

Clinic – Arena Sheets

Attention Riders. We are thrilled that you have joined Washington State Horsemen and are choosing to ride with us at our shows. Were you aware that it is your responsibility to check the arena sheets for errors in your times? The Show Committee is responsible to post the show sheets so that you can check them for accuracy. By the end of the show, all sheets should be up for you to double-check your times. So...what are you looking for?

First and foremost, the “Header” needs to have every line filled in. If any line is incomplete in the header, the ENTIRE sheet will be tossed out at the State level and your times will NOT count. If you come across a sheet that has been posted and is not complete, contact the Show Steward immediately.

EVENT _____ **1**

DATE _____ **2** CLUB _____ **3** ARENA _____ **4** ZONE _____ **5**

RECORD TIME SR. _____ **6** JR. _____ **7** **W.S.H. Games Division** JUDGE _____ **11**
ARENA SECRETARY SHEETS FIRST TIMER _____ **10**
 SECRETARY _____ **8** SECOND TIMER _____ **9**

Entry No	Base Time			Penalty	Time Plus Penalty			PLC	Team Names	Capt	Rider	Horse
	S	100	0000		S	100	0000					

The header consists of the following:

1. Event
2. Date
3. Club (who hosted the show)
4. Arena (where the show was held)
5. Zone (what Zone the show was held in) – the State is made up of 13 Zones
6. Record Time Sr. (record time held in that event by a Senior Rider – in a team event this area is used to list the record time for the 2-man or 4-man team)
7. Record Time Jr. (record time held in that event by a Junior Rider – in a team event this area will be blank)
8. Secretary (signature of the WSH Member who wrote the times in for the event – must be at least 16 years of age – sometimes the 1st Timer also serves as the Secretary)
9. Second Timer (signature of the WSH Member who ran the back up clock for the event – no minimum age – signature signifies that the task was complete and not necessarily that the information on the sheet was correct)
10. First Timer (signature of the WSH Member who ran the head clock for the event – must be at least 16 years of age – must have a current WSHGD First Timer’s Card - by signing they are testifying that they reviewed all of the information on the sheet and that it was correct)
11. Judge (signature of the WSH Member who judged the event – must be at least 16 years of age – must have a current WSHGD Judge’s Card - by signing they are testifying that they reviewed all of the information on the sheet and that it was correct – they are the last one to sign the sheet and thus are to check that all officials have signed and that any corrections made by the 1st Timer / Secretary have been clearly corrected... any corrections to be initialed at time of signature)

Now that the “Header” is correct, let’s move onto an INDIVIDUAL EVENT. On the next page you will find four examples of what might occur and what you’ll need to look for.

	Entry No	Base Time			Penalty	Time Plus Penalty			PLC	Team Names	Capt	Rider	Horse
		S	100	1000		S	100	1000					
1	R050	15	21	8		15	21	8					
2	R050	15	21	8	AOC		NT						
3	DK01	15	28	3		15	28	3			Belinda Majors	Zippy's Reward	
4	DK01	15	28	3			NT				Belinda Majors	Zippy's Reward	

Line 1: Time Run by a WSH Member with an Assigned Permanent Number (line must clearly have the following...if something is not easily read, the State Times Keeper may not count your time – contact a Show Steward to have it corrected).

- Entry Number – This is your permanent number that has been assigned to you by your Zone Times Keeper. It will begin with a different letter depending upon your Zone. The most common Zone letters at this time are F for Prairie Zone, K for Puget Sound Zone, N for South Central Zone, and R for Northeast Zone. The identifying letters for the remaining zones can be found in the WSHGD rulebook. This number cannot be more than four digits including the identifying zone letter, thus 999 is the highest number that can be used. Non-Members will use a number with the identifying letter “X” before it (i.e. X103).
- Base Time – This is the time found on the 1st Timer’s clock / watch in most cases. If the clock fails, then the 2nd Timer’s time is used in this area.
 - “S” is where the seconds are written. For a rider or team that goes over one minute, the timer must convert it to seconds (one minute = 60 seconds). A conversion chart is found in the WSHGD rulebook.
 - “100” is where the hundredths of a second are written. These are the two numbers immediately to the right of the decimal point on the clock / watch.
 - “1000” is where the thousandths of a second are written. This is the third number immediately to the right of the decimal point on the clock / watch. If the clock or watch does not extend to the 1000ths, then the number “5” is written in this location as it is considered an “average”.
- Penalty – In an individual event, most of the time this area is left blank as most of the disqualifications are due to a knocked down property. Since approximately 2005, this area does not need to be filled in with any penalty but it is strongly encouraged when one of the following disqualifications is called: Failure to Start on Time (FTS), Hitting Ahead of the Cinch/Elbow (Use AOC), Incomplete Course (Use IC), Off Course (Use OC), Unnecessary Roughness (UR), or Whipping With Properties (WWP) – these penalty abbreviations can be found in the rulebook and at the bottom of the arena sheet. By filling the penalty area in with the disqualification (if not a knocked down property), it will help officials / show committees remember why a No Time was called in the case of a rider dispute.
- Time Plus Penalty – In an individual event this is either a TIME or a NO TIME. If it is a clean run, the exact time as listed in the Base Time will be repeated in this section. If the rider has been disqualified for any reason, a “NT” is to be written under the “100” column. Line 2 shows how a No Time is written and hitting above the cinch was the example given.
- PLC – This is used when a show committee needs to place a class (i.e. payback, jackpot) otherwise it is left blank.
- Team Names – Leave Blank.
- Capt. – Leave Blank.
- Rider – Leave Blank for WSH Members riding under an assigned permanent number unless it is a jackpot class and then this will need to be filled in for anyone receiving money.
- Horse – Leave Blank for WSH Members riding under an assigned permanent number unless it is a jackpot class and then this will need to be filled in for anyone receiving money.

Line 3: Time Run by a WSH Member without an Assigned Permanent Number utilizing a Day Number (line must clearly have the following...if something is not easily read, the State Times Keeper may not count your time – contact a Show Steward to have it corrected).

- Entry Number – This is your temporary number that has been assigned to you by your Zone Times Keeper or Show Chair. It will begin with a “D” standing for Day Number. It will be followed by the letter assigned to your Zone (see Line 1’s explanation). This number cannot be more than four digits including the “D” and the identifying zone letter, thus 99 is the highest number that can be used. Temporary (Day) numbers are available to WSH Members that are trying out a horse and do not plan to use the number more than 3 shows. A show is defined as a day. Prior to a 4th show, the WSH Member must contact their Zone Times Keeper to obtain a permanent number. They must also request that their times from the Day Number be transferred to the permanent number both on the Zone and State level.

- Base Time – Same as Line 1’s explanation.
- Penalty – Same as Line 1’s explanation.
- Time Plus Penalty – Same as Line 1’s explanation. Line 4 shows the correct way to write a no time for a Day Number and they knocked down a property as their disqualification.
- PLC – Same as Line 1’s explanation.
- Team Names – Leave Blank.
- Capt. – Leave Blank.
- Rider – Must be filled in for all Day Number riders.
- Horse – Must be filled in for all Day Number horses.

TWO MAN EVENTS. Riders must also check to see that the “Header” is correct.

Entry No	Base Time			Penalty	Time Plus Penalty			PLC	Team Names	Capt	Rider	Horse
	S	100	1000		S	100	1000					
F118	36	74	1		36	74	1					
F154												
N106	40	22	6	+15	55	22	6					
DN55											Molly Gerbitz	Pokey

- Entry Number – Team member numbers are recorded together as shown. It is highly recommended that you skip a couple lines between teams for easier tracking (unless you have a lot of teams running). If one of the team members is running with a Day Number, the Rider and Horse line must be completed as well.
- Base Time – Same as described in individual events. Use the top line of each team for consistency.
- Penalty – Same as described in individual events, however teams do not receive a No Time for knocked down properties. Each property knocked down is +5 seconds. For example, if in Two Man Stake a team knocks down three poles, +15 is written in the Penalty box.
- Time Plus Penalty – In team events this is generally the Base Time plus the Penalty. It is possible for a NO TIME to occur from a team based upon the disqualifications listed in individual events as well as the additional disqualification of Two Horses on Course (written 2OC on the arena sheet).
- PLC – This is used when a show committee needs to place a class (i.e. payback, jackpot) otherwise it is left blank.
- Team Names – Leave Blank.
- Capt. – Leave Blank.
- Rider – Leave Blank for WSH Members riding under an assigned permanent number unless it is a jackpot class and then this will need to be filled in for anyone receiving money. If a rider is running under a Day Number, this must be filled in as well.
- Horse – Horse MUST be filled in for Cowhide and Rescue. Leave Blank for WSH Members riding under an assigned permanent number unless it is a jackpot class and then this will need to be filled in for anyone receiving money. If a rider is running under a Day Number, this must be filled in as well.

FOUR MAN EVENTS. Riders must also check to see that the “Header” is correct.

Entry No	Base Time			Penalty	Time Plus Penalty			PLC	Team Names	Capt	Rider	Horse
	S	100	1000		S	100	1000					
H101	85	66	8	+5	90	66	8		Misses	X		Pepper
H060									Behavin’			
H199												
H005												
N114	40	22	6	+15	55	22	6		Red, White			Liberty
K005									And You			
K021												
N226									Cptn N68			

The example on the previous page shows two Bareback Relay Teams. On the first team, they knocked down one barrel. On the second team, the judge ruled it a No Time as the horse failed to cross the start/finish line completely before an exchange was made. The second team's captain was also not riding as part of the team that show.

- Entry Number – Team member numbers are recorded together as shown. If one of the team members is running with a Day Number, the Rider and Horse line must be completed as well. For four-man teams, the very first run they record constitutes who makes up the team. Additional runs throughout the season must include at least one of the original team members but the remaining three can be “substitutes”.
- Base Time – Same as described in individual events. Use the top line of each team for consistency.
- Penalty – Same as described in individual events, however teams do not receive a No Time for knocked down properties. Each property knocked down is +5 seconds. For example, if in Team Poles a team knocks down four poles, +20 is written in the Penalty box.
- Time Plus Penalty – In team events this is generally the Base Time plus the Penalty. It is possible for a NO TIME to occur from a team based upon the disqualifications listed in individual events as well as the additional disqualification of Two Horses on Course (written 2OC on the arena sheet).
- PLC – This is used when a show committee needs to place a class (i.e. payback, jackpot) otherwise it is left blank.
- Team Names – Each team must have a Team Name. This name must be exactly the same each time the team runs in order for it to be recorded by the State Times Keeper.
- Capt. – Each team must select a captain. The Capt. Box is marked on the line of the rider who is selected as captain. All correspondence with the State will be made with the Captain for the team. If the captain is not running with the team for some reason, then list their permanent number and write “Cptn” with it and include it in the Team Names Box (under the Team Name). The Captain must remain the same throughout the season for tracking purposes.
- Rider – Leave Blank for WSH Members riding under an assigned permanent number unless it is a jackpot class and then this will need to be filled in for anyone receiving money. If a rider is running under a Day Number, this must be filled in as well.
- Horse – Horse **MUST** be filled in for Bareback Relay. Other team events...leave blank for WSH Members riding under an assigned permanent number unless it is a jackpot class and then this will need to be filled in for anyone receiving money. If a rider is running under a Day Number, this must be filled in as well.