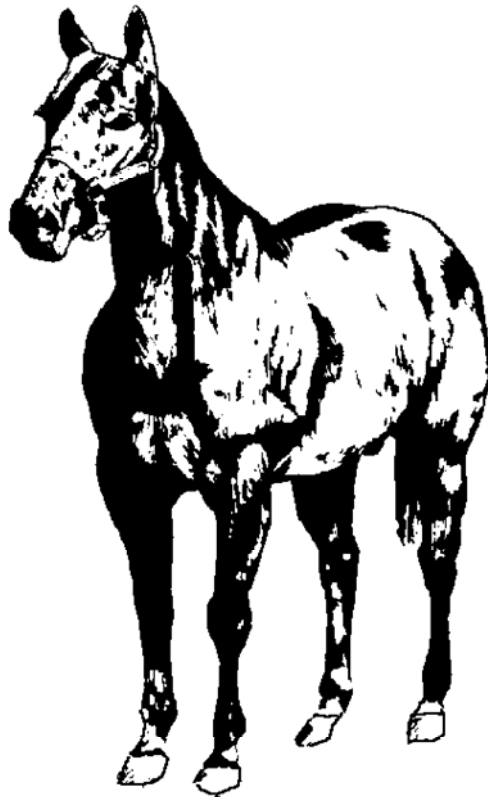


# GUIDELINES TO PLANNING A SANTA CRUZ COUNTY 4-H HORSE SHOW



*This booklet can be used as a guide for horse show planning committee members, horse show personnel, 4-H leaders, county extension agents, parents and exhibitors that are involved in planning and organizing 4-H horse shows. The booklet describes the responsibilities of show personnel and outlines planning procedures that contribute to an organized and efficient show that is a positive experience for all involved.*

## **BUILDING BLOCKS OF A GOOD SHOW**

Throughout the process of organizing a 4-H horse show, it is important to always keep the following factors in mind:

- ❑ The show and show management is a reflection and promotion of the 4-H program.
- ❑ Any effort as large as a horse show is deserving of pride and enthusiasm.
- ❑ Planning makes the difference between a “good” show and a “great” show.
- ❑ The show should be conducted in a business-like manner, but ethics, sportsmanship, education and fun should be an integral part of any 4-H event.

When organizing a 4-H horse show, always remember that what an exhibitor wants, expects, and deserves is:

- ❑ Good, fair, honest competition held in accordance with 4-H rules.
- ❑ Safe facilities, which permit competition without unnecessary inconvenience or risk.
- ❑ A friendly, cooperative, helping, and hospitable environment.
- ❑ Adequate and correct information on the show bill and from the announcer.
- ❑ Prompt, timely, and reasonable operation of the show.
- ❑ Show management that is knowledgeable of all rules.
- ❑ Show management that cares about the exhibitor's needs and is able to provide direction to vets, farriers, medical facilities and respond to other reasonable personal requests.

## **TOPICS**

- **Ethics and Sportsmanship**
- **Preliminary Planning**
- **Personnel**
- **Final Organization**
- **At the Competition**
- **After The Show**
- **Sample Judge's Contract**
- **Reminder List**

## ETHICS AND SPORTSMANSHIP

Ethical behavior and sportsmanlike conduct is 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 the show. Show management should try to establish an atmosphere at the show that encourages positive attitudes, ethical behavior and sportsmanship and supports the mission and objectives of the 4-H horse program.

A code of conduct, which includes sportsmanship, ethics, and humane care of animals should be included in show registration materials. Exhibitors and their parent or guardian should read and sign the code of conduct before the exhibitor will be allowed to participate in the show. Announcements regarding ethical behavior, sportsmanship and the 4-H mission should 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.

### **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 and management*.**

Refer to the current Santa Cruz County 4-H Rule Book and the Arizona State 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 shows, the current Arizona State 4-H Horse Show Rule Book should be followed for all qualifying classes for the state show.

Additional information for leaders on ethics and sportsmanship is available from the Santa Cruz County Cooperative Extension office. A series of free pamphlets for 4-H members, parents and spectators is available that is suitable for distribution prior to or at 4-H shows.

“Winning is not about getting ahead of someone else,

Winning is about getting ahead of yourself.”

Roger Staubach

## PRELIMINARY PLANNING

1. It is suggested that planning for a show begin at least three months in advance of the projected date. Set up an outline to help get all work done in a timely and efficient manner.
2. Ensure that at least one member of the planning committee has experience in management or as a judge, steward, or technical delegate. If this is not possible, the group should obtain the guidance of someone with experience.
3. Set date of show and advertise as early as possible.
4. Obtain a judge.

Judge's names can be obtained from 4-H Horse Show Judges List available from the Santa Cruz County Cooperative Extension. Additional names may also be obtained from American Horse Show Association (AHSA), American Quarter Horse Association (AQHA) and many other breed and horse judging organizations.

The judge selected should be knowledgeable of Arizona 4-H Horse Show Rules, capable of working with youth in a positive manner and experienced in horse judging. Judges are often used that are accredited by a horse judging or breed associations or included on the list of Santa Cruz County 4-H Horse Show Judges. If possible, get evaluations and recommendations for judges from leaders or agents in other counties that have used the judge at a 4-H show.

Secure signed contract as soon as possible after receiving verbal commitment (sample included). The contract should include: date and location of the show, expenses that are covered (fee, travel, motel, and meals), the name and phone number of a person that can be contacted if questions arise, and a stamped, return envelope for returning the signed contract.

At least 4 weeks prior to the show, send information packet to the judge which includes: confirmation letter, directions to the show, name and phone number of key contact persons, rule book, information about the 4-H scoring system for grooming and showmanship classes, list of available jumps and obstacles and special requests for trail and course design.

5. Obtain suitable show grounds:

**Safety for participants and horses must be a priority when selecting or designing show facilities.** Ring should be large enough to safely accommodate anticipated class size. Two or more rings may be necessary for larger shows. Ring should be level, uniform, and contain safe footing material. No holes, rocks or other hazards should be present in the ring. The ring should be safely fenced with board fencing or other suitable material and should be in good repair. Water should be available to water the ring and for exhibitor use. The show grounds should be clean and free of any dangerous obstacles or obstructions. Ample space should be available for a designated practice area. Ample parking should be available for spectators and exhibitors.

6. All health requirements for animals should be outlined on entry blanks, and strictly enforced by show personnel.
7. Prepare and distribute a show flyer well in advance of the show. The flyer should contain the prize list and class order, location and map, name of judge(s), class fees, starting time, any special rules and regulations (helmet rule, no unleashed pets, no alcoholic beverages, etc.) animal health requirements (Coggins, rabies, etc.), availability of food on the show grounds and any other pertinent information.

## PRELIMINARY PLANNING (Continued)

**8. Safety precautions and emergency planning should receive high priority in organizing a horse show.** The planning committee members should be sure that a plan is in place to deal with emergency situations that could arise involving exhibitors, spectators, or horses. A member of the show committee should be designated to coordinate an emergency response with medical personnel if needed.

Emergency phone numbers (ambulance, police department, fire department, veterinarian) should be posted at the secretary's stand and show office.

A first aid kit and fire extinguisher should be located in the secretary's stand or show office.

A veterinarian should be contacted prior to the show and arrangements made for the veterinarian to be "on-call".

Spectators and participants need to be aware of emergency procedures. Announcements can be made during opening ceremonies and signs should be posted advising participants to report to the show office or secretary's stand if an emergency arises.

**9.** Order back numbers, ribbons, trophies, badges identifying show personnel, and judge's cards.

**10.** Obtain the services of a farrier who should be present or "on-call".

**11.** Secure suitable and safe jumps, trail, and gaming equipment, timers and stop watches (samples of jumps and trail obstacles are provided)

**12.** Assign duties to show personnel (see job descriptions in next section)

**13.** Work with county agent to ensure that insurance is adequate for the show. Obtain appropriate liability and accident insurance as appropriate for 4-H events.

**14.** Organize opening ceremonies.

**15.** Make sure food and refreshments are available.

**16.** Schedule portable bathroom facilities for the show if necessary.

**17.** Secure public address system and a back-up system (bull horn)

**18.** Make sure fire department or private contractor is available to water the ring if necessary.

**19.** Make reservations for hotel room for the judge - if desired.

**20.** Keep accurate records of expenditures and income.

## PERSONNEL



### **The Show Committee**

The show committee should be knowledgeable of the rules and show management. Members should have ample time to devote to the position on the day of the show and should be available as needed.

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

The show committee should weigh all facts and information pertaining to a protest or a rule violation before rendering a decision. The show committee shall determine the course for any class not clearly defined in the current state 4-H rulebook. The course must be posted at least one hour before the scheduled time of the class.

The show committee shall eliminate, without waiting for a protest, an improper entry of a horse, rider or driver.

The show committee shall determine the working order in individual performance classes.

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.



### **The Show Steward**

The show committee should appoint the show steward. A steward should clearly understand that he/she has no connection with show committee decisions or the judging of the show. 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 to ensure the application of the state 4-H horse show rules, and to initiate investigation of any situation in which the rules are not upheld.

The other duties of the steward are:

- 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 Show Secretary**

Before the show begins, the secretary will have the duty of distributing exhibitor's numbers, special instructions, and taking entries. The secretary will be responsible for signing up 4-H members that qualify for regional or state classes. Additional aids will be needed to organize ribbons and trophies, and record results.

## PERSONNEL (Continued)



### **The Show Grounds Manager**

The grounds manager should have a thorough knowledge of the layout and available resources of the show grounds. He/she should be aware of location of a telephone for emergencies and know how to reach “on call” emergency personnel. He/she should develop a good working relationship with the owner or manager of the show grounds facility. He/she should organize a “check-in system” to be sure that all show personnel are present the day of the show.



### **The Announcer**

A good announcer calls the exhibitors to the gate, and with the gate attendant’s help, gets them into the ring. A good announcer keeps the public and competitors informed of the progress of the show and gives the results of each class. The announcer should also let the judge know how many exhibitors are in the class. He/she should have a pleasant, easy to understand voice.



### **The Ringmaster**

A ringmaster is the judge’s aid. A good ringmaster can help avoid accidents in the ring. He/she should not initiate conversation with the judge or converse with passing riders during the class. The ringmaster should not help to judge the class in any way. The ringmaster also works with the jump crew.



### **The Gate Attendant**

There is more to this job than opening the gate. The person is responsible for keeping the gate clear of spectators. He or she supervises the order of performance for each class and checks riders for correct numbers. He/she makes sure entries for the next class are ready. It is not the responsibility of the gate attendant to prevent any participant from entering the ring.



### **The Ring Crew**

An energetic ring crew should be organized with a leader that is familiar with the job. He/she should obtain a vehicle that is suitable for moving jumps and obstacles and should review the courses before the show begins. The jump crew should be available the day before the show to set up the courses as well as throughout the day of the show.



### **The Schooling Area Supervisor**

A supervisor appointed by the show committee should manage the schooling area. The supervisor should manage the schooling area with safety as the number one priority. If possible, riders schooling fences, pleasure riders and gymkhana riders working at speed should exercise at opposite ends of the ring or in separate areas.



### **The Show Manager**

The buck stops here! A good show manager never assumes that giving someone a job ensures that it will get done. The manager does not have to do it all, but should be in contact with the show personnel and volunteers to be sure that all positions are covered. The show manager is responsible for overall operation of the show and coordinating show plans and details.

## ENTRY INFORMATION

The show chairperson should work with the show secretary and all county agents involved to ensure that entries are properly made and documented. Agents and leaders should work with show committees 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 each county show to verify eligibility of entries if questioned.*

## FINAL ORGANIZATION

1. Several days prior to the show, inspect the show grounds - designate practice area, exhibitor parking area, and spectator parking area.
2. Meet with volunteers serving as parking attendants and organize and post traffic flow patterns.
3. Develop a plan to keep spectators and horses separate. Arrange horse traffic patterns between trailers and schooling areas and the show ring to minimize interaction with spectators.
4. Be sure to allow ample room for horses at the in-gate to avoid crowding that can lead to a hazardous situation. Plan to keep spectators away from the in-gate area.
5. If possible plan a buffer area around the ring. Do not let people park cars or trailers around the ring.
6. Prepare exhibitor packets, which should contain: back numbers and attachments, program, garbage bag, welcome letter, and special instructions.
7. Place a phone call at least 7 days prior to the show as a reminder to: judge, ambulance, farrier, veterinarian, announcer, etc.
8. Determine working order randomly in individual performance classes (such as western riding, working hunter, gaming classes, etc). Decide where and how working orders will be posted the day of the show.
9. Prepare judge's cards. It is suggested that a class description be attached to each card. For 4-H shows, class descriptions should be obtained from the 4-H rulebook. If entries are received ahead of time, entrant numbers should be placed on the judge's cards.
10. If possible set jump and trail courses the night before the show. Locate directional signs along roads leading to the show grounds.
11. Make sure all obstacles for trail, jumping, pattern and gaming classes are organized and readily available.
12. Check with the County Extension Office to make sure all exhibitors have the correct proof of ownership papers on file.
13. 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.

**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: The secretary will distribute the programs and numbers. It increases show efficiency if packets containing a program, numbers and attachments, a trash bag, and a letter containing any pertinent information is prepared ahead of time. A deposit may be collected for each number distributed.

During the show: The secretaries have the following responsibilities:

- Organize distribution of ribbons and trophies

- Organize class entries for the announcer and judge

- Record class placing

- If the event is county round-up or regional 4-H show, sign eligible participants up for the next show.

- Collect entry fees and provide participants with information about the next show.

**3. Post** appropriate warning signs and emergency assistance information (location of phones, ambulance, emergency numbers, veterinarian on call, etc.)

**4. Post** jump, trail, gymkhana and working class order and patterns (if used). The judge may also wish to post showmanship and equitation patterns. Classes should be posted or announced at least one hour prior to the class.

**5. Conduct opening or recognition ceremonies, which** may include but not be limited to:

- Parade of clubs or counties on foot.

- Pledge of Allegiance, optional Star Spangled Banner, and 4-H Pledge.

- Welcome and general announcements

- Introduction of all show personnel and location of show office.

- Information on where to receive emergency assistance (Announce location of phones, ambulance, veterinarian and farrier or location of phone numbers of veterinarian and farrier if they are on call.

- Review special rules and restrictions (no smoking, dogs on leash, etc.)

- Review of good sportsmanship / conduct of exhibitors, parents, coaches, etc.

**6. Provide** 10-15 minute gate call after opening ceremonies. Start the show on time.

**7. Cater** to needs of judges for food, chairs, etc.

**8. 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 other show management concerns.

## AFTER THE SHOW

1. Make sure entries are sent to the Extension Office or Horse Committee.
2. Provide "thank you" cards for everyone who helped make the show possible.
3. Submit bills to the treasurer.
4. Prepare an income-expense statement for the show.
5. Conduct a short meeting to evaluate the show. Record suggestions for improvement for next year.
6. Project expenses for future shows and determine if adjustments in show fees are necessary.

## RESPONSIBILITIES OF THE HORSE COMMITTEE

1. The Horse Committee is responsible for overall management of the county shows, and should work with appropriate extension agent(s), and volunteers to coordinate show details.
2. The Horse Committee chairperson should notify Extension Office of county show date and location, preferably at least one month prior to.
3. The Horse Committee chairperson, working with appropriate extension agent(s), is responsible to ensure that information mailed from the Extension Office is copied and distributed to exhibitors who qualify for the state show. State show information will be mailed to the Horse Committee chairperson and leaders. State show information includes:
  1. state show entry forms
  2. code of conduct/medical consent forms
  3. any other state show information sent from state office before the district show (ex. class schedules, state show fees etc.).
4. The Horse Committee chairperson is responsible for working with the appropriate county extension agent to ensure that all state show entry forms, code of conduct/medical consent forms, entry fees and any other required forms are sent to the Extension Office **by the deadline set by Arizona State Fair.**

# SANTA CRUZ COUNTY 4-H HORSE SHOW JUDGES CONTRACT

This is to confirm your acceptance to judge the \_\_\_\_\_ 4-H Horse Show to be held on \_\_\_\_\_ at \_\_\_\_\_. The show will begin at \_\_\_\_\_ and we would appreciate it if you plan on arriving a-half hour before your first class. You will be judging classes \_\_\_\_\_.

Your fee will be \$ \_\_\_\_\_ for the day. We will also provide lunch and refreshments.

To indicate that the above terms are agreeable to you, kindly sign the enclosed extra copy of the agreement and return it.

If you have any questions, please feel free to contact \_\_\_\_\_ at \_\_\_\_\_.

Sincerely,

\_\_\_\_\_  
\_\_\_\_\_

Accepted and Agreed to:

\_\_\_\_\_

Date: \_\_\_\_\_

## HORSE SHOW REMINDER LIST

Date of Show \_\_\_\_\_  
Location of Show \_\_\_\_\_  
Project Group and responsible for the show \_\_\_\_\_ / \_\_\_\_\_  
Project Group responsible for program \_\_\_\_\_ / \_\_\_\_\_

- \_\_\_\_\_ Obtain date and suitable location for show
- \_\_\_\_\_ Contact judge and obtain written agreement to judge show
- \_\_\_\_\_ Order ribbons, trophies, ID badges, judges cards
- \_\_\_\_\_ Organize Parking
- \_\_\_\_\_ Schedule ambulance and E.M.T.
- \_\_\_\_\_ Schedule port-a-potties
- \_\_\_\_\_ Be sure insurance is in place
- \_\_\_\_\_ Secure suitable jumps, trail, gaming and reining obstacles, stop watches or timers, 50/100 foot measuring tape.
- \_\_\_\_\_ Organize opening ceremonies (US & 4-H flag, star spangled banner recording and recorder,ect).
- \_\_\_\_\_ Organize food and refreshments
- \_\_\_\_\_ Secure P.A. system
- \_\_\_\_\_ Develop plan to water the ring if necessary
- \_\_\_\_\_ Mail show flyer and advertise your show
- \_\_\_\_\_ Appoint show personnel
  
- \_\_\_\_\_ Parking attendants \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_\_\_ Show steward \_\_\_\_\_
- \_\_\_\_\_ Show grounds manager \_\_\_\_\_
- \_\_\_\_\_ Secretary \_\_\_\_\_
- \_\_\_\_\_ Announcer \_\_\_\_\_
- \_\_\_\_\_ Ringmasters \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_\_\_ Gate Attendants \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_\_\_ Veterinarian \_\_\_\_\_
- \_\_\_\_\_ Farrier \_\_\_\_\_
- \_\_\_\_\_ Ring Crew \_\_\_\_\_ / \_\_\_\_\_
- \_\_\_\_\_ Schooling area supervisor \_\_\_\_\_
  
- \_\_\_\_\_ Phone all show personnel, ambulance, judges, etc. 7 days prior to the show as a reminder
- \_\_\_\_\_ Organize secretary stand and all show supplies and equipment
- \_\_\_\_\_ Prepare exhibitor packets
- \_\_\_\_\_ Prepare judge's cards
- \_\_\_\_\_ Provide black/white board or poster board to post trail and jump courses and random exhibitor order for jumping, reining, and gymkhana classes.
- \_\_\_\_\_ Prepare state show sign up sheets, code of conduct and medical release forms
- \_\_\_\_\_ Set jumps and organize ring equipment the night before the show
- \_\_\_\_\_ Contact local newspaper
- \_\_\_\_\_ Locate signs along roads leading to the show grounds