

SHOW MANAGER'S HANDBOOK



LOCAL HORSE SHOWS

GHJA Local 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 and operation of a successful horse show.

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

The Show Standards Committee wants each show to be successful for both our members and the show managers. The committee encourages you to contact us if you have questions. Please remember 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.

Have a successful show year!

GHJA Show Standards Committee

Application Procedures

- Applications for grandfathered local horse show dates are due by midnight November 30th in order to hold your local show dates for the upcoming horse show calendar.
- Applications for new Local horse show dates must be received 60 days prior to the show date and 45 days prior to the show for continuing (grandfathered) Local shows. The penalty for late applications is double the application fee.
- Only completed show applications on the official form found at www.ghja.org , 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 from the Show Standards Committee.
- 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 e-mailed to 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 applications and fees can be mailed to:
GHJA, 2400 Old Milton Pkwy., Suite 1086, Alpharetta GA 30009 or can be submitted online by using PayPal or a credit card.

Prize List Guidelines

GHJA rules require all Local Member Shows to submit a draft of the prize list to the Show Standards Committee for review and approval before the prize list can be printed or distributed.

The prize list must contain 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 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, management should pay attention to the number of classes offered as related to the length of the show day. Daylight hours are important to consider if 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 will be measured on 12' stride, or in accordance to pony heights, per 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 warm-up trips, 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, or permit rain gear or overcoats in hot or inclement weather.
- 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.
- A statement that all dogs must be on a leash of no more than 6 feet in length, or otherwise contained, at all times while on competition grounds. Dog owners are solely responsible for any damages, claims, losses or actions resulting from their dogs' behaviors. Loose and/or disruptive dogs may be subject to impoundment by the horse show or by the local government. Owners of loose and/or disruptive dogs may be subject to penalties and/or fines under GHJA Rules 18 and 19. Warning cards may be issued to such dog owners, an accumulation of which shall result in further penalties.
- **Electrical/Fire Regulations:** All electrical installations and connections must meet all state and county codes. Aisles shall be maintained clear for a minimum of six (6) feet wide by eight (8) feet high. No obstructions or projections shall be allowed in these aisles. Cooking is not permitted within the stable area. No Class I flammable liquids such as gasoline are allowed inside the buildings. Any equipment using any kind of flame is strictly forbidden in the stable area. Anyone found in violation shall be subject to **dismissal from further participation in the horse show without recourse.**

NOTE: Templates with some of the above verbiage can be found at and copied from www.ghja.org/showmanagers

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 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 suspended 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 LOCAL HORSE SHOW SANCTION:

Late receipt of application Double fee
GHJA approval is advertised for unsanctioned show Critical

PRIZE LIST:

Draft of prize list not received Major
Inaccuracies/Omissions published in prize list after review Minor to Major
Change of show date, location, or manager without notifying
the Show Standards Committee Minor

PROOF OF INSURANCE:

Late receipt of or lack of policy receipt by Committee Major

HORSE SHOW RESULTS:

Late receipt of 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.

Guidelines for Personnel

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

Manager – must be on the show grounds at all times or designate a qualified site manager.

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 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.

Announcer(s)

Jump crew

Course designer

Food concessioner

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 – directions to the nearest hospital should be posted in the show office

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 Steward's Report
- GHJA Pony Measurement Form
- Protest Report Form
- GHJA Rule Book and USEF Rule Book
- 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 GHJA Points Secretary within 10 days of the end of the horse show.

Below is a list of paper work required by GHJA in order to record a 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.

Email to: pointsec@ghja.org or

Mail to: GHJA Points Secretary, 2400 Old Milton Pkwy., Suite 1086, Alpharetta GA 30009

1. Class and division result sheets designating the winners of 1st through 6th place and the Champion and Reserve Champion places. If the rider is a GHJA member and/or the horse is registered with GHJA, those member numbers should be included.
2. GHJA membership applications and accompanying check payable to GHJA.
3. Horse registration forms and accompanying checks payable to GHJA.

Maintain for one year, either with the show secretary or show management.

1. Judge's score cards from each class
2. Class sheets with names and back number of each horse and rider in every class.
3. Point sheets from each hunter and jumper division.
4. Copies of all entry forms with owner, horse, and rider's GHJA membership numbers

The Points System

Champion and Reserve Champion ribbons and bonus points are awarded to 2 of the 4 horses in a hunter or jumper 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 to award Champion and Reserve.

In the case of a tie, the horse with the most points over fences becomes the Champion. If the over fences points are tied, the riders decide whether to break the tie with a hack-off between the two horses, the judge making the final decision, or whether to flip a coin.

******* Local GHJA show points are awarded as follows:

1st Place = 10 Points

2nd Place = 6 Points

3rd Place = 4 Points

4th Place = 2 Points

5th Place = 1 Point

6th Place = .5 Point

Champion = 20 Bonus Points

Reserve Champion = 12 Bonus Points

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

******* GHJA has adopted the USEF incremental point system, beginning in 2016. This will increase the number of points that winners receive toward year-end awards in classes with more than 6 entries. Extra incremental points for every entry who completes a class over the base number of 6. The GHJA Executive Secretary will calculate the additional incremental when she receives the horse show results with confirmed numbers of all entries completing each class.

At the show, Champions and Reserve Champions will be calculated using the 1st through 6th place values above, with no regard to the number of entries in a class.

Show management may offer Champion and Reserve Champion for any classes and divisions. These points may count toward their individual show series' awards, however only the designated GHJA rated hunter and jumper classes will receive championship bonus points toward GHJA year-end awards.

Stewards

Following the horse show, the show steward should promptly send a completed Steward's Report to the GHJA Executive Secretary via:

Mail: GHJA Executive Secretary, 2400 Old Milton Pkwy., Suite 1086, Alpharetta GA 30009

E-mail: GHJA Executive Secretary at execsec@ghja.org

Also send a copy of the report to the Horse Show Manager

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

Stewards Committee Chairman

GHJA Stewards

GHJA Show Standards Committee Chairman

If the Steward is approved by an association other than GHJA, or is a USEF licensed official, show management must get the approval of the Show Standards Committee. This individual must be a member of GHJA and have a knowledge 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, measuring ponies, validation of class procedures, clarification of GHJA Rules, and investigation of possible violations.

Stewards may officiate at only 4 consecutive horse shows which 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 5th consecutive horse show, the Show Standards committee might make an exception to using the same steward a 5th time. Management should seek such approval from Show Standards.

Forms

The following Forms are available on the GHJA website www.ghja.org/showmanager :

GHJA Horse Show Application

GHJA Membership Application

GHJA Horse/Pony Recording Application

GHJA Horse Show Members & Exhibitors Report

GHJA Point Record

GHJA Steward's Report

GHJA Horse Show Medical Report

GHJA Pony Measurement

GHJA Stewards Roster with contact information