

American Miniature Horse Association

Horse Show Managers

Manual



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A “HOW TO” BOOK FOR SUCCESSFUL HORSE SHOWS

FROM

THE AMERICAN MINIATURE HORSE ASSOCIATION

A recognized American Miniature Horse Show does not just happen! Tremendous work and advance preparation is required. There is no substitute for advance planning. Once plans are made, carry them out! Selection of a show manager is all important. The person should be well organized and have a pleasant personality. Office experience would be an important plus.

This handbook is designed to help all of you that wish to put on your own show. The AMHA Show Manager’s Manual will furnish guidelines and work plans directed toward making your job easier, whether a club or an individual is putting on the horse show. You are in for a rewarding and enjoyable experience. Please read the manual carefully.

JOB DESCRIPTION – SHOW MANAGER

When a show manager approaches the AMHA about putting on a show, the office sends a Show Manager's Manual and packet such as the one which you received in this manual. Their name is placed on the Show Managers mailing list at that time.

Support Materials sent in the Show Manager's Packet include:

- Current Year Show Manager's Test
- Application for Reservation of AMHA Show Date
- Application for AMHA Show Approval
- AMHA Show Results Form
- AMHA Class Results Form
- AMHA Grand & Reserve Champion Results Form
- AMHA Liberty Score Sheet
- AMHA Judges Evaluation of Show
- AMHA Show Managers Evaluation of a Judge
- AMHA Current Judges List

Preparation and Procedure

1. Submit appropriate forms to the AMHA Show Department to secure approval for each show. If this is a Club show, make sure the Club has reserved the appropriate dates. Show date approval must be obtained **sixty (60)** days prior to the show.
2. Select and hire judges for each show. Written contracts are suggested. AMHA rules permit a maximum of four judges per show. (Only one may be a current year World Championship Show judge.)
3. Set up the premium list. It is helpful to use the previous year's premium list if one is available. If using previous year's copy, be sure to update to include any AMHA rule changes for the current year. A sample class list is included with this manual as well.
4. The complete premium must be submitted to the AMHA office along with an "Application For AMHA Show Approval" **forty-five (45)** days before the show date. An Application For AMHA Show Date and required fee must be completed for each judge, with the fee required per judge. After approval is received from the AMHA Office, you may release the premium to the public. Do not publish the premium before you receive approval or you may be fined. Ref: GR-025-B..
5. Develop or review mailing list. Perhaps the club will have a mailing list. Postage can be quite costly. Investigate whether bulk mail is a possibility for your show. Many managers put their premiums online, instead of mailing them out.
6. After show approval from the AMHA office, make the premium available to all exhibitors. Be sure the premium indicates the mailing address to which entries are to be sent.
7. Receive all entries, copies of registration papers, youth/amateur card, senior stallion verification report, and fees from exhibitors.

Entry Checklist:

- Make sure statement of ownership on entries agree with registration papers and papers are current.
- Has date for Transfer to Permanent Registration expired?
- Is gelding status reflected on papers? If you have questions, please call the Registration Dept of AMHA to verify the correct information

- Check youth and horse age eligibility for classes entered.
- If youth or amateur classes are entered and the last name is different from that of the owner, make sure the youth or amateur is a family member and note that on the results to AMHA.
- Be sure fees paid are correct.

Post each horse either on you computer or on a ledger sheet or in a notebook. **It is important to announce the entire name of the horse as it appears on the registration papers in all AMHA approved shows.**

8. Post all entries to individual classes before the show. Check the size of your arena to the entries in your driving classes to determine splits in those classes. Driving class splits shall be determined by dividing the perimeter of the arena by thirty-six (36) feet per entry. Please check rule CL-030-E in the AMHA Official Rule book for more details. Splits must be posted 1 hour prior to driving class. Make sure stall charts are up in plenty of time for your arrivals. Try to forestall problems. Make bedding available in some manner for those exhibitors arriving in the night. Arrange for security, do not force exhibitors into uncomfortable situations. The show manager sets the tone of the show. If you are helpful, organized, and prepared, the entire show will run smoother.
9. Hold a short employee meeting prior to each show. Make sure all employees know their jobs, responsibilities, and anything else you may ask or expect of them. Advise your staff of any problems that might arise or that you are aware of. Let them know how you expect problems to be handled.
10. Hold a short judges meeting prior to each show. At this time you may discuss any AMHA current year rule changes, proper conduct, judging procedures specific to the Miniature Horse and any other concerns you may have.
11. Supervise the show office activities during the show. Make sure all necessary paperwork is processed in an expedient and efficient manner.
12. Act as the contact person for exhibitors and judges in conjunction with the show committee, regarding protest, rule interpretation, or any disciplinary issues or proceedings during the show.
13. Collect expense reports or receipts from the judges and pay or see that the club treasurer pays each judge as agreed at the conclusion of the show.
14. Provide to the club treasurer or other financially responsible individual an accounting of all income and expenses in a concise, legible and easily understood fashion. Forward all monies and receipts to the treasurer if applicable.
15. Transcribe or cause to be printed all show results. Use the appropriate AMHA forms and submit within **fifteen (15) days** of the show to the AMHA Show Department either on disk and/or hard copy. Be sure to include appropriate fees. Ref: GR-025-P. If your show is within thirty (30) days of the World Show, results must be **received in the AMHA office five (5) days** from the last day of the show. Ref: GR-025-P. It is very helpful to submit photo copies of the judge's cards to AMHA!!
16. Maintain in your possession a copy of all class result sheets and the judge's placement cards. These should be maintained in an orderly fashion which will enable you to answer any questions about your show results.

PUTTING ON THE HORSE SHOW

Selection of Show Facility

- A. Comparison of costs and features between facilities

- B. Most advantageous dates based on neighboring shows and conflicts, and dates available from the facilities
- C. Obtain current and coming year list of show from AMHA office
- D. Obtain a show approval packet from AMHA
- E. Determine need for warm-up arena based on number of entries in driving classes.
- F. Determine if arena is large enough based on 36 feet of perimeter per horse.

Whether you or a club actually rents the facility, get a written contract as soon as possible. Make sure everything discussed is included, such as fees for arena rental, stall rental, security, maintenance, lights, bedding, etc. Ascertain who is responsible for fee collection, i.e. shavings, vendors, RV's.

Select dates you would like to use for your show. Check your AMHA show list for conflicts. You may not hold a show within 250 miles of another show on the same date. Shows even this distance apart may cause low entries at both shows. Ref: GR-025-L.

Once a date is chosen, complete the APPLICATION FOR RESERVATION OF AMHA SHOW DATE. (sample included) This must be done **sixty (60)** days in advance of your show. Early filing of your date(s) will allow advance publication in *The Miniature Horse World*. The more publicity, the better.

Application for Show Approval

Once you have received approval from the AMHA office for the requested show dates, you should complete the Application for AMHA Show Approval form. This form must be completed and postmarked at least **forty-five (45)** days prior to the first show date. Please read this form carefully and supply all the requested information. If not typewritten, please write legibly. Remember to complete one application per show, per judge. Complete all other premium list data and send copies along with fees of \$25 per show/per judge to the AMHA Show Department for final approval. Be sure to maintain file copies of all correspondence relating to the show in your own files for easy reference. **Please supply both daytime and evening telephone numbers.**

Judge Selection

Study the AMHA regulations governing judges in the AMHA Official Rule Book. (GR-030-D-1 thru 4) Contact the selected judges and inquire if they are available on the specified dates for your location. At this time you should indicate the fee your organization is willing to pay. The judge may either accept or decline. If you agree on date, location, and fee inquire of the judge if he/she would be willing to pencil in the dates while you obtain final approval. When final approval is obtained from your organization, a written contract with two copies should be sent to the judge as soon as possible. Contract should include specifics regarding fees, travel expenses, per diem, motel, car rental, etc. (sample contract included in this manual) A copy of the returned signed contract should be retained on file.

Trophies and Ribbons

Ribbon awards must be given for first through sixth place, per judge. (GR-035-B) Ribbons are necessary for the Grand Champion and the Reserve Grand Champion, per championship class, per judge, and Supreme Halter Horse, if offered.

Many shows offer trophies for the Grand Champion, the Reserve Grand Champion, and the Supreme Halter Horse.

- A. Shop ribbon and trophy suppliers, either in person, catalog, web, etc. Ask for a delivery date when obtaining pricing. Inquire about quantity discounts or early payment discounts. Prepare a proposed budget which includes size and style of ribbons for approval by your board and/or membership.
- B. Determine logo to be used on ribbons.
- C. Class ribbon colors are standard:

USA

First	Blue
Second	Red
Third	Yellow
Fourth	White
Fifth	Pink
Sixth	Green



Canada

First	Red
Second	Blue
Third	White
Fourth	Yellow
Fifth	Green
Sixth	Pink

- D. Purchase ribbons and trophies based on budget approval.
- E. When dealing with trophy and ribbon vendors, explore the possibility of re-working unused trophies. Using the same vendor for more than one show may open the possibilities for a discount.
- F. Place your ribbon and trophy orders as soon as possible. Eight weeks in advance is suggested. Require delivery three weeks prior to the show. Check the shipment upon arrival to make sure quantities, classes, and printing and/or engraving are correct.

Decorations

A decorating committee is very helpful. If you have such a committee, make them aware of their budget and offer any assistance necessary.

Photographer

If your budget includes a photographer, arrange for one. Ask for references and see the quality of the work. If you have a photographer, a backdrop for taking pictures will be necessary. Most photographers do not charge show management. In return they are not charged a commercial vendor fee.

Premium List

Your premium list should be professional, neat, and as concise as possible. Grammar and spelling errors should be eliminated.

The premium list must consist of the required AMHA classes you need for approval for an AMHA show. (see AMHA Official Rule Book, GR-025-C) A sample premium list is also included in the manual, as well as a generic list of rules and regulations' regarding AMHA horse shows that also can be adopted into your premium list. Driving Warm-ups must be scheduled for premium list approval (see rule CL-030-I). As you are preparing your premium list, you will have decided how many shows you are doing on one weekend and how many judges are officiating at each one. This will enable you to decide how many classes you can offer at each show in addition to the required AMHA classes. Check your current year AMHA Rule Book to determine the required classes. Insert them into your class list. You may then add any elective classes desired. Seek input from club members or other exhibitors for classes in which they would like to participate. If this is a club show, the club may have voted on and approved a class list which reflects their year end awards.

Remember:

GR-045-J states "No class will be allowed to enter the ring after midnight or before 8:00 a.m. at all AMHA-approved shows including the AMHA World Championship Show."

Have extra copies of the entry blanks available at the show office.

IMPORTANT PREMIUM LIST INFORMATION

- Send the exhibitor **only** the show premium that was approved by AMHA.
- Do not add to, delete, or change anything in your premium list once it has been approved.
- If a change has to be made, you must re-submit the entire premium list for re-approval.
- If a judge listed on your approval premium list cancels for any reason, notify AMHA immediately.

PREMIUM LIST INFORMATION

- Location, dates & starting time of show
- Name, address, telephone number of facility. Map and written directions to the facility.
- Names of judges officiating, credentials, home city and state.
- Name, address, telephone number of Show Manager and Show Secretary. Indicate to whom the entries are to be mailed.
- Statement: All horses must be registered with AMHA.(GR-010-A)
- Statement: Amateur and Youth must provide a copy of their current Amateur or Youth card. Applications for Amateur and Youth memberships will be available in the show office. (AM-010-A-4-c & YD-010-C-2)
- Statement: Judges Evaluation Cards will be available in the show office, and may be completed on a voluntary basis.(GR-030-E-1)
- Statement: Any exhibitor with Special Needs is welcome to participate in all shows.
- Class List (see sample included in this manual) – remember to notate any classes that are non-pointed AMHA classes.
- Fee Schedule – include stall & bedding fees, close of entries & late fees, parking, drug fees, AMHA surcharge, etc.
- List of all awards which will be offered for the show, indicate ribbons and /or trophies, and any special awards.
- Entry forms. Include: amount of entry fees for Open, Amateur, & Youth classes; late charges, if any; place for youth and amateur numbers; signature block “*I certify that I am an Amateur as recognized by the rules of the AMHA*”; place for parent’s signature for youth exhibitors.
- Indicate what papers need to be sent in with entry forms: copy of Registration Papers (front & back); copy of Senior Stallion Verification Report; copy of Amateur & Youth cards.
- List of measuring times and name of official measurer.
- Health requirements for horses. Indicate what papers must be shown.
- Facility regulations and leash requirements.
- Motel information, RV accommodations, list of neighboring restaurants.
- Liability disclaimer for injury to exhibitor, horse, property, etc.
- Tentative show schedules. Schedule to be at the discretion of the show manager, with proper notice given to exhibitors. Rule GR-045-B-4 states “It is the owner/handler/exhibitor’s responsibility to be on time for classes. Announcements to barn areas are a management courtesy – not mandatory.”

Additional Details/Loose Ends

- A. Each judge is to be sent a schedule of classes at least two weeks prior to the show date.

- B. Contact hotels in the show area for blocks of rooms at discounts and perhaps some complimentary rooms for staff.
- C. Arrange for publicity. Advertise the show via radio, newspaper, flyers, etc. (see Press Release sample) If this is a club show, perhaps there is an advertising/publicity committee.
- D. Plan obstacle and hunter/jumper courses. Select Showmanship patterns to be used. Make copies of all courses and patterns for exhibitors. You may copy the Showmanship patterns from the AMHA Rule Book (CL-060, CL-065, YD-010). Plan and arrange delivery for all props, jumps, etc. to the show site.
- E. Arrange for delivery of trophies and ribbons three weeks in advance of the show. Check engraving and embossing for correct spelling, date, etc. Refer to GR-035-A thru C.
- F. Place judges cards in the same order as the class list for your show. It is helpful to number the cards and put each judge's name on each card.
- G. Make up Judges Packet(s). Packet should include:
 - a. Judging Cards – 1 per class
 - b. Show Evaluation Card – 1
 - c. Liberty Scoring Sheet – 1
 - d. Judging Receipt form – 1
- H. An AMHA show should not be cancelled once it is approved and listed as an established show. If the show is cancelled by the Show Manager, a penalty may result.
- I. If the Show Manager cancels or does not appear for the approved show, a penalty may result.
- J. Gelded status must be reflected on the registration certificate for the horse to be shown in any AMHA class.(GR-010-B)

HORSE SHOW STAFF

Depending on your budget, you may wish to entice volunteers to help you put on the horse show. Whomever you hire should have knowledge of the function they will be performing at that show. Select your staff carefully for intelligence, integrity, knowledge, dependability, and people skills. A budget will need to be established for employee salaries if you are working with a club or organization. Be sure to stay within any budgets assigned.

Staff Positions

Show Secretary:	Should work very closely with show management and handle the office.
Show Announcer:	Should be experienced and have a clear, resonant speaking voice.
Office Help:	Additional help may be required depending on the size of the show.
Barn Manager:	Oversees barn organization and assigns stalls.
Gate Manager:	Responsible for seeing that all horses are present for each class. Oversees all entrances to and departures from the arena with a view toward time and safety.
Ring Crew:	Three individuals to move obstacles in and out of arena.
Measurer:	This position must be filled by a person who is experienced in measuring horses. Refer to GR-020-B "A standard measurement stick is a straight, stiff, unbendable stick (metal) that is equipped with a plum bob, bulls eye, or a spirit level to make sure that the standard is perpendicular to the ground and that the cross piece or arm is parallel with the ground surface.

It is advisable to have the telephone number for a **Veterinarian, Farrier, and Emergency Medical Staff** available for exhibitors. You should contact these people in advance and arrange for them to be on call. In case of medical emergency – call 911.

Paid employees, ring stewards, and their immediate families may NOT show at the show.

AMHA RING STEWARD PROCEDURES

A sample letter to your ring steward staff that includes procedures, general class information, and the do's and don'ts:

THANK YOU for volunteering to be a ring steward at the _____ in _____ on _____. You are scheduled to be in the ring from _____ to _____. We really appreciate your willingness to give us your time. Due to the rules our Miniature Horses are shown under, we are not allowed to have a person work as a Ring Steward or gate person who owns/leases any horse shown in the show. This makes your contribution all the more important to us!

WHAT DO I WEAR?

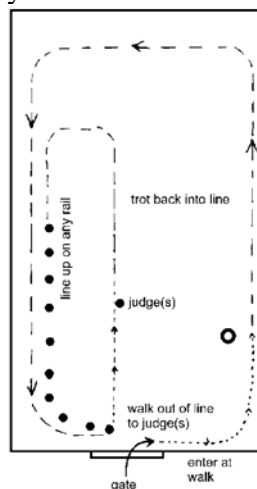
We suggest you dress comfortably in layers as sometimes it is cold/cool/hot in the show ring depending on the time of year. Wear comfortable shoes or boots as you will be on your feet a lot.

BASIC DO'S & DON'TS

Your job is important, especially in the areas of safety of the exhibitors, horses, judges, and other ring stewards. You should be alert to the exhibitors and horses, watching for difficulty regarding tack problems, unruly animals, a nervous youth exhibitor, etc. Do not touch the horse, but observe so you can notify the judge of any situation. In the case of a runaway horse, do the best you can to maintain safety of the other exhibitors/horses. Do not visit with exhibitors. Do not discuss by name any horse or exhibitor with judges. Judges' comments in the ring should be kept confidential. You are there to assist the judge. You should be familiar with all patterns.

HALTER CLASSES:

Keep exhibitors safely spaced in the ring. Ring stewards may be assigned by judges at points marked 1, 2, 3. "1" is usually the lead steward who communicates via radio with the gate, announcer, and show office. "2" steward halts entering the line, then sends one exhibitor at a time through steward "1" toward the judges. "3" keeps exhibitors safely spaced. Younger horses may need more space. Exhibitors may be in 2 or more rows depending on the size of the class. When judges are viewing a whole class be sure to stand out of their line of vision. Judges' score cards are collected by the stewards and turned in to the announcer after each class.



SHOWMANSHIP CLASSES:

Horses and exhibitors enter the ring at a walk to the right/counter-clockwise and line up facing judges. Stewards should watch the spacing of the horses. Reference CL-080 for all Showmanship rules and patterns.

ROADSTER CLASSES:

Horses enter the ring to the left/clockwise at a jog trot. Drivers reverse on their own. Horses never walk. Stewards do not act as headers. Headers are optional with all drivers except Youth and are mandatory for all Youth drivers regardless of the class in which they are competing.

OBSTACLE, JUMPING, HUNTER CLASSES:

Horses enter one at a time and are judged. All horses return to the ring for ribbon awards but do not have to be in any order. Stewards should be careful to maintain the exact structure of course for all exhibitors.

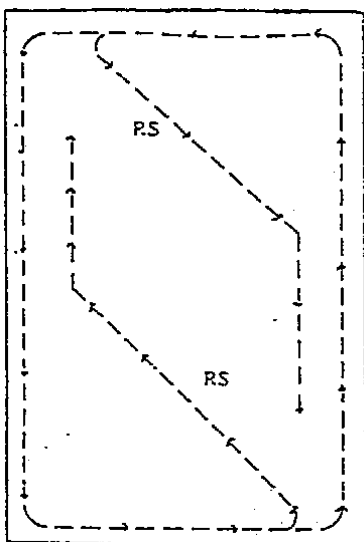
DRIVING CLASSES:

(all except Roadster)

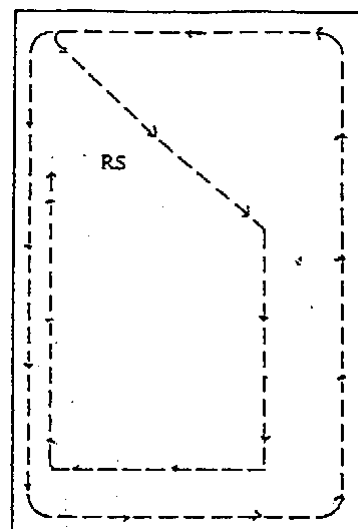
Horses enter the ring to the right/counter-clockwise at a trot. Stewards should stay fairly close to your assigned judge but not in their line of vision. Count the number of entries and report that number to the judge. Be alert to drivers – if you spot a safety concern, bring it to the judges attention. At the judges discretion, horses may be asked to reverse on the diagonal. When the announcer says “reverse on the diagonal at the direction of the stewards”, you will need to point to one driver that is approaching a corner and then point in the cross direction so that the driver knows which way to go. Other drivers will follow. This is done at both ends of the arena. When the announcer asks for the horses to “line up facing ring steward(s)”, you move to the center and stand facing the drivers and horses as they come to a stop in front of you. Do not head any of the horses – as soon as horses are lined up stewards move to the side. Headers are optional in driving classes except in all youth, they are mandatory. Adequate arena preparation is necessary. The AMHA defines the arena footing as adequate when it is LEVEL, SMOOTH, PACKED FIRM, and MOIST ENOUGH TO ELIMINATE DUST.

YOUTH DRIVING:

Same as other driving except youth may be asked to cross on diagonal at one end of the arena.



ADULT



YOUTH

HORSE SHOW BOOKKEEPING PROCEDURES

Having delivered your premium list to the printer, and determined a delivery date, it is time to pick up your premium lists and start to work.

Depending on the type of service you selected from the printer, if the premium list is not collated and stapled, you will need to do this and affix the mailing labels before mailing. The premium lists should go in the mail at least six (6) weeks before your first show date.

List as many back numbers as you expect to need in your notebook, starting with the beginning number. **All exhibitor numbers are issued on a random basis for each show.**

When entries start arriving, date each entry as it arrives. **Check the horse's registration papers.** Process the entries in the order in which they have been received. Cross check with the entry sheet. The first entry will receive the first back number in your book. In your notebook, list by back number the horse, name and number, owner of the horse, exhibitor, and classes the horse is entered in. On the back of the back number, place the name of the horse and the class numbers in which the horse is entered at that show. Check for any horses with permanent measurements. Double checking and eliminating mistakes now saves time and confusion at the actual show.

Make an alphabetized list of all horses for the measurer. List name, back number, and age of horse.

Place the back numbers in the large brown clasp envelopes which we will now refer to as the show packet. Include in this show packet the Show Program. Some show managers like to include any performance class patterns in the packet.

On the packet write the name of the person who submitted the entries. Then list any outstanding show fees and the amounts. Any other problems can be indicated here as well.

Use a separate list to indicate all the classes being offered at the show starting with Class 1.

Example: Class 1 Youth Showmanship 7 & Under
 Mini Acres Boy w/Erin Shaw

Allow adequate room to list each horse that is entered in the class.

Once you have listed all the horses, you can begin work on your Show Program. The Program lists all of the classes offered at the show and the names and numbers of the horses that are entered in the classes. List the classes in the order in which they will occur at the show. A nice touch is to allow space to indicate who placed in the class.

If you have any advertising, be sure your copy is error free, particularly if you have re-typed any ads. Proof the entire book, check spelling of horse's names, numbers, etc.

When you take the Show Program to the printer, you should make a duplicate copy which should stay in the possession of the Show Secretary.

OFFICE SUPPLIES

1. Brown clasp envelopes – 9” x 12”. Purchase enough for show packets.
2. Large spiral notebook
3. Cash box
4. Exhibitor back numbers. You can obtain these from feed dealers or trophy/ribbon catalogs.
5. Blank cards used to indicate stall locations.
6. Black marker pen
7. Cardboard storage box large enough for show packets
8. Miscellaneous items – pens, pencils, safety pins, blank paper, erasers, White-out, Band-Aids, scotch tape, stapler, etc.
9. Add/scratch forms
10. Open check or running balance form. Aids in settling up at the end of the show.
11. Amateur and Youth application forms. Permanent height cards. These are sent when show approvals are returned from the AMHA office.
12. Tape/CD player and stop watch.
13. Radios for gate person, announcer, and ring stewards.

Measuring

1. Measuring must be done on a flat, level surface.
2. Blankets must be removed when measuring.
3. Horses are to be controlled by the lead with hands off the horse.
4. Remember this measurement determines the classes in which the horse will show.
5. Post a statement of measuring procedures.
6. Post measuring times. Example: Friday 6:00 p.m. to 9:00 p.m.
Saturday 7:00 a.m. to 8:00 a.m.
7. Be sure you have an adequate number of measuring cards.
8. If a horse measures into a different class than the one in which it was entered on the entry form, the measurer must notify the Show Secretary in order for the class sheet to be changed so the horse can be shown in the correct class.
9. **The measurer should NEVER ask what the horse’s measurement should be.**

Gate Management

1. Gate remains open for two (2) minutes after class is called to enter the arena. Gate is then closed.
2. Gate holds granted only by the Show Manager in the Show Office. A written gate hold is advised. Any gate hold should be requested at least four (4) classes in advance.
3. The Gate Manager should announce in such a manner to ensure that at least two classes are forming and ready outside the arena.
4. As a courtesy, make regular PA announcements to the barn to give exhibitors general guidelines as to how the show is progressing time-wise.

THE DAY OF THE SHOW!

General Reminders

Both the Show Manager and the Show Secretary should be in the Show Office an hour before the show starts. Their presence at this time should ensure a prompt start for the show.

Show Managers shall make judge evaluation cards available in the Show Office for voluntary completion. The Show Manager is responsible for returning any completed cards to the AMHA office.

Once horses are measured, exhibitors will be picking up their packets. This is the type of information which might be written on the outside of the packet:

Exhibitor:	Sally Smith
Amount owed for Entries:	\$20.00
Health Papers & Coggins	In Order
Registration Papers	In Order

When all the above is in order, you may release the show packet to the exhibitor.

Any checks collected at the show for entries, advertising, stalls, shavings, should be listed on a deposit slip with a copy for the club or Show Manager. Money should be promptly deposited in the appropriate bank.

Make arrangements for the arrival of the judges. They must be sequestered away from the exhibitors and barns. Having a ring steward accompany them once they are on the grounds is one solution. Remember to give your judges breaks during the day. They are your guests just like the exhibitors. Give them access to chilled soft drinks and water throughout the day and comfortable chairs in which to sit.

Complaints and protests, etc. should be referred to the Show Manager. The Show Secretary is responsible for the bookkeeping of the show. The two should work together to put on the best show possible.

Provide the announcer with a correct class list. This will ensure he/she has prior knowledge of the order of the classes as they will be called into the arena. The Gate Manager, Announcer, and Head Steward need an efficient method of communication. Radios/walkie-talkies are suitable. The people in these positions should be knowledgeable, competent, and experienced. Classes should move in and out of the arena without unnecessary delays. This keeps the show running smoothly.

Post the show schedules, obstacle courses, hunter/jumper courses, and showmanship patterns in a public place in the show barn or show office. These schedules, courses, and patterns should be posted early and in compliance with the time scheduling as listed in the AMHA Rule Book (CL-060-A and CL-065-A).

Placing the courses and setting up and taking down obstacles and jumps requires three people. Be sure to utilize as much of the arena as possible for your courses. Follow Rule Book guidelines when designing courses (CL-060-E thru K and CL-065-A thru C).

Marking of Judge's Cards and Announcement of Placing

When the judge has marked his/her card for the class, his/her ring steward should collect the card, check for signature and that back numbers are correct as marked. He/she then gives the card to the Show Secretary or Announcer. The Announcer may be given the card first to announce the placings.

If so, as soon as the announcement is complete, the card is given to the Secretary. The Secretary then writes the placings in the master book for each class and for each judge.

If you are using the computer system, the Secretary receives the cards, enters them into the computer and the computer prints the class results which are given to the announcer.

After all judges are finished placing the class, the ribbon presenters enter the ring for the presentation of the ribbons as they are announced. The placings for each judge will be announced separately.

Example:

Judge # 1, placings 6,5,4,3,2,1

Judge # 2, placings 6,5,4,3,2,1

All placings must be announced and ribbons presented before the next class may enter the arena. Once the class has left the arena, the Gate Manager advises the Ring Steward that the next class is ready to enter the arena.

Judges Placement Cards

The Show Secretary should create a safe secure place in which to keep the judges cards. They should never leave the secretary's possession. The judges cards are the official record of the show. After the show, the cards are used to complete class placing sheets if you are not doing the show on the computer.

Liberty Class Requirements

An employee of the show will be required to handle the music for this class. A stop watch must be used to time the class. The horse is at liberty for 1 ½ minutes, and 1 ½ minutes are allowed for the catch (CL-070-A thru J). This person should be performing other duties at the show, but schedule around the amount of time the Liberty class will require. The announcer may be able to perform this task.

AFTER THE SHOW!

Physical Preparation of the Results by Show Managers

The completed class sheets must be sent to the AMHA office, **with appropriate fees**, within **15 days** of the date of the show. (see GR-025-P) *Exception: Show results for shows held within 30 days of the cut off date for World Championship Show qualification must be overnighted to the AMHA office within **five (5) days** from the last day of the show.*

Results should be submitted as follows:

1. **Results must be legible.**
2. Each result sheet must clearly indicate the name and date of the show and the judge's name.
3. One page per class per judge.
4. All pertinent information must be completed on each class sheet. This includes the **correct registration number, with a space between the A and the number.** This is particularly important on shows submitted on diskette. You must also list the complete name of the horse and the owner's name as listed on the registration papers. If the horse is entered in Amateur or Youth classes, the correct name and the number of the exhibitor must be included.
5. Submit one complete Championship page for each judge.

BASIC HALTER OBSTACLE GUIDE

Halter obstacle classes are designed to demonstrate a horse's ability to navigate different obstacles and to show willingness to please.

A well designed course should give the horse a variety of obstacles that will challenge the horses thinking process and their agility. It should be varied and fun.

An obstacle horse should be able to work both directions of an obstacle and go through the course with an easy-going manner and smooth rhythm.

When designing a course several things need to be considered. The most important is to remember there are different size horses. A simple adjustment of an inch or two may make an obstacle suitable for all size horses to navigate. Being fair yet challenging is the goal of a good designer. Another consideration is the obstacles themselves. Don't use anything that would be considered dangerous or a horror obstacle. Don't design an obstacle that may create a bad barn habit later. One example comes to mind: horses had to put their front feet into a rubber feed pan and then do a forehand turn. The idea is challenging however when would a horse need to put his feet in a feed pan? A different type of container may have been more appropriate. Another example is a walk through with hanging plastic. An excellent obstacle but use caution that nothing looks like hot wire materials. Safety is very important. When designing an obstacle make sure that it won't flip up and hit a horse, or that a horse or handler can't fall and get injured. Remember some handlers go through the obstacles with their horses. Another consideration is to use caution when building a water obstacle, don't use materials that will be slippery under water. And finally you need to consider all the factors involved in setting up a course. Is it easy to get up and take down? Know where all your pieces are, and who is going to set it up. Are all your courses easy to convert for the individual classes? Don't forget that at least 3 obstacles have to be different in each obstacle class at a given show. Check your current show rules for any additions or changes.

With the shows today being bigger, with more classes, many judges have asked for what is called a handy course. A handy course is one that demonstrates several skills in a small amount of space, possibly making one or two obstacle combinations. An example follows under courses.

As a course designer it is important to familiarize yourself with the current AMHA rules. It is also important to keep in mind that while showing off our skilled horses, the audience must stay interested as well. The same old obstacles are boring, the horses learn them quickly and soon no real skill is demonstrated. Keep this in mind when it comes time to sit down and design your next course. Something as simple as a plant or a colored pole can add a lot to a course and give the little extra needed to be interesting.

Be tough but fair. Be challenging but fun. Be interesting but handy.

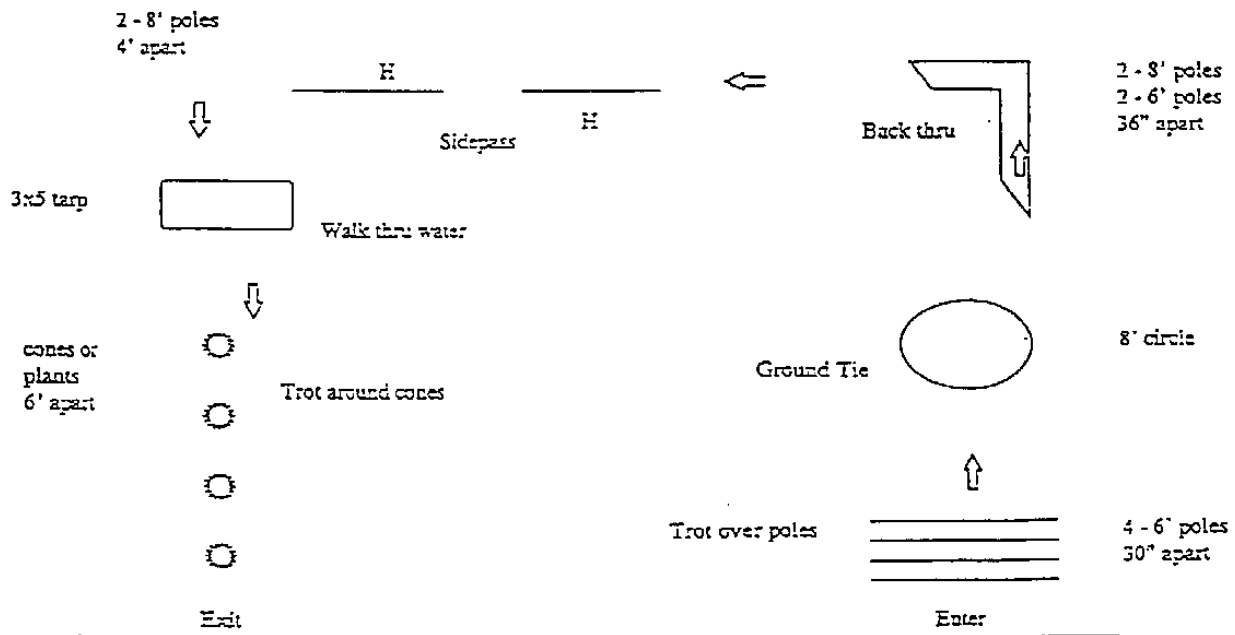
Obstacle Courses

When designing an obstacle course it should be interesting, challenging, and allow the horses to display their skills. A course doesn't have to be long if the obstacles used demonstrate ability. Consider all sizes of horses and what your average class size is. If your shows tend to have smaller classes more obstacles can be used. If the classes tend to be larger keep obstacles to a minimum for time. Use obstacles that can be changed easily for different classes. Youth classes are usually the easiest, amateur classes more difficult and open the most challenging. Changing classes is often a matter of tightening up dimensions and moving directions. Keep in mind that the audience is watching too. Set the course so they can see as well as the judges.

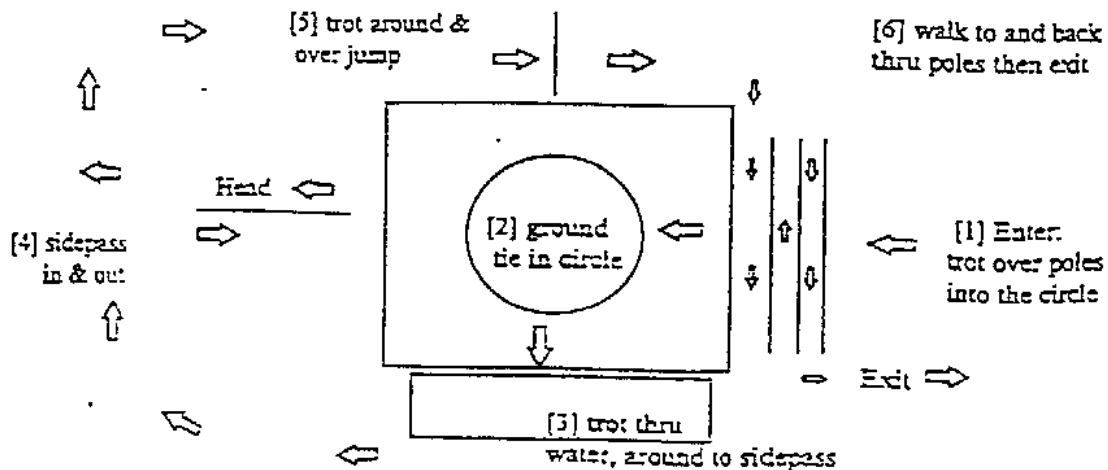
Below are a few course examples and don't forget to try a handy course . . . they are fun.

Course Examples

Youth:



Amateur:



Obstacles

Obstacles should be designed to show all skills of obstacle horses. Sidepassing, backing, turning, ground tie, walking over around and through, small jumps, water, bridges, gates, etc.

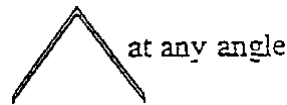
The following list contains some examples of individual obstacles suitable for show use. They are suggestive and basic only. They can be made more appealing and challenging dressed up with color, plants, or vines. Don't be afraid to use your imagination!

Individual Obstacles

Side pass:

Single 8' poles

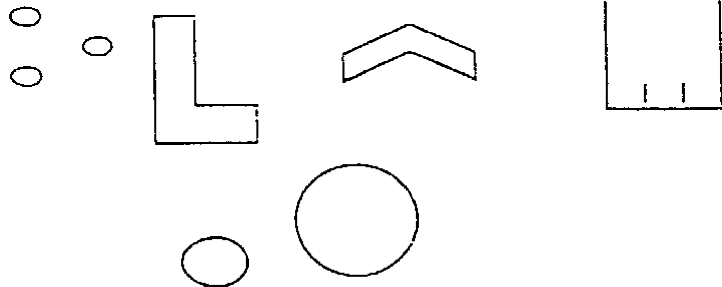
Single 8' poles combined together (at any angle)
(for variety you can raise the poles)



Back Through:

Around cones (figure eight)

Single 8' poles combined (be imaginative)



Turns:

In circles:

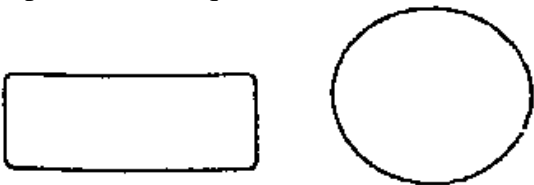
Front or hind feet in

Around show poles 2'

Whole body in the circle

Water:

Tarps (round or square container)



Other types of obstacles:

Short jumps maximum 12" tall

Walk or trot over poles

Ground tie (inside a circle, inside a hoop, etc.)

Trot around plants or trees

Walk over a bridge

Trot a serpentine

Walk over graduated sized poles

Pick up and carry something

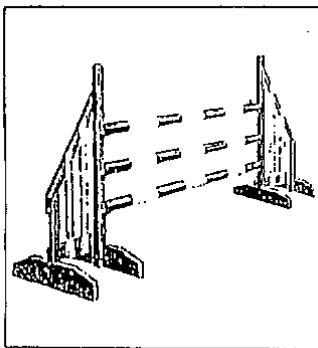
TYPES OF SHOW JUMPS

The two basic types of show jumps are: **Uprights:** Vertical poles, planks, wall, gate. **Spreads:** Either sloping, like a triple bar or an oxer; or parallel, like a “square” oxer, when the front pole is as high as the back (this is more difficult).

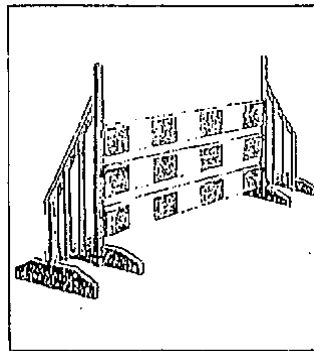
Spreads need two pairs of wings, or three pairs for a triple bar. Some uprights, such as a wall, gate, or plank, are the same shape on both sides, so they can usefully be jumped in either direction.

A pole or filler at the base of the jump gives it a “groundline” which helps a horse to judge his take-off. The upper face of the jump should never be more prominent than any lower part.

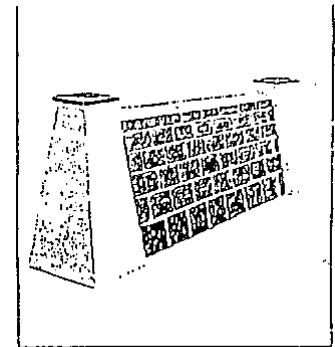
Triples, oxers, and parallels, are designed to be jumped in one direction only, never in reverse because the “false” groundline could be disastrous.



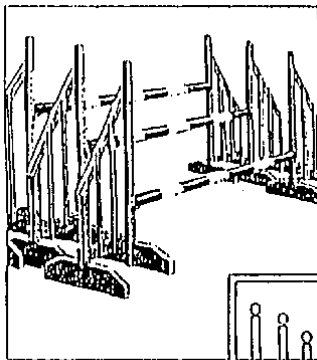
Upright poles



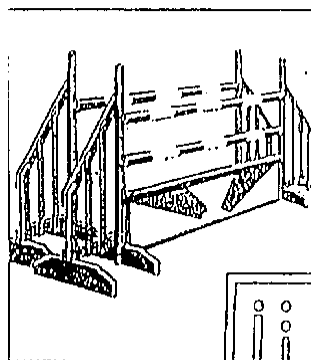
Planks



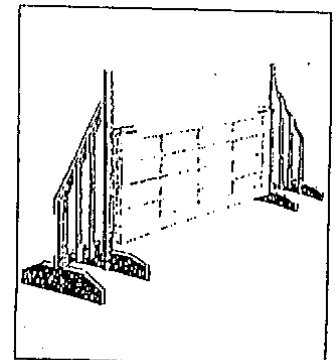
Wall



Triple bar



Parallel



Gate

SHOW JUMP COMBINATIONS

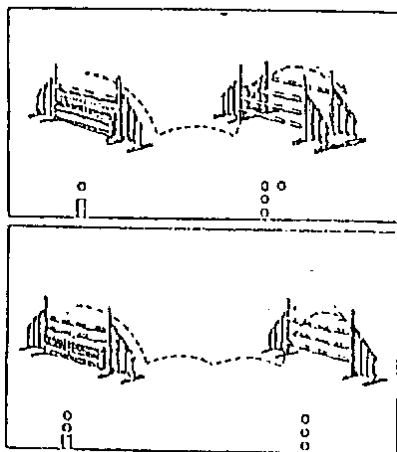
When two jumps are placed close together they make a combination, or double. Three jumps in succession form a treble.

Combinations have either one, or two, non-jumping strides between elements. A two-stride double is easier because it allows more chance to recover from a mistake at the first part. A sloping first element is more inviting than an upright, while a spread as a second element is not suitable for horses of limited ability or experience.

Distances between elements must be correct, and are generally based on multiples of 12 ft. (3.5m), the average length of a horse's canter stride. The distance will be shorter if the jumps are low (less than 3 ft. / 90cm) or for short-striding horses. The going and gradients must also be considered.

Doubles:

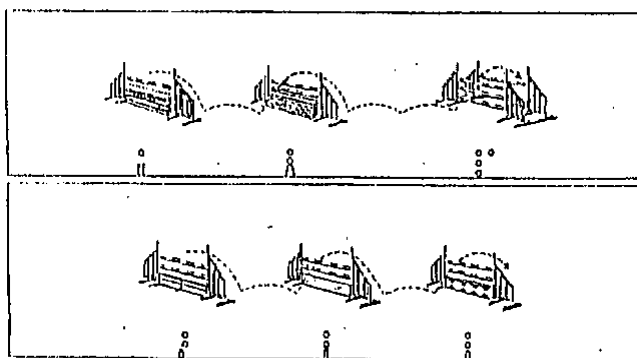
One Stride



Two Strides

Trebles:

One stride and two strides

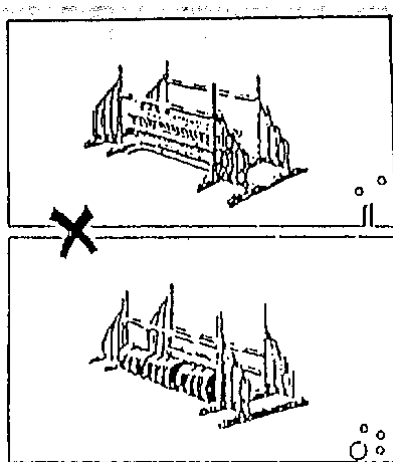


One stride and one stride

DANGEROUS JUMPS

A flimsy-looking jump with airy gaps between thin poles will not be respected by a horse. Poles should be a least 3 ½ inches (9 cm) thick. Any jump with no groundline is also a potential danger. Use only one top pole on the back wings of a spread, and never a plank or gate. Never leave cups on wings unless they are in use.

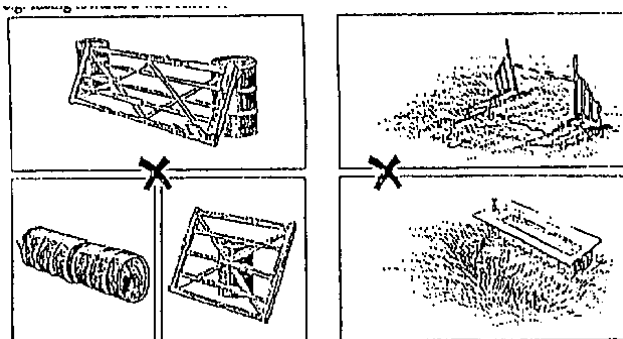
Wrong or trick distances between combination elements will force a horse to make a mistake, or to perform contortions which are unfair



False ground line. The top pole is prominent in the picture above. Cans must be fixed, and the far pole must be higher than the front top pole, and clearly visible to a horse before take-off. The lower back pole is unnecessary and a hazard.

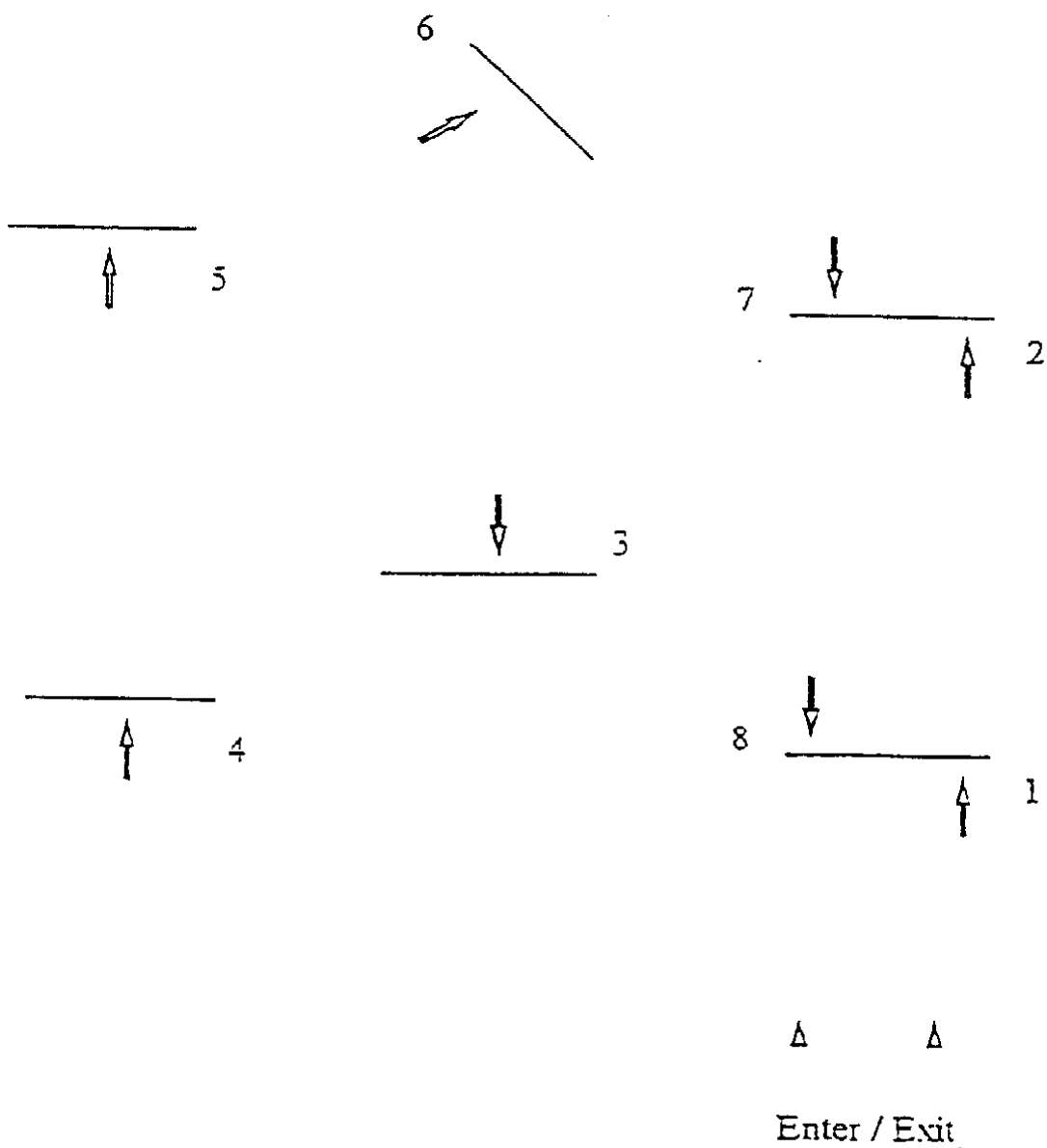
This patched-up gate, in the picture on the left, could trap a horse's leg, and cause injury if he raps it. These rusty old oil drums are not fixed and have jagged edges. The narrow gate will teach a horse bad habits, such as running out.

Avoid: jumps facing into bright sunlight; dark, confusing shadows; difficult approach and take-off areas (boggy, rough, sloping ground); ill-defined obstacles; jumps that are too high or wide; difficult angles; badly sited jumps, e.g. facing towards a wire fence or trees. Example of this type of shadowing is in the picture on the right.



In the Picture on the right, (Top) a single pole without a groundline is difficult to judge, or the approach evenly on bumpy ground. (Bottom) Prominent at the top, an obstacle with sharp edges give it a false groundline.

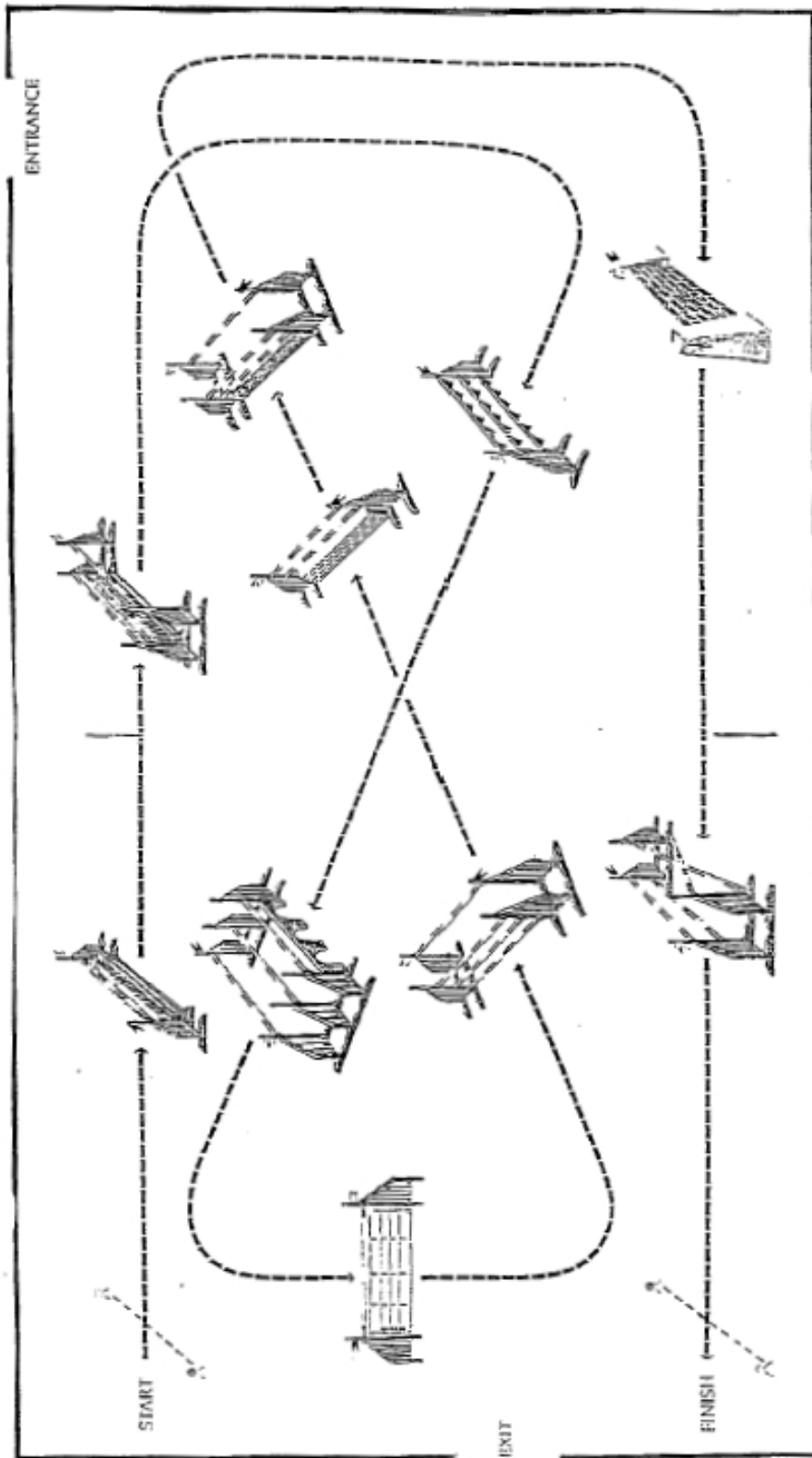
OPEN JUMPING COURSE EXAMPLE:



1. A start and finish line must be established at least twenty-four (24) feet from the first and last obstacle if possible, indicated by two markers at least four (4) feet apart.
2. Jumps are a minimum of five (5) feet wide and a minimum of eighteen (18) feet between jumps. In and outs should be set approximately twelve (12) feet apart.

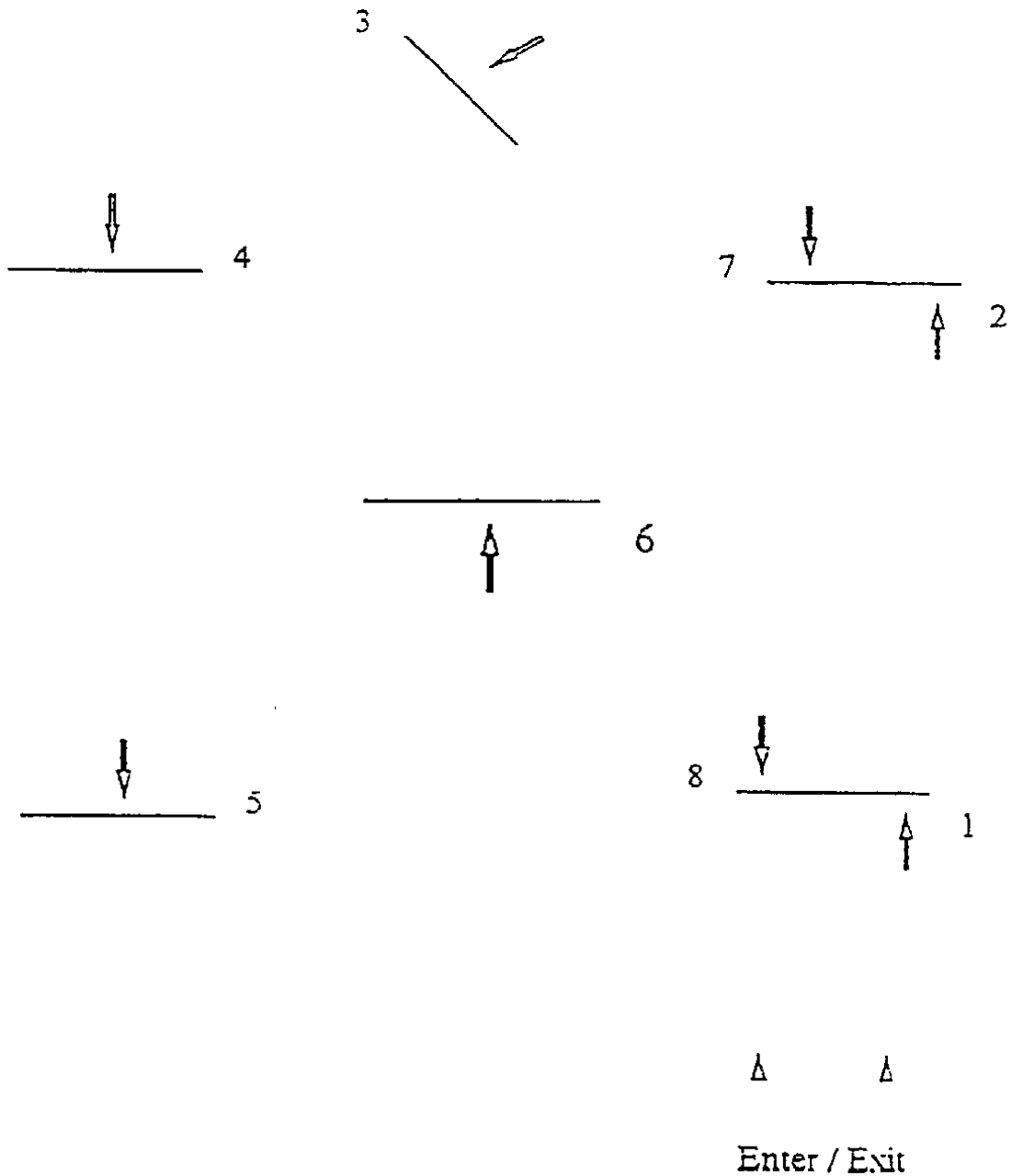
NOTE: The Show Rules Committee recommends the top rail be a different color from the rest of the jump.

JUDGES



SAMPLE COURSE

YOUTH/AMATEUR JUMPING COURSE EXAMPLE:



1. A start and finish line must be established at least twenty-four (24) feet from the first and last obstacle if possible, indicated by two markers at least four (4) feet apart.
2. Jumps are a minimum of five (5) feet wide and a minimum of eighteen (18) feet between jumps. In and outs should be set approximately twelve (12) feet apart.

NOTE: The Show Rules Committee recommends the top rail be a different color from the rest of the jump.

CLASS LIST EXAMPLE

Saturday, June 7, 2003 8:00 a.m.

1. Weanling Stallion, 26" and under
2. Weanling Stallion, over 26"-30"
3. Yearling Stallion, 28" and under
4. Yearling Stallion, over 28"-30"
5. Yearling Stallion, over 30"-32"
6. Two-Year-Old Stallion, 29" and under
7. Two-Year-Old Stallion, over 29"-31"
8. Two-Year-Old Stallion, over 31"-33"
9. Grand and Reserve Champion Junior Stallion
10. Senior Stallion, 28" and under
11. Senior Stallion, over 28"-30"
12. Senior Stallion, over 30"-32"
13. Senior Stallion, over 32"-34"
14. Grand and Reserve Champion Senior Stallion
15. Amateur Senior Stallion, Level 1
16. Amateur Senior Stallion, Level 2
17. Amateur Junior Stallion, Level 1
18. Amateur Junior Stallion, Level 2
19. Youth Exhibiting Gelding, 12 and under
20. Youth Exhibiting Gelding, 13-17
21. Youth Jumper
22. Amateur Jumper
23. Open Jumper
24. Weanling and Yearling Gelding
25. Two-Year-Old Gelding
26. Grand and Reserve Champion Junior Gelding
27. Senior Gelding, 30" and under
28. Senior Gelding, over 30"-32"
29. Senior Gelding, over 32"-34"
30. Grand and Reserve Champion Senior Gelding
31. Amateur Senior Gelding, Level 1
32. Amateur Senior Gelding, Level 2
33. Amateur Junior Gelding, Level 1
34. Amateur Junior Gelding, Level 2
35. Multi-color Stallion/Gelding
36. Solid-color Stallion/Gelding
37. Open Roadster

*Five Minute Driving Warm Up

38. Single Pleasure Driving, Stallion
39. Single Pleasure Driving, Gelding
40. Open Obstacle Driving
41. Country Pleasure Driving, 32" and under
42. Single Pleasure Driving, 32" and under
43. Amateur Country Pleasure Driving
44. Liberty

Sunday, June 8, 2003 8:00 a.m.

45. Youth Showmanship, 7 years and under
46. Youth Showmanship, 8-12 years
47. Youth Showmanship, 13-17 years
48. Youth Exhibiting Mare, 12 and under
49. Youth Exhibiting Mare, 13-17
50. Youth Special Needs Showmanship
51. Weanling Mare, 26" and under
52. Weanling Mare, over 26"-30"
53. Yearling Mare, 28" and under
54. Yearling Mare, over 28"-30"
55. Yearling Mare, over 30"-32"
56. Two-Year-Old Mare, 29" and under
57. Two-Year-Old Mare, over 29"-31"
58. Two-Year-Old Mare, over 31"-33"
59. Grand and Reserve Champion Junior Mare
60. Amateur Showmanship
61. Adult Showmanship
62. Adult Special Needs Showmanship
- *Five Minute Driving Warm Up**
63. Ladies Country Pleasure Driving
64. Gentlemen's Country Pleasure Driving
65. Youth Hunter
66. Amateur Hunter
67. Open Hunter
68. Senior Mare, 28" and under
69. Senior Mare, over 28"-30"
70. Senior Mare, over 30"-32"
71. Senior Mare, over 32"-34"
72. Grand and Reserve Champion Senior Mare
73. Amateur Senior Mare, Level 1
74. Amateur Senior Mare, Level 2
75. Amateur Junior Mare, Level 1
76. Amateur Junior Mare, Level 2
77. Multi-color Mare
78. Solid-color Mare
79. SUPREME HALTER HORSE
80. Youth Single Pleasure Driving
81. Amateur Single Pleasure Driving
82. Country Pleasure Driving, over 32"-34"
83. Single Pleasure Driving, over 32"-34"
84. Ladies Single Pleasure Driving
85. Gentlemen's Single Pleasure Driving
86. Single Pleasure Driving, Mare
87. Youth Halter Obstacle
88. Amateur Halter Obstacle
89. Open Halter Obstacle

***NOTE: Five minute driving warm up not required if an adequate warm up arena is supplied.**

**** This schedule is NOT inclusive of all possible and/or required classes.**

PRESS RELEASE SAMPLE # 1

FOR IMMEDIATE RELEASE

TO: The Editor of (local paper)

FROM: (Club Name)

The (your club name) is proud to host a Miniature Horse Schooling Show, to be held (date), at (facility and location).

There will be two fun-filled days devoted to Miniature Horses. All horses will be under 34” tall at the last hair of the mane. Everyone loves a Miniature Horse. They can pull two adults in a cart, make great pets, and fit into almost any lifestyle. At this show, horses will compete in halter, trail, driving, jumping, and hunt classes. Just picture a 32” hall horse going over a 36”-38” jump. Many of them actually can go higher depending on their size.

The schedule for (day), (date) will include clinics on showmanship, halter presentation, driving, and trail courses. At (time) that evening there will be a Liberty class. This class is where the horses perform to music in a free style manner. This class will delight everyone in attendance.

(Day), (date) is the actual schooling show where classes for beginners, youth and adults will be offered. Exhibitors of all ages will take their horses into both halter and performance classes and be judges by one of the (club name) finest judges; (name of judge).

Vendors will be on site for Miniature Horse supplies. The facility restaurant will be open both days. The (club name) will provide information, show schedules, and breeders lists to anyone interested in these wonderful little horses.

The general public is invited to join us for this fun-filled weekend devoted to the MINIATURE HORSE. For additional information contact:

(Contact Name) – (phone number)

PRESS RELEASE SAMPLE # 2

FOR IMMEDIATE RELEASE

TO: The Editor of (name of paper)

FROM: (Club Name)

Looking for a human interest story? Do you need something appealing for all ages and lifestyles?

Imagine a show or event for horses where the tallest horse is only 34" at the last hair of the mane. A place where children's faces light up as they explore a world of little horses.

Enclosed is a flyer and press release for just such an event. A weekend of fun for exhibitors and spectators alike.

Miniature Horses will gather for one of the first Miniature Horse events of this horse year. This show is being held (date) at the (facility and location) For additional information, pictures, show schedules contact: (Contact Name) – (phone number).

What a great way to spend an afternoon and have fun too!