

Georgia Hunter Jumper Association  
Show Managers Handbook



## **GHJA Show Manager's Handbook**

The GHJA Show Manager's Handbook serves two purposes. First, it is designed to provide current manager's guidelines for GHJA sanctioned shows and second, to give new managers guidelines for the preparation/operation of a successful horse show.

All GHJA sanctioned Horse Show Managers are responsible for reviewing all GHJA rules pertaining to Regular/Local Member shows. Please note that GHJA defaults to USEF rules unless otherwise stated in the GHJA rulebook. The current rulebook is always available at [www.ghja.org](http://www.ghja.org).

The Show Standards Committee wants each show to be successful for both our members and our show managers. The committee encourages you to call if you have questions. I must remind you however that failure to maintain GHJA standards or to abide by GHJA rules can result in monetary penalties and can jeopardize the sanctioning of future shows.

A list of GHJA Show Standards Committee Members and GHJA Stewards can be found on the GHJA website at [www.ghja.org](http://www.ghja.org).

Have a successful show year.

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## Application Procedures

- ◆ Applications for grandfathered horse show dates are due December 1<sup>st</sup> in order to hold your show dates for the upcoming horse show calendar.
- ◆ Applications for new horse show dates must be received 90 days prior to the show date. The penalty for late applications is double the application fee.
- ◆ Only completed show applications on the official form, accompanied by the appropriate fees will be considered for GHJA sanctioning.
- ◆ The individual or organization financially responsible for the horse show's obligations must be clearly identified on the show application.
- ◆ The horse show contact is the one individual who will receive all mailings and correspondences from GHJA.
- ◆ Do not print or advertise "GHJA Sanctioned" before receiving approval.
- ◆ Managers must be current GHJA members with a working knowledge of the rules and procedures for conducting a GHJA sanctioned horse show.
- ◆ Proof of \$1,000,000 (one million dollars) horse show liability insurance is due to GHJA at least 20 days prior to the horse show. A copy may be mailed to the GHJA address or faxed to 770-818-5565 or e-mailed to [execsec.@ghja.org](mailto:execsec.@ghja.org).
- ◆ Shows are required to retain a GHJA or USEF steward and have a GHJA rulebook available during the entire show. Please pay special attention to rules regarding recognition and conduct of a GHJA sanctioned horse show. Show management is required to be familiar with all aspects of the GHJA rulebook.
- ◆ The show sanctioning fee includes mailing addresses. It is the horse show manager's responsibility to request the addresses from the Show Standards Chair.
- ◆ Mail applications and fees to : Georgia Hunter Jumper Association  
P.O. Box 28228Atlanta, GA 30358

## **Prize List Guidelines**

GHJA rules require all Local Member Shows to submit a draft of the prize list, including all requirements and other elements of the operational body, not less than sixty (60) days prior to the show date, for review and approval before the prize list can be printed or distributed.

Additional, all Local Member Shows must submit a copy of their prize list to the Executive Secretary immediately upon publication.

The prize list of every member Show must contain all of the following:

- ◆ The Association Statement which reads as follows: “The \_\_\_\_\_ is a Local Member Show of the Georgia Hunter Jumper Association, Inc. and is operated in accordance with the current rules of GHJA. Every person who participates in the show is responsible for knowledge of and is subject to GHJA rules. The following divisions are recognized by GHJA and points won will count towards end of the year high score awards.”
- ◆ The names of all horse show officials.
- ◆ The names of the Judges and the divisions in which they will adjudicate; the name of the GHJA Steward.
- ◆ The names and phone numbers of the veterinarian and farrier who will be either on call or on the premises during the show.
- ◆ Complete class specifications, including clear identification and specs for all non-rated classes.
- ◆ The amounts of entry fees and the prizes offered in each class.
- ◆ The exact date and location of the show.
- ◆ A statement concerning how and where to submit entries, entry closing date, and late entry conditions.
- ◆ A tentative time schedule.
  - In determining the class schedule, both rated and unrated, management should pay attention to anticipated number of classes as related to the length of the show day, especially if adequate lighting is not available.
- ◆ Information about whether or not schooling will be permitted over show fences and, if so, at what time.
- ◆ A description of all hunter and jumper courses and heights.
- ◆ A statement specifying whether distances used in the Pony classes and division will be measured on 12' stride, or in accordance with USEF guidelines.
- ◆ An entry form with spaces designated for GHJA member numbers for rider, owner and horse.
- ◆ Separate spaces for signatures of trainer, owner, and trainer/agent.
- ◆ A map or directions to the show site.
- ◆ A statement that horses or ponies may not enter more than 7 classes over fences, including equitation and all special classes such as classic classes.

- ◆ A statement that hard hats must be worn by all mounted riders at all times. All riders must wear ASTM-SEI approved helmets with a properly-adjusted (snug) harness.
- ◆ A statement that proper attire is required in all classes except warm-up classes, when chaps or other non-standard attire may be worn (management may prescribe attire for beginner non-rated divisions). Horse show management may also choose to waive coats in the event of extreme heat.
- ◆ A statement notifying participants of a disqualification clause due to acts of discourtesy towards officials.
- ◆ A statement that all entry forms must be signed by every adult-competitor, parent and/or trainer.
- ◆ A statement that unlicensed drivers are not permitted to operate motorized vehicles of any kind, including, but not limited to, golf carts, motorcycles, scooters, or farm utility vehicles, on the competition grounds. Failure to abide by these regulations will subject the exhibitor to suspension from the horse show. Please refer to USEF GR 1301.7.

It is suggested that the prize list also include the following:

- ◆ Show management has the option to combine or divide classes as warranted by entries.
- ◆ A statement regarding management's and staff liability release.
- ◆ A statement notifying exhibitors that management may restrict the courtesy circle with a mandatory dotted line.
- ◆ A statement that management may put into effect a three-minute rule at any time upon announcement.
- ◆ A statement that the hunter courses shall simulate obstacles found in the hunt field, such as natural rails, gates, walls etc.

## Penalty Structure

**MINOR:** First offense = \$100.00; second offense = \$200.00; third offense = \$300.00.

**MAJOR:** First offense = \$200.00; second offense = \$350.00; third offense = \$500.00.

*Sanctioning of future horse shows may be suspended for repeated Minor and Major infractions*

**CRITICAL:** First offense = \$300.00; second offense = \$500.00; third offense = \$500.00 + loss of future horse show sanctions.

*Sanctioning of all future show dates is withheld until outstanding fines are paid to GHJA.*

*The Show Standards Committee may use (but is not limited to) the following guidelines for assessing fines for specific infractions. These examples include the Committee's areas of responsibility to the Association for monitoring recognition and conduct of GHJA shows. Final approval of penalties is decided by the GHJA Board of Directors.*

### **APPLICATION FOR SHOW SANCTION:**

- \*Late receipt of application . . . . . Double fee
- \*GHJA approval advertised for unsanctioned show . . . . . Critical

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### **PRIZE LIST:**

- Draft of prize list not received . . . . . Major
- Draft of prize list received late . . . . . Minor
- Evidence of discriminatory cutting of prize lists which were mailed to GHJA members . . . . . Minor
- Inaccuracies/Omissions in prize list . . . . . Minor-Major
- Change of location or manager without notifying Show Standards Committee . . . . . Minor
- \*Final prize list not sent to GHJA office . . . . . Minor

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### **PROOF OF INSURANCE:**

- Late receipt or lack of receipt by Committee . . . . . Major

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### **HORSE SHOW RESULTS:**

- \*Late receipt or lack of receipt by Points Secretary. . . . . Major
- The Show Standards Committee will keep a copy of the Steward's Report and exhibitors' comment sheets on file. Conduct during shows, rule violations, etc. will be considered when sanctioning future shows.

*\* Regular Member shows may be penalized for infractions only in the areas starred; other areas are monitored by USA Equestrian (formerly AHSA) rules and penalties.*

## **Guidelines for Personnel**

### **Personnel**

The following personnel must be on site from the start of warm-up until the end of the show:

Manager – Must be on the show grounds at all times.

Show Secretary

Steward – Must have no other duties at the horse show.

Qualified Medic – Must have no other duties at the horse show and must be a currently certified or licensed EMT, or Paramedic. A physician or nurse trained in pre-hospital trauma and is currently certified in Advanced Trauma Life Support (ATLS), Basic Trauma Life Support (BTLS), Pre-Hospital Trauma Life Support (PHTLS) or is a First Responder is allowed at this time. All certification cards must be presented to the steward upon request.

On site one hour before start of show until end of show (unless show management requests otherwise):

Announcers

Jump crew and course designer

Food concessions

Runners

The following should be on call with phone numbers posted in the office with the secretary:

Veterinarian – Information also required in the prize list.

Farrier – Information also required in the prize list.

Emergency services

## **Forms**

The following forms must be available in the show office:

Class Schedule

GHJA Membership Application

GHJA Horse/Pony Registration Form

GHJA Horse Show Members & Exhibitors Report

The steward must have the following:

GHJA Standardized Steward's Report

GHJA Pony Measurement Form

Protest Report Form

GHJA Rule Book and USEF Rule Book

USEF Approved Pony Measurement Stick

## **Show Secretary**

**It is vitally important and required as an enforceable GHJA Rule, that all completed show records be sent to the associations Points Secretary within 10 days of the completion of the horse show. USEF data sets are preferred and strongly encouraged. PDF reports sent via e-mail are also acceptable. If unable to provide USEF data sets or PDF reports, hard copy sent via US Postal Service will be accepted.**

**Email: [pointsec@ghja.org](mailto:pointsec@ghja.org)**

**Or Mail to: GHJA Points Secretary**

Below is a list of paper work required by GHJA in order to record member's show points for year-end awards, for recognition of winners by appropriate horse show publications and to keep accurate documentation on file in case of questions or disputes.

1. Class and division result sheets must designate winners of 1<sup>st</sup> through 6<sup>th</sup> place and Champion and Reserve Champion places. GHJA member's number and horse registration numbers must be included in the areas provided on the results if the entrant has submitted these numbers on their entry blank or in the prescribed manner.
2. Judge's score cards from each class must be maintained for one year, either by the show secretary or show management.
3. Class sheets with names and back number of each horse and rider in every class.
4. Point sheets from each hunter division.
5. GHJA membership applications and accompanying check payable to GHJA.
6. Horse registration forms and accompanying checks payable to GHJA.
7. Copies of all entry forms with owner, horse, and rider's GHJA membership numbers must also be maintained by the show secretary or show management for one year.

## **The Points System**

Champion and Reserve Champion ribbons and bonus points shall be awarded to 2 of the 4 horses in a hunter division which have acquired the most points over fences; under saddle points are then added to their jumping points to determine the highest 2 scores. In the case of a tie, the horse with the most points over fences shall become the Champion. If the over fences points are tied, there shall be a hack-off between the two horses with the judge making the final decision.

Local GHJA show points shall be awarded as follows:

1<sup>st</sup> Place = 10 Points

2<sup>nd</sup> Place = 6 Points

3<sup>rd</sup> Place = 4 Points

4<sup>th</sup> Place = 2 Points

5<sup>th</sup> Place = 1 Point

6<sup>th</sup> Place = .5 Point

Champion = 20 Bonus Points

Reserve Champion = 12 Bonus Points

See GHJA Rule Book for Regular Member Hunter, Equitation and Medal Points

Champion and Reserve Champion are not awarded for GHJA-rated Equitation and Jumper Classes.

Show management may offer Champion and Reserve Champion in any classes, and may count these points in their individual show series awards, however only GHJA rated classes will receive the Bonus Points.

## **Stewards**

The show steward should mail or e-mail a completed Steward's Report to the GHJA Executive Secretary within 5 day following the completion of the horse show.

Mail to:       GHJA  
                  Executive Secretary  
                  P.O. Box 28228  
                  Atlanta, GA 30358

E-mail to:     GHJA Executive Secretary at [execsec@ghja.org](mailto:execsec@ghja.org)

The Executive Secretary will then forward the Steward's Report to the following:

Stewards Committee Chair  
GHJA Stewards  
GHJA Show Standards Committee Chair  
Horse Show Management

If the Steward is approved by an association other than GHJA, or is a USEF licensed official, show management show notify the Show Standards Committee so that they can ensure that this individual has knowledge and understanding of local GHJA Rules.

Managers please be aware that the Steward's duties do not give him or her any authority in connection with the management, judging, or operational decision making of a GHJA sanctioned horse show. The Steward's responsibilities do entail the following: pointing out where GHJA Rules are not being enforced, validation of class procedures, clarification of GHJA Rules, and investigation of possible violations.

Stewards may officiate at only 4 consecutive horse shows with are conducted by the same show management. Managers holding 3 or more shows in one year must employ more than one GHJA-qualified steward over the course of the show season. Should a different steward not be available for a manager's 5<sup>th</sup> consecutive horse show, the Show Standards committee may make an exception to using the same steward a 5<sup>th</sup> time. Management should seek such approval from Show Standards.

