2013

Show Management Guidelines & Procedures

American Quarter Horse Association
11/26/2012

TABLE OF CONTENTS

About This Pamphlet....3
What An Exhibitor Wants and Expects....4
Approval Request....5
Date and Location Changes/Mileage Information....7
AQHA Show Approval Team's Considerations....8
Types of Shows....10
Results....16
Key Points to Remember....17
Show Officials....18
Eligibility to Show....24
Animal Welfare....25
Rules....26
Building Blocks of a Good Show....27
Economic Impact....28
Frequent Show Management Issues....29

ABOUT THIS PAMPHLET

The success of a horse show can be measured in many ways and can be attained by a variety of methods. No single formula guarantees success, and in most matters there is no "right" or "wrong" approach. The pages that follow are largely suggestions gathered from a number of successful – and a few not so successful – shows over the many years. No single show follows all these practices, and few show managers would agree with all of them. The ideas are not "rules" of AQHA or any other association unless so noted. There are obviously as many ways to organize horse shows as there are managers and secretaries. Our goal is to work toward better shows for we feel that serves the interest of all of us - spectators, exhibitors, show sponsors and committees. While the guides are pointed primarily at shows approved by AQHA, we think most apply equally to open, 4-H and combined shows as well as those for most other breeds.

The guidelines generally apply to a typical one day show without pre-entries, although most ideas would also benefit a larger event. Every show, large or small, must be planned in detail well in advance and the degree of success usually depends on the quality of that planning and the people who execute it.

It seems clear that a show cannot be a true success – financially or otherwise – without sufficient exhibitors in relation to the classes offered. One of the keys to success then is for the show to appeal to exhibitors. This cannot be overemphasized. Without exhibitors there is no show, no financial success, and no personal satisfaction for a job well done. Unless everyone connected with the event can be convinced to recognize these basics, the road to a successful event will contain many pitfalls.

Did you know?

Tools you need to make your next AQHA-approved show a success can be found at AQHA.com under Showing/Show Managers/Manger Resources.

WHAT AN EXHIBITOR WANTS AND EXPECTS

1. Good, clean, honest competition held in accordance with the rules of AQHA, with equal fairness to all contestants. Care in selection of judges is expected.

2. Facilities which permit competition without unnecessary inconvenience, risk or discomfort. Safety is essential and adequate planning in case of an accident is a necessity.

3. A friendly, cooperative, helping and hospitable environment.

4. Adequate and correct information from the show bill announcer.

5. Prompt, timely, and reasonable operation of the show.

6. Show fees of minimal costs adequate to meet reasonable requirements for continued financial success for the event.

7. Good food, prepared in a clean facility, available on the grounds from the beginning to the end of the show at reasonable prices.

8. Show management that is knowledgeable of all rules and able to explain them to an exhibitor if questioned.

9. Show management that cares about the exhibitor's needs and can provide or direct them to vets, farriers, medical facilities, motels, restaurants and other personalized requests.

10. Awards for amateur and youth divisions.

11. Sincere, polite and personable interaction with all show personnel.

Before going any further, it should be mentioned that whether it is a group such as a club or organization, or individuals which will be sponsoring the show(s), you should always keep in mind and remember that your show(s) and your show management will be a reflection AND promotion of our breed.

Understanding this primary but important fact should help you with your guidelines as you plan, execute and follow up with your horse show or event. It does not matter if your area of interest is 4-H, endurance riding or horse shows. Any effort as large as a horse show is deserving of pride and enthusiasm.

Once the decision has been made to put on a show, you should set up an outline to help get all pre-show work done in a timely and efficient manner. As a general rule, it is suggested that you start planning at least nine months ahead of the projected date, and in many cases, a full year ahead. *"Why a full year?"* Normally, most fairgrounds or arena facilities have the best dates reserved on their calendars a full year ahead. If you have a specific date, you need to get it reserved and in writing at the earliest possible date.

If your show is projected to be a money making project, extra steps must be taken to ensure financial well-being. Putting on horse shows in today's economy can be a real gamble, and quite frankly you might have better odds in Vegas, but that's not what we're here for, right?

It cannot be stressed enough how much proper planning, early decision making and follow through of show management from **BEGINNING TO END** can be responsible for a large part of your show success or failure. Be business like, but do not forget that **FUN** is an integral part of any participation event.

APPROVAL REQUEST

1. Show approval is a privilege, not a right, granted or rejected at AQHA's discretion on an annual basis according to continuous evaluation of the applicant, including but not limited to competence of show management; enforcement of AQHA rules; quality of show; and service to AQHA members. All requests are required to be submitted on a completed Application for American Quarter Horse Show Approval Form.

2. An AQHA-approved show having been held the previous year is considered an established show and will automatically be reserved on the identical days per calendar week for the following year on the AQHA calendar. This reservation is called a priority date.

- **A.** Priority dates are a privilege, not a right, and therefore cannot be sold or transferred. Violations of this rule could result in disciplinary action.
- **B.** Regular AQHA and Novice Shows do retain priority dates from one year to the next.
- **C.** Special Events, Introductory Shows, Versatility Ranch Horse Shows and Equestrians with Disability Shows do not retain priority dates from year to year.

3. Show Applications will be forwarded by AQHA to management of shows with priority dates.

4. To obtain approval, show applications, <u>correctly and entirely completed</u>, (including judge's names, manager and secretary signatures and application fee) must be submitted and postmarked at least 120 days prior to the first date of the proposed show to begin processing procedures. This will ensure that your shows will appear in at least two issues of *The American Quarter Horse Journal.*

5. Give the exact name of the show (do <u>not</u> use specific years or times, example: "First Annual…" or "2008…"). Remember, if the name of the show changes, the show automatically becomes a new show and will be worked as such.

6. As a rule of thumb, we suggest going by the 1st date of the month, not your actual show date in order to ensure ample processing time to meet the deadline. For example, if your event begins on February 23 – please submit the show approval application to AQHA prior to October 1.

7. 2013 Show Approval fees must accompany each application. AQHA will refer to the previous year's number of entries by event code.

Show and Special Event Approval Fees*	**Approval Fee**	**ARC credit**
Events with 5,000 and more entries	$1,500	$750
Events with 2,500-4,999 entries	$1,000	$500
Events with 1,000-2,499 entries	$750	$375
Events with 500-999 entries	$500	$250
Events with 250-499 entries	$250	n/a
Events with 249 and fewer entries	$150	n/a
All Novice/All Rookie/All Introductory (regardless of number of entries)	$150	n/a

8. The following 2013 extended application fees are determined by the date the application and fees are received in AQHA's office, as evidenced by AQHA's date stamp:

Shows/special events application received 90-119 days prior to	$200
Shows/special events application received 60-89 days prior to	$400
If received less than 59 days prior to (subject to denial)	$1,000

DATE AND LOCATION CHANGES

1. $25 fee must accompany request

2. Date Change verification:
- **A.** No other show already exists on the same day within the allotted Regional mileage requirements listed below (shortest driving distance).

3. Location Change Verification:
- **A.** The new location is within the same state as the previous location (if in a different state, the show will be considered new and will be worked as such - see New Shows)
- **B.** The new location is within 150 miles of the previous location (if over 150 miles, it will be worked as a new show)
- **C.** In the new location there is no other show already existing on the same day within the allotted Regional mileage.
- **D.** No major show will be allowed to move on top of another – even if mileage works up, consideration will be taken regarding the shows that are on that same weekend.

MILEAGE INFORMATION

No show including special events will be approved if there already exists another show or special event on the same day, within 300 miles shortest driving distance or five hours driving distance.

Mileage requirements:
Region 1 - 450 miles
Region 2 - 400 miles
Region 3 - 350 miles
Region 4 - 200 miles
Region 5 - 200 miles
Region 6 - 200 miles
Region 7 - 500 miles
Region 8 - 500 miles
Region 9 - 350 miles
Region 10 - 500 miles
Region 11 – 300 miles

AQHA SHOW APPROVAL TEAM'S CONSIDERATION

1. MapQuest will be the standard program AQHA uses for mileage (facility to facility address); however, should MapQuest not be able to map a route Rand McNally will be used.

2. Regional Shows - no other show can be moved onto the same dates within a region

3. Take into consideration the number of shows in any given block of days

4. Existing special events or introductory shows will not automatically be approved; however, long standing special events will receive higher consideration

5. The event, and events offered in the state will all be considered

6. New special events or introductory shows will not automatically be approved

7. Type of event
- **A.** Size / entries of event the previous year
- **B.** AQHA stats indication of number of shows/special events/introductory shows in that state

8. Reputation / knowledge / experience of show management

9. AQHA may be open to new formats, but will need to see a show bill

10. State Affiliate opinion, if needed

11. Show Council approval, if needed

12. Executive Committee approval, if needed

13. If event approved, could be for one year only until exhibitor response is received

14. Will use exhibitor survey to send after show(s)

15. Requests to 'loan' or give show date(s) for a particular period of time
- **A.** Dates are AQHA's, not an individual's to determine what to do with 'unused' dates
- **B.** Once notified that a show will not be held, AQHA will flag those shows
- **C.** AQHA will determine the best alternative for those 'dates' within the state
- **D.** AQHA will distribute (or not) as necessary
- **E.** AQHA will take into consideration the wishes of the party releasing the date(s), as well as any party requesting date(s) and the opinion of the State Affiliate

16. Cancelled Shows

A. A show will not retain priority dates in subsequent years if it cancels for reasons other than:

1. Acts of God (fire, flood, blizzard, tornado, hurricane, etc.)
2. Facility conflict (with written verification from facility)
3. Loss of facility beyond show management's control (with written verification from facility)
4. Conflict with AQHA regional events
5. If this is the case, priority dates for the following year will be reserved

17. Other considerations *w*hich may be considered for approval

A. Facility

1. Adequate arenas / stalls
2. Food on grounds, hotels, restaurants
3. Staff that maintains facility
4. Safety practices and rules – printed emergency procedures
5. Safe areas for vehicles, trailers and RV's

B. Show Management

1. Experienced / supported with help
2. Helpful / friendly
3. Adequate for size of show
4. Able to promote best show for exhibitors and AQHA
5. Capped or reduced office/entry fees
6. Show results submitted electronically and within 10 days of the last show date

C. Logistics of the show / pleasing

1. Meeting requirements and deadlines of AQHA
2. Schedule
3. Awards
4. Fees to exhibitors
5. Entry / exit process

TYPES OF SHOWS

1. **Regular Shows** – Single shows and Split/Combined Shows (S/C) – retains priority date status
   - **A.** Any two consecutive shows will be allowed to combine to be one show with classes split over two consecutive days, with two judges and two sets of points judging independently of one another while holding classes only once. Show management may return to the original format the following year.
   - **B.** To apply for an S/C show, two applications must be submitted - one application per judge. The show date field on both applications must contain both dates. The applications are separated by the judge, not the show date. "S/C" should be plainly marked on both applications before returning to AQHA.
   - **C.** Existing split/combined shows may have the option of modifying their schedule to allow a four-day show to be held in two days or a two-day show to be held in one day by holding two shows simultaneously.
   - **D.** Split combined shows held with a single show can be combined to hold three shows over two days.
   - **E.** A maximum of two existing affiliate-designated shows per year and existing stock shows/fairs operating under the double-judge format have the option of moving to a three- or four-judge format provided it does not increase the number of shows in that state.
   - **F.** Open division – minimum of 5 halter classes each for stallions, mares & gelding with a minimum of 1 performance class
   - **G.** Amateur division – minimum of 4 performance classes, halter is optional
   - **H.** Novice amateur division – optional
   - **I.** Youth division – minimum of 4 performance classes, halter is optional; Showmanship at halter and either western pleasure or western horsemanship, plus at least two other performance events, must be offered.
   - **J.** Novice youth division – optional

2. **Double Judge-Double Pointed Shows** (DJ/DP) – retains priority date status
   - **A.** All major livestock shows and state fairs, which meet eligibility requirements, will be allowed one DJ/DP Quarter Horse show per year. DJ/DP status is defined as the use of two judges, judging independently of one another at one show, therefore, requiring two separate show applications, two separate roster results, and two sets of judge's cards, resulting in two sets of AQHA points. "DJ/DP" should be plainly marked on the applications before returning it to AQHA.
   - **B.** Requirements are as follows:
     1. The show must be held during the dates of the livestock show/fair while other major events are also being conducted - such as cattle shows, midway, etc., and must be advertised as such. A premium book evidencing this fact from the current or previous year must be submitted with the request of application.

2. A representative of the livestock show/fair board advising AQHA that the show is, in fact, supported by and a part of the fair must submit a letter. This should be accompanied by a list of all support to be received for the livestock show/fair, direct or indirect, including financial support, use of the facilities, etc.
3. Show management should also submit any other information, which would help to determine the size and scope of the livestock show/fair including expected attendance during the dates of the show, etc.
4. Show management requesting this status must have their state/province association's support, which should be submitted in writing to AQHA.

3. **Equestrians with Disabilities** – do not retain priority date status
   - **A.** This competition is open to people with physical or mental disabilities that love competing with American Quarter Horses.
   - **B.** Classes can be held at AQHA-approved shows and events or can be stand-alone events.
   - **C.** To provide show management with the option to include equestrians with disabilities competition, AQHA has adopted these rules and provided an achievement points and awards system for participants. In doing so, AQHA does not assume responsibility for safety of participants. Since it is show management which conducts these events and controls both the physical facility and all aspects of the events, responsibility for participant's safety remains solely with show management.
   - **D.** Only horses registered with AQHA as specified in rules 200 and 406 are eligible to compete in approved shows. The exhibitor must be able to prove the horse is properly registered with AQHA by presenting the registration certificate or photocopy of both sides of the registration certificate if photocopy is acceptable to show management. Only geldings or mares may be shown. No stallions are allowed.
   - **E.** Each exhibitor must have current individual membership in the American Quarter Horse Association or American Quarter Horse Youth Association.
   - **F.** An exhibitor cannot show more than one horse and a horse cannot be shown by more than one exhibitor in Walk & Trot Hunt Seat Equitation on the Flat or Walk & Jog Western Horsemanship. A horse may be shown more than once in Walk & Jog Trail or Showmanship at Halter with a maximum of three (3) exhibitors in the same class.
   - **G.** Eligible Conditions are listed in AQHA Handbook

4. **Dressage** – do not retain priority date status
   - **A.** AQHA will recognize these levels of dressage competition starting with the Training Level, continuing through First Level, Second Level, Third Level, Fourth Level, FEI Prix St. George, FEI Intermediate I, FEI Intermediate II, and FEI Grand Prix. Freestyle is not recognized.
   - **B.** Dressage will be offered and approved through USEF/USDF licensed competitions holding an AQHA approved class. Approval must be obtained through AQHA at least 120 days prior to the competition and approval fee is $50.
   - **C.** Horse must be a registered American Quarter Horse and exhibitor must have a current individual AQHA membership. Open, amateur and youth eligibility based on AQHA criteria.
   - **D.** A one-time license fee of $85 for the horse must be recorded with AQHA prior to the competition.
   - **E.** The percentage score will be converted into a point value. Points will be awarded in each division and recorded on horses' records.
   - **F.** AQHA points can be earned starting at Training Level going through Grand Prix. The points are listed on the horse's record and count for awards such as Register of Merit, year-end high points and also count for Incentive Fund payout; however, Training Level is not eligible for Incentive Fund payout. AQHA recognizes high points (first through 10th) for open, amateur and youth divisions for each level, however an exhibitor/horse is only eligible to win high point award one time per level.

	SCORES			
	60-65	66-70	71-75	76+
	POINT CONVERSION			
Training Level	1	2	3	4
First Level	1.5	3	4.5	6
Second Level	2	4	6	8
Third Level	2.5	5	7.5	10
Fourth Level	3	6	9	12
FEI	4	8	12	16

5. **Cowboy Mounted Shooting** – do not retain priority date status
   - **A.** This is a fast-action, timed event over specific courses with a high degree of speed and agility from the horse and skilled shooting from the rider.
   - **B.** Competitions are held at existing Cowboy Mounted Shooting Association events. Approval privileges will be granted or denied by CMSA.
   - **C.** All five AQHA divisions may be offered which include Open, Amateur (Select Amateur), Youth, Novice Youth and Novice Amateur.
     1. Please see the AQHA Official handbook regarding eligibility for each division.
   - **D.** Each exhibitor must possess a current AQHA individual membership. Memberships may be sold at the show.
   - **E.** Horse must be a registered American Quarter Horse with proper ownership pertaining to each division.
   - **F.** Points will be awarded in each division according to the existing point structure. Points and placing will be recorded on horses' and exhibitors' records. All points are eligible for existing awards including register of merit, incentive fund, year-end high-point etc.
   - **G.** Please see Cowboy Mounted Shooting Association for specific rules governing each class. Cowboy Mounted Shooting Association is an AQHA alliance partner.

6. **All-Novice Shows** – retains priority date status
   - **A.** All novice shows can be managed by anyone
   - **B.** A minimum of 6 novice youth and 6 novice amateur classes must of offered
   - **C.** An instructional clinic/seminar must be held in conjunction with the show. This includes demonstrations, lectures or panel discussions. A member of the AQHA Professional Horsemen must be used as the clinician or panelist. The judge for the show may not serve in this capacity.
   - **D.** The show may be held over two days, however, only one set of points will be awarded.
   - **E.** To encourage application for All-Novice shows, AQHA will do the following:
     1. Advertise and market your show to all novice amateur and novice youth AQHA members within an appropriate mileage radius.
     2. If possible, AQHA will provide a Team Wrangler Clinician if there is not the availability of a Professional Horsemen to conduct the clinic or seminar.

A. **Introductory Shows** – do not retain priority date status.

B. Organizations or individuals wishing to include AQHA classes in their already scheduled Open, All Breed or 4-H shows may apply for one or more AQHA approved classes.

C. Upon receipt of an American Quarter Horse Introductory Show Approval form, a work-up is conducted to verify if any AQHA shows have already been approved on the same date as the requested Introductory Show. Consideration will be given to the Introductory Show request, but does not guarantee approval.

D. If the work-up indicates no conflict; the event will possibly be approved (see Section III, AQHA Show Approval Team's Consideration for additional approval process). The confirmation letter will then be sent to the contact person indicated on the application.

E. Classes for Over Fence and Cattle are not allowed for introductory shows at this time.

F. A $150 fee is charged for approval and shall be submitted to AQHA with the complete show application and show bill. If the show is then not held or canceled; this fee will not be refunded.

G. Core classes are encouraged; i.e. showmanship, horsemanship, equitation, western pleasure and hunter under saddle.

H. Show Management has the option to offer only novice youth and novice amateur divisions.

7. **Special Events** / Alliance Events (example NRHA; NRCHA; NCHA; NSBA) – do not retain priority date status
   - **A.** Organizations or individuals wishing to stage or sponsor Special Events must obtain the approval of AQHA if the results of such events are to be recognized, and points are to be awarded.
   - **B.** For possible approval, an American Quarter Horse Special Event Approval form must be submitted for each requested show date.
   - **C.** Approval fees are located on page 6 of this document and are based on the previous year's entries. The show approval fee must be submitted for each requested event code. If the event date is approved, the fee will be applied toward show approval. The fee will not be refunded if the event is not held or is canceled. However, if the request is denied, the fee will be refunded.
   - **D.** A maximum of two class types will be allowed per event.
   - **E.** Upon receipt of the request, a work-up is conducted to verify that no other show (open, amateur, youth) already exists on the same day within the allotted Regional mileage of the requested date that offers the same class being requested as an event.
   - **F.** If the work-up indicates no conflict, the event will be forwarded to the State Affiliate for endorsement of approval.
   - **G.** If there is a conflict, the requestor will be notified.

8. **Versatility Ranch Horse Competition** – do not retain priority date status
   - **A.** The Versatility Ranch Horse shows are totally different from any other event. The competition can be offered as a stand-alone show, or in conjunction with one of the different ranch horse or foundation organizations.
   - **B.** To apply for a Versatility Ranch Horse Competition, an Application for American Quarter Horse Versatility Ranch Horse Competition Application form must be sent in.
   - **H.** Approval fees are located on page 6 of this document and are based on the previous year's entries. The show approval fee must be submitted for each requested event code. If the event date is approved, the fee will be applied toward show approval. The fee will not be refunded if the event is not held or is canceled. However, if the request is denied, the fee will be refunded.
   - **C.** Requests will be reviewed on a Regional mileage basis. No competition will be approved within the allotted Regional mileage of a known event holding the same type of event on the same day.
   - **D.** Judges must be chosen from the list of Versatility Ranch Horse approved judges to judge this competition.

9. New Shows

A. The following are considered new shows:

B. A show not approved or held the previous year.

C. A show which changed sponsoring body (the individual or group financially responsible for holding the show)

D. A show that changes names

E. A show which changes location of more than 150 miles

F. A show which moves to another state

G. There is currently a moratorium on new shows with exceptions being made for "special need" circumstances, which would merit approval for shows in particular areas where show numbers are low, or which are to be held in conjunction with world class events, major livestock shows or fairs.

H. Requests for new shows should include the number of shows requested, the dates and locations. Once received by AQHA, a work-up is conducted to verify the following:

1. There is no other AQHA event already existing on the same day within the allotted Regional mileage requirements
2. Requests may require the need of Show Council review for approval.

I. Order of approval if granted

1. State Affiliate first choice
2. Non-profit local associations
3. For profit entities

J. If approval is granted, an application and pertinent information will be forwarded to the requestor who is responsible for having it properly completed and returned to AQHA, along with the $150 fee per application, at least 120 days prior to the show. If the show is held the following year, you application fee will be based upon the previous year's entries. Approval fees are located on page 6 of this document.

RESULTS

1. The results of any AQHA-approved show must be provided in their entirety on official AQHA forms and forwarded to AQHA. All forms necessary to report show results will be supplied to show management upon show approval.

- **A.** Computerized show results must be used by show management; a sample format may be obtained, by request, from AQHA.
- **B.** Show management must submit a roster of all horses entered. Show results will be kept on file at AQHA for two calendar years including the year the show is held. Shows failing to submit show results in an accepted electronic format will not receive priority dates for the following year.

2. Show management (U.S. and Canada) may be fined at least $50 per day for every day their show results are late after 10 days after the closing day of said show. At AQHA's discretion, failure to submit show results after 10 days of the closing day of the show could result in approval being denied the following year.

3. Please keep in mind that the AQHA's web-based results upload system is up and running. You are encouraged to use this system to upload your rosters and enter your judge's cards. Improvement and additions are being implemented often. This is a great way to check your roster information and to ensure it is in a format acceptable to AQHA.

4. For detailed upload guidelines and examples visit aqha.com – select "Showing" from the navigation bar across the top of the page, scroll down towards the bottom of the page to find "Show Managers", select "Manager Resources" to find the upload information as well as other resources for Show Manager/Secretary resources.

KEY POINTS TO REMEMBER

1. To obtain approval, American Quarter Horse Show Approval forms, correctly and entirely completed, (including judge's names, manager and secretary signatures and application fee) must be submitted and postmarked at least 120 days prior to the first date of the proposed show to begin processing procedures. This will ensure that your shows will appear in at least two issues of *The Quarter Horse Journal.*

A. As a rule of thumb, we suggest going by the 1st date of the month, not your actual show date in order to ensure ample processing time to meet the deadline. For example, if your event begins on February 23 – please submit the show approval application to AQHA prior to October 1.

2. If your AQHA event is approved you will receive a confirmation letter. Management should proofread it against a copy of the show application submitted to AQHA. Match both against the AQHA what appears in *The Quarter Horse Journal*. Report any changes to AQHA immediately. You will receive a correction form with your show packet.

3. Shows, which change the sponsoring body, show name, or location over 150 miles or crosses a state line, are considered new shows. If approval is granted, they will be given new show numbers.

4. Changes in applications after filing may be made after the 120-day deadline provided AQHA is able to publish changes in one issue of The Quarter Horse Journal prior to the show date. This does not include judges – judges are to be completed with the original filing of the show approval application.

5. Personnel listed on show application are not eligible to exhibit at that show.

6. Starting shows the day before the scheduled start date may assist with scheduling conflicts and long show hours – just be sure that one show does not conflict with the next.

7. Know minimum class requirements.

8. Show Manager and Secretary must have AQHA individual membership through the end of show date.

SHOW OFFICIALS

**Personnel listed on the show application are not eligible to exhibit at that show*

1. Staffing the show

- **A.** Assess the show's staffing needs
- **B.** Coordinate all human resources
- **C.** Design and implement a volunteer recruitment, training, and recognition program
- **D.** Develop clear cut job descriptions
- **E.** Establish policies/procedures for all employees

2. Show Manager

- **A.** Paid or volunteer position?
- **B.** Officially in charge of pre-show work, the show, and all post-show work
- **C.** Supervise staff and duties
- **D.** Has sole authority for enforcing rules
- **E.** Must be knowledgeable and experienced
- **F.** Maintain and store show records
- **G.** Must be current individual AQHA member
- **H.** Cannot hold Show Secretary and Ring Steward positions at the same show. AQHA recommends that the Show Manager is not the announcer.
- **I.** Must sign approval applications
- **J.** Must be present on the show grounds for the duration of the show, or have appointed a person to this position

3. Show Secretary

- **A.** Paid position
- **B.** Officially in charge of:
  1. Horse show office
  2. Accepting entries
  3. Processing/tabulating all classes as per AQHA rules
  4. Financial accounting for the show
  5. Accounting for and sending complete results of all AQHA entries
- **C.** Must be current individual AQHA member
- **D.** Cannot hold Show Manager, Ring Steward or Announcer positions at same show
- **E.** Must sign approval applications
- **F.** Horse must be registered with AQHA
- **G.** Require entrants to sign a written entry form
- **H.** All approved classes must be open to an AQHA owner and exhibitor meeting age, ownership and eligibility requirements
- **I.** Only 1 back number should be issued per horse – regardless of the number of exhibitors or divisions the horse is shown
- **J.** Inspect horse papers; be sure entry form has the horse's correct name and registration number, gender and foaling date/age. Good idea to photocopy

K. Halter –horses whose registration certificates note parrot mouth, cryptorchid or excessive white are ineligible to complete in halter classes

L. Performance Halter – a horse must have earned a Register of Merit, and proof must be given at the show office, in order to be eligible to compete in performance halter classes

M. If a stallion has been gelded but is not so noted on the horse's certificate, provide the exhibitor with a gelding statement – this form needs to be turned in with results. If you have the original certificate stamp it gelded and return

N. Membership – exhibitor must present an individual membership card

1. Open – may show in the open division
2. Amateur – Must be 19 years old as of January 1 of the current year; may show in Open and Amateur Division classes; must be the sole owner or the lessee of the horse they are exhibiting or the horse must be owned by a family member of legal guardian
3. Novice Amateur – Must be 19 years old as of January 1 of the current year; may show in open, amateur and novice amateur division classes; novice amateurs may show a horse owned by another party in novice amateur division classes
4. Youth – Must be 18 years old or younger as of January 1 of the current year; may show in open and youth division classes; must be sole owner of horse they are exhibiting or the horse must be owned by a family member or legal guardian
5. Novice youth – Must be 18 years old or younger as of January 1 of the current year; may show in open and youth division classes; novice youth members may show a horse owned by another party in novice youth division classes
6. Select – an amateur may show in select classes on the day they turn 50 years of age; all additional amateur membership restrictions apply
7. Amateur and youth exhibitors may show a lease horse with strict guidelines
   - **a.** Prior notification given to AQHA with a Showing Lease form
   - **b.** Lessee must be responsible for all expenses
   - **c.** Immediate family members and trainers can also show the horse
   - **d.** Lease must be for a least 1 year and leased to an individual

4. Only one lease covering a horse will be recognized at a time

Primary Contact

A. Person whose name, phone number and e-mail address appears in The American Quarter Horse Journal as the person to contact for information concerning the show

B. Must be listed on show application

C. Paid or volunteer position

D. Provide information to contestants

E. Direct contestants to needed locations

5. **Ring Steward**
   - **A.** Person who acts as liaison between judge and exhibitors
   - **B.** Assists judge(s) with scribing, if needed.
   - **C.** If carries out any of these duties; cannot then show to that judge at that circuit.
   - **D.** Paid position
   - **E.** Officially in charge of all activity within the arena
   - **F.** Act as judge's liaison
   - **G.** Mediator between judges and exhibitors
   - **H.** Must be knowledgeable of AQHA rules, show routines, and class specifications
   - **I.** Make sure all horses are placed according to AQHA specifications
   - **J.** Must sign approvals

6. **AQHA Stewards**
   - **A.** Monitor show grounds for inhumane treatment of horse and unsportsmanlike conduct
   - **B.** Answer exhibitors' questions about rules
   - **C.** Assist show officials with proper set up of practice jumps and courses
   - **D.** Investigate complaints of class filling
   - **E.** Evaluate potentially unsafe conditions related to the show, including poor footing in the warm-up area, and bring to attention of show management to correct
   - **F.** Issue warning or removal cards from show grounds as warranted according to AQHA rules and/or guidelines
   - **G.** Timely file an AQHA Steward's report and evaluation with AQHA
   - **H.** Adhere to the AQHA Stewards Code of Ethics

7. **Judges**
   - **A.** Must be an AQHA carded judge
   - **B.** Regular – approved to judge any AQHA class
   - **C.** Specialized – approved to judge specific classes/disciplines
   - **D.** Progressive – approved to judge AQHA shows with less than 250 entries and all novice shows
   - **E.** Dressage – specialized USEF / USDF
   - **F.** Cowboy Mounted Shooting – CMSA Range Masters
   - **G.** May not make more than two trips to a state, providence or country to officiate within a year
   - **H.** May judge a maximum of four shows in the two trips as long as they do not judge a particular class more than once in consecutive shows
   - **I.** May also judge two special events per year in the same state, providence or country
   - **J.** May not judge any two shows within 150 miles in a 30 days period

8. Volunteers

A. Recruiting
1. Take a planned approach
2. Advertise in appropriate mediums
3. Follow up
4. Keep volunteer files
5. Create a team environment

B. Placing
1. Establish a system for assigning jobs
2. Fit job to volunteer
3. Create meaningful jobs
4. Create policies / procedures for volunteers

C. Orientation/Training
1. Provide overview of show
2. Introduce volunteers to key people
3. Describe jobs and their importance
4. Provide clear instruction

D. Recognition
1. Let volunteers know they are appreciated
2. Acknowledge and praise their efforts
3. A written thank you is suggested

9. Announcer

A. Paid position
B. In charge of keeping the show proceeding in a professional, timely fashion
C. Call out exhibitor's numbers
D. Knowledge of procedures and show format
E. Voice that projects well
F. Upbeat attitude / sense of humor
G. Good memory of horses and names
H. Check P.A. system levels and microphones

10. Barn manager

A. Paid position
B. Take care of checking in horses
C. Take care of bedding/feed needs
D. Provide for water needs
E. Assign stalls to contestants
F. Take care of any barn-related duties
G. Guarantee safe and secure conditions

11. Gate help

- **A.** Paid or volunteer position
- **B.** Direct traffic at entry gate
- **C.** Open/close gates for entry and exit
- **D.** Check contestants against class lists
- **E.** Direct competitors to the exit
- **F.** Inform office of no-shows

12. Ring personnel

- **A.** Paid or volunteer position
- **B.** Any willing person with knowledge of AQHA rules
- **C.** Responsible for class check-in
- **D.** Arena clearing after classes
- **E.** Proper class set-up, maintenance and tear down
- **F.** Sort cattle and help with cattle classes
- **G.** Help wherever needed

13. Equipment manager

- **A.** Paid position
- **B.** Procure, deliver and remove needed equipment
- **C.** Manage ring personnel
- **D.** Manage show equipment set up and tear down
- **E.** Manage grounds preparation
- **F.** Manage refuse and sanitation needs (trash cans and portable toilets)

14. Awards coordinator

- **A.** Paid or volunteer position
- **B.** Organize ribbons / awards by class
- **C.** Present or supervise presentation of awards
- **D.** Inventory unused rewards / ribbons
- **E.** Report all unused rewards / ribbons to the show manager

15. Livestock manager

- **A.** Paid position
- **B.** Needed for certain shows
- **C.** Manages livestock while on show grounds
- **D.** Ensures proper livestock care
- **E.** Delivers / removes livestock and ensures proper type / number of livestock

16. Publicist

- **A.** Paid position
- **B.** Reports directly to show manager
- **C.** Responsible for communication plan
- **D.** Publicity; press releases; advertising; media relations; public service announcements; crisis control

17. Veterinarian

- **A.** Paid based on duties
- **B.** May or may not be present on grounds
- **C.** Post vet's number in all needed locations
  Responsible for all medical problems

18. Farrier

- **A.** Paid based on duties
- **B.** May be present or on call
- **C.** Oversee any showing / hoof emergencies

19. Parking coordinator

- **A.** Volunteer or paid position
- **B.** Supervise traffic flow
- **C.** Post signs to direct contestants to parking
- **D.** Manage loading / unloading areas
- **E.** Separate exhibitor and spectator parking if possible
- **F.** May double as security coordinator

20. Other areas of importance:

- **A.** Additional help for the secretary
  1. Computer Operator
  2. Additional Secretarial Help
  3. "Go For" – run results, class lists, etc.
- **B.** Announcer's Helper
  1. Suggested for larger shows
- **C.** Stalling Person
  1. If possible stalling person should be separate of office personnel
  2. Take care of checking in horses
  3. Take care of bedding needs
  4. If this person determines the stalling assignments, they nor their horses can show
- **D.** Media Committee
  1. Can be done by manager or secretary
  2. Ideally, must be coordinated early
- **E.** Sponsor Committee
  1. Can be done by manager, secretary or correspondent
  2. Ideally, must be coordinated early
- **F.** Any other committee or person needed to take care of specific areas of interest or need
  (Awards, equipment, etc.)

ELIGIBILITY TO SHOW

1. The following MAY NOT show:

- **A.** Any person owning or leasing the show grounds
- **B.** Youth who are also performing management duties
- **C.** Show officials or member of their immediate family living in the same house
- **D.** Any person communicating with or picking up the judge for the event
- **E.** Any person in contact with the judge directly or indirectly
- **F.** Non AQHA members

ANIMAL WELFARE

1. AQHA Statement of Position - The American Quarter Horse's welfare is paramount to other considerations

- **A.** Every American Quarter Horse shall be treated humanely and with dignity, respect and compassion
- **B.** Rules established and enforced by AQHA demand that American Quarter Horse breeders, owners, trainers and exhibitors are continually responsible for the well-being and humane treatment of any American Quarter Horse
- **C.** Prohibited Conduct
- **D.** Policy on Controlled Substances and Tail Alteration
- **E.** Bits & Equipment
- **F.** Lameness & Movement

2. Cattle Classes

- **A.** AQHA strives to safeguard the welfare of cattle used in approved classes
- **B.** In team penning, cutting and working cow horse classes cattle may not be worked more than once per go-round
- **C.** Cattle used in roping classes may not be used in other classes and must be provided protective horn wraps

3. Speed Events

- **A.** The judge may disqualify a contestant for excessive use of a bat, crop, whip or rope in front of the cinch

RULES

1. Updated annually – consult your AQHA Handbook and AQHA website or *AQHA Rules* iPhone/Blackberry App

2. Report all rule violations to AQHA

BUILDING BLOCKS OF A GOOD SHOW

1. Have a logo (maybe association or specific for the show).

2. Pre-show planning makes for the difference between a "good" show and a "great" show. The show committee should include, but not limited to, a show secretary, show manager, ringmaster, head gate man, stall man, and grounds man. They should meet once a month up to two months before the show. The last two months meet every other week.

3. More emphasis should be placed on obtaining funds from sponsors and supporters. Secondly, emphasis should be on cost saving measures. Money coming from your exhibitors should be your profit… AVOID THE NEED TO CHARGE THE EXHIBITORS MORE IN ORDER TO PUT ON THE SHOW.

4. Remember, not everyone shows for the same reasons. Some show for:

- **A.** Fun – Think of having cookouts, seating for spectators, and friendly personnel.
- **B.** Local exposure – Sixth place to a factory worker may mean more on Monday than first place does to a horse trainer. Use press release forms.
- **C.** National exposure – Make sure you send press releases to equine magazines.
- **D.** Points – If you get the people from a, b, and c, above, these people will come. Avoid ideas like double state points, etc.

5. Provide a reward system for your show workers. When possible, pay expenses for key personnel. Give tokens (ball caps, jackets, key rings, etc.) to all good workers and sponsors. Never assume by giving someone, especially a volunteer, a job that it will get done.

6. Treat the show as a business and avoid politics.

7. Many times how things are perceived are more important than the reality. Example: Two judges in the class are talking about how tired they are; spectators assume they are comparing notes.

ECONOMIC IMPACT

To figure the economic impact of your show on the surrounding area the following formula can be used:

(*Actual number of horses X 3 people per horse = total people)* X *(Actual show days + 1 move in/out days X $150 per diem = total $)* = $ directly into city.

Then, multiply *$ directly into city* by 2 (estimated number of times each tourist dollar turns over in the economy) = total economic impact.

SAMPLE

2 Day Show

(70 actual horses X 3 people per horse = 210 people) X (2 actual show days + 1 move in/out days X $150 per diem = $450) = **$94,500**

$94,500 X 2 = $189,000 total economic impact on community.

This originally was developed in conjunction with the Fort Worth Texas Chamber of Commerce utilizing a multiplier effect of seven (7). Several years ago, that multiplier was revised to four (4), and two years ago it was revised to two (2) based on advice from various economists that it's only feasible to trace a dollar two-times in a given economy.

Additional modifications have been made (2.5 people/horse to 3 people/horse and a per diem increase for inflation from $140 to $150/day.

FREQUENT SHOW MANAGEMENT ISSUES

BEWARE!!

APPLICATIONS

- Be sure to provide the person or group financially responsible for your show (sponsor).
- The "exhibitor contact" and phone number is vital information.

RESULTS

- Memberships paid at a show, not sent with results
- Management Allowing:
  - Exhibitors to show with joint membership
  - Exhibitors to show without membership
  - Stallions shown in Gelding class
  - Youth shown in wrong age division
- Results on computer format which have last digit of ID numbers missing
- Exhibitor's ID numbers wrong on roster
- Roster not corrected to reflect combined classes in numerical order
- Class codes wrong on roster and judge's card
- Horse's name and/or registration number incorrect
- Errors on judge's card
- Members' names misspelled

AMERICAN
QUARTER
HORSE
ASSOCIATION