GENERAL SHOW MANAGEMENT CONSIDERATIONS

A smooth-running show is the result of careful planning and delegation of responsibilities to capable and reliable individuals. After the date and location of the show has been determined, the show management should appoint committees or individuals to assume definite responsibilities. The following suggestions are offered for your information and consideration.

1. Committees
   A. Finance
   B. Entries
   C. Publicity
   D. Equipment
   E. Trophies and ribbons
   F. Grounds and facilities
   G. Premium list and program
   H. Information
   I. Appeals committee

2. Show Officials
   A. Judge
   B. Clerks
   C. Announcer
   D. Ring Steward
   E. Superintendent
   F. Arena gate people
   G. Timer

3. Work Details
   A. Program sale
   B. Gate and ticket sale
   C. Stall assignment and housing
   D. Food concessions
   E. Decorations
   F. Arena maintenance
   G. Clean up
   H. Registration
   I. Awards presentation

4. Protection
   A. First Aid
   B. Ambulance
   C. Fire protection
   D. Police protection
   E. Employer’s and public liability insurance
   F. Veterinarian

5. Suggested Check Points
   A. Public announcement should be made well in advance giving the name of the judge, date, time, and location of the show. It should also tell when, where, and how participants are to make entries.

   B. Every show announcement should carry a full description of the show and events.

   C. Diagrams of all courses and conditions of the classes should be available to the contestants before the class, i.e., these diagrams and conditions should be posted in the appropriate areas.

   D. All listed equipment and facilities are subject to availability.
      (1) Show management should make every effort to see that the conditions are the best possible. It is suggested the facilities be in good repair and the arena be worked, leveled and mowed.
      (2) Show arena of adequate size and conditions.
      (3) Equipment and seating for exhibitors.
      (4) Parking and seating for spectators.
      (5) Exercise area for use by exhibitors.
      (6) Restrooms, food, drinking water and other considerations for the comfort of exhibitors and spectators.
      (7) Stalls or tie rails for horses entered.
      (8) Trailer parking.
      (9) Water, feed and hay.
      (10) Public address system for exhibitors as well as spectators.
E. Questions regarding conduct of the show should be referred immediately to the superintendent of the show. He should confer with other show officials or judges, if necessary, and give an on-the-spot decision that shall be accepted as final. A designated appeals or executive committee is desirable.

F. An explanation of proceedings should be carried over the public address system while the show is in progress to inform the public of events being conducted.

G. All decisions of the judge will be considered final. Judges should be encouraged to give reasons for final placings.

H. Where the number of entries is large, the management should reserve the right to have preliminary selections made in any class, to further divide the class on the basis of height and/or types of horses entered or combine certain classes if the need arises.

I. Classes should be entered well in advance of the show or events, with no post entries accepted. No refunds should be made after entries close.

J. Each class should be called at least two times before the "last call."

K. A 4-H statement of understanding/permission form signed by a parent or guardian shall be required of all participants at time of entry.

L. Each rider should be identified by large numbers.

M. Good sportsmanship should be stressed at all times.

6. Guidelines for Area 4-H Horse Show Committees

Area 4-H Horse Shows have divided responsibility between the state office and area committee.

A. The State Office shall provide:
   (1) Judges fees.
   (2) Awards, trophies and ribbons.
   (3) Assistance to show manager prior to show.

B. The Area Committee shall provide:
   (1) Judges
   (2) Show manager in the form of County Extension Agent.
   (3) Physical facility (show arena) of adequate size and condition.
   (4) All paperwork to include entries, class sheets, and results of shows.
   (5) Poles, barrels, jumps, timer, and markers for reining and western riding.
   (6) All labor needed to include grounds crew, arena set up crew, announcer, ring stewards, clerk to assist in recording results of show and qualified person to check appointments.
   (7) Public address system for exhibitors and spectators.
   (8) Designated Appeals Committee with a minimum of three (3) members who have a working knowledge of the State 4-H Horse Show Rules. It is suggested that these three people be from different counties.
   (9) It is suggested that Area Committee review the section of these rules on general horse show management considerations.

C. The Hunter Committee shall provide the design and post the course at least one (1) hour prior to start of classes. A copy of the Hunter course shall be approved by the judge prior to posting.