

# ORGANISING YOUR SHOW

## THE SHOW COMMITTEE THE SHOW MANAGER AND THE SHOW SECRETARY

### THE SHOW COMMITTEE

**Decide** on date of show, book the grounds, prepare the arena and arrange gear. Check on camping restrictions, yards/stables and that there is an adequate water supply.

**Compile** Schedule of Events

**Designate** on person to approach Judge/s. Send Judges Contract

**Apply** for NZWRF Show Approval at least 40 days prior to the event, (Apply for AA status from AQHA-NZ if required)

**Print** Show Schedule and distribute, include ground fees, camping and yard/stable costs

**Order** Ribbons

**Organise** announcer and speaker system

**Arrange** Cattle

**Provide** a notice board

**Secure** sponsorship

**Book** water truck

**Check** that trail gear is in good repair

**Investigate** First Aid, Veterinary and Farrier options

**Collate** entries and produce Show Program

**Provide** Numbers for the competitors

**Supervise** the draw for Individual worked classes

**Allocate** prize money, trophies and prizes

**Appoint** Show Manager, Show Secretary and Stewards

**After** the Show, take a copy of the Show Results, Send the Original and a cheque for the NZWRF Show Levy to the Points Collator, P O Box 612, Taupo, 3351. (Show levy: \$1.50 per competitor per class entered on point approved classes) Write thank you letters to the Judge, helpers and sponsors.

### THE SHOW MANAGER

**Swot** your NZWRF Handbook

**Wear** proper western dress

**Arrive** at the show at least an hour before the Show starts

#### Check that

- ground conditions and facilities are safe
- the equipment for all events is readily available, barrels, stakes, markers etc
- the Stewards are aware of their duties and responsibilities
- the patterns and draws are posted at least one hour before the event
- a meeting of competitors takes place to elect three representatives
- two Show Officials are co-opted to adjudicate on the Protest Committee
- **YOU** sign the Show Result sheets
- Make sure Show Results are delivered to the Points Collator, P O Box 612, Taupo 3351
- The grounds are left clean and tidy after the Show

#### Be prepared to:

- enforce the rules of the show or contest
- excuse any horse or competitor for cruelty or abuse of the horse
- excuse any competitor for being guilty of unsportsmanlike or aggressive behaviour
- adjudicate on the Protest Committee
- organise a Vet to take samples for drug testing

## **Pre Show Day**

At least 2 weeks prior to the show, check that the Judges/s have returned their contracts and patterns. If not, make urgent contact to confirm arrangements. A courteous reminder that, as Show management, you require all patterns set by the Judge early so as to be posted at least one hour prior to the class.

Post the Judge/s their travel tickets, if you have arranged them. Notify them the name of the person who will be meeting them upon arrival at their final destination.

If the Judge is arranging their own travel and hasn't notified you as yet, ask their arrival time so that, if they need to be met, arrangements can be made.

Supply a road map and complimentary pass to get in the gate, if required

Ask if there is anything else they as Judges require, eg food preferences.

## **Show Day**

You have done all the work, the weathers great, now it's time for the Judge and competitors to work!!

The Judges/s have arrived, they were even early!!

Introduce the Judge/s to the Show Manager, Gate and Ring Stewards. If the Judge has any problems during the show, he should direct them towards the Show Manager. Before the show starts, the show Manager should tell the Judge who will be on the Protest Committee

A good Ring Steward is very important and it is one of the things a Judge should expect. Explain to the Steward and the Judge that the Class Result Sheets are signed by the Judge at the completion of each class. Introduce the Announcer and establish the signals to be used for walk, jog, lope, reverse and back.

Show the Judge where the toilets and a hand basin are. Provide coffee/tea/cold drinks and don't forget lunch. Keep the show within the physical capabilities of a Judge. If you expect your Judge to work more than a nine hour day, you must also expect less quality from the Judge.

It is your Club's show, you run it how you want it. The Judge merely observes and selects the best horses/competitors. If your side of the show is slick and professionally run to a timetable, then your Judges knows what is expected of him/her. Some Judges work considerably faster or slower than others but most react to the Show Management. If the show is slow, so is the Judge.

Ask the Judge to complete a Show Report at the end of the show.

As a Show Committee, you have the right to report a Judging infringement to the NZWRF. Keep in mind NZWRF Handbook Rule no. 30. The Judge's decision will be considered final. A Judge's decision presenting his or her individual preference is not protest able unless it is alleged to be in violation of the rules.

## **Final Contact with the Judge**

After your show, when the dust has settled, a than you letter to your Judge/s will always be welcomed. If they did a good job and were appreciated by the competitors, then don't be afraid to tell them so.

Good communication stops a lot of problems arising.

**The Ring Steward should** know the Rulebook and have one in his/her pocket,  
Have western attire, clip board, Class Result Sheets  
Fill in the Class Results to 6<sup>th</sup> place and the number in the class,  
Ensure the Judge signs the Class result sheet,  
Follow Judge's instructions,  
Be present when a Competitor converses with the Judge

**The Gate Steward should** know the Rulebook and have on in his/her pocket,  
Have western attire, clip board, program and list of Competitors numbers,  
Inspect Amateur cards  
Make sure tack and competitors' dress is correct,  
Call up competitors and keep the show moving

The Announcer should arrive an hour before the show starts, have western attire,  
 Know the events, horses, people,  
 Have a selection of music  
 Call the results when the Judge has finished judging,  
 Not lead the Judge by announcing past achievements.

**THE SHOW SECRETARY**

**In** many instances, you will be involved in the preliminary planning such as the show approval, judge’s contract, collating entries etc.

**When** entries are taken o the day, you will need at least one other person to help you. Especially early in the morning. Another reliable person to take ribbons to the Judge and bring back the Class Result Forms is invaluable. **Arrive** at the Show at least an hour before it is due to start.

**Show Equipment you need .....**

Clipboards	NZWRF Handbook	Pens
Pencils (in case of rain)	Plastic bags (to cover clipboards)	Paper
Stop watches, 2	Calculator	Float
Show Package	Tape Measure	

**Recommended that you check .....**

**BEFORE the SHOW**

The *Judges* travel arrangements  
 The *Judges* accommodation  
 The *Ribbons* are sorted into class sets  
 The *Champion Ribbons* are correct  
 The *Prize money* envelopes are made up  
 The *Trophies and Prizes* are labelled  
 The *Class Result* Sheets are written up  
 The *Show Results* Sheets are written up  
 The *Sheets* for a Hipoint Award are ready  
 The *Points System* for Hipoint Awards

**AFTER the SHOW**

The Show Results are photocopied  
 The Original is sent to the Points Collator  
 The NZWRF Levy is calculated  
 The Cheque is sent to P O Box 612 Taupo 3351

**AT the SHOW**

the *Payment* for the Judge, Cattle, Water truck, Announcer  
 the *Judge’s* drinks and lunch  
 the *Competitors* are issued their numbers  
 the *Announcer* has a Program with Competitor Nos  
 the *Gate Steward* has a Program with Competitors Nos  
 the *Class Result* Sheets are given to Ring Steward  
 the *Number* of Competitors in each class is recorded  
 the *Judge* signs the Class Result Sheets  
 the *Show Results* are accurately recorded  
 the *Full names* of horses and riders are used  
 the *Hipoint* Awards are collated  
 the *Show manager* signs the Show Results  
 the *Judge* completes his/her Report  
 the *Names* of the Competitors Representatives  
 the *Competitors Report* is completed  
 the *names* of the Protest Committee  
 the *Result* of a Protest is Recorded  
 the *Name* of the First Aider  
 the *contacts* for the Vet and Farrier

**CONGRATULATIONS ON A WELL ORGANISED SHOW**