

Clinic – A Guide for Show Committees

With new clubs coming aboard and offering shows, sometimes it is unclear as to what is required before the show, during the show, and after the show from show committees. We hope that this clinic will assist in providing a “checklist” of sorts.

BEFORE THE SHOW

- Select a date and secure an arena / facility to use for your show. Be sure to get everything in writing if at all possible. At a minimum, address with the arena owner the division of responsibilities, equipment usage, porta-potties, concessions, and liability. Don't forget to discuss tractor usage / availability as well as camping and stalling options.
- Officials. Be sure that your club has enough WSHGD officials committed to attending the show and working the event. If not, contact other nearby clubs for assistance or officials from neighboring zones. You cannot operate a show with less than one judge, one first timer, and a third WSH member to serve as a second timer.
- Send in the WSHGD approval form with payment to the WSHGD Secretary. The fee is just \$10.00 per day. Approvals should be sent in as early as possible to obtain approval for your desired dates. The sooner the dates are in and approved, the sooner they are listed in *The Rider's Relay* and on the WSH Calendar. Show approval forms submitted less than 10 days prior to an event will be rejected.
- Check your equipment to be sure that it meets all of the requirements according to the most current version of the WSHGD Rulebook.
- Develop a system for tracking rides. Some clubs utilize tickets that are “checked out” to riders at the beginning of the show. Other clubs keep computer records throughout the day of the number of rides per rider. Others use the “honor system” and go off what the rider believes they rode during the day. Use whatever system works best for your club.
- Get change! Usually \$75.00 is enough to operate a show on if your club allows riders to pay via personal check. If it is “cash only” then you may need to have a larger amount in your change fund.
- Obtain insurance. Add the following as additional insured - club, zone, Washington State Horsemen, and arena owner.

AT THE SHOW

- Waivers. Have waivers / liability releases available for all riders to sign PRIOR to entering the arena. Be sure the waivers release your club, zone, and Washington State Horsemen. Often the arena owner will also ask that they be included as well on those that are being released from liability.
- Sign Up Sheets. Have available for all riders to complete PRIOR to entering the arena. Each club may use the form that works best for them however at a minimum it must contain Permanent Number, Rider's Name, Horse's Name, Address, and WSH #.
- Post Event Patterns, Ground Rules, ABCD Classification Sheet, Emergency Numbers (including 911, ambulance, doctor and/or hospital, and local veterinarians) PRIOR to the show beginning.
- Equipment. Two timing devices (two hand timers, two electronic timers, or one of each) are required to run a show. Public address system is also helpful but not required. Measuring tape (300' recommended) and Judge's green flag (or light) are required. Pens, scratch paper, temporary numbers for non-member riders that can be adhered to the rider or the saddle) are also needed. Minimum of three flag barrels, two flags (one light and one dark...along with an extra in case of breakage), three 55-gallon barrels, 8 poles (with a couple of extra pole in case of breakage), and lime (or dry white substance) are needed. Double-check the equipment specifications in the WSHGD Rulebook.
- Post Arena Sheets as quickly as possible following each event making sure to have each of the sheets signed by the officials before posting. Day Number Riders and Jackpot Class Winners must be filled in on the sheets prior to posting. Additionally, the horse's name in Rescue, Cowhide, and Bareback must be filled in on the sheets.
- Using your ride tracking system be prepared to accept payment from riders anytime during the show as some may need to leave early.

AFTER THE SHOW

- Check the arena sheets BEFORE separating the carbonless forms or before making copies. It is recommended that the arena sheets are checked before the Steward departs the grounds. Here is a list of what you need to double-check.
 - Event Name (i.e. Barrels), Date, Arena Name, Sponsoring Club Name, Zone, and Record Times must be filled in.
 - Signatures must be filled in – includes Judge (who signs last), First Timer, Second Timer, and Secretary.
 - Corrections – All corrections on the sheet should have either the judge's (if correction is made before the judge signs off the sheet) or the steward's (if correction is found after the judge signs off the sheet) initials.
 - Day Numbers – Any WSH Member utilizing a day number (denoted by a "D" at the beginning of the permanent number) must have horse and rider filled in on the arena sheet.
 - Jackpot Winners – Any rider winning money in the jackpot classes must have their name and horse's name filled in on the arena sheet.
 - Clearly separate / label classes (LL, Buckaroo, A, B, C, D, JP). Usually the label denoting the classes is in the middle of the sheet before the first rider of that class. Multiple classes can be on one sheet if clearly labeled.
 - Base Time / Time Plus Penalty – Go through the sheet and double-check that these are correct and that a transposition has not occurred. If an error is found, the Steward must initial the change. If a base time is listed but the time plus penalty is empty, confer with the officials of the event to determine if the run was clean or a "no time". When in doubt, the benefit must go to the rider.
- Mail out appropriate forms / payments. For most shows, forms and payments must be mailed within 48 hours of completion of the show. Shows held on the final weekend of the season must mail their information within 24 hours of completion of the show. Below is a list of forms / payments needing made.
 - Ride Tally Sheet along with 60 cents per ride – mail to WSHGD Treasurer.
 - Ride Tally Sheet along with predefined amount per ride – mail to Zone Treasurer (if your zone standing rules require an amount to be paid).
 - Arena Sheets (originals) – mail to State Times Keeper along with a copy of the sign-up sheet and a copy of the ride tally sheet.
 - Arena Sheets (copies) – mail to Zone Times Keeper along with a copy of the sign-up sheet.
 - Steward's Report – each day a steward's report is required. If there were no re-rides granted nor incidents (i.e. buck off, horse fall) to report, then the show chair may e-mail the Rules Committee Chair stating who the Steward was for the show (along with the date of the show) and fulfill this requirement. If there was an incident to report, the actual Steward's Report must be completed by the Steward and sent to the Rules Committee Chair.
- Pay the owner of the arena as well as any additional service providers (porta-potties, etc.). Remain on good terms with these providers so that they'll be able to assist you in the future.

Catch other "clinics" printed in previous editions of *The Rider's Relay* by visiting the WSH website under Games Division. The topics covered there include:

- Arena Sheets - How To Complete Them Correctly (originally printed May 2010)
- Classification Process (originally printed June 2010)
- Courses - Measuring 101 (originally printed July 2010)
- High Point Awards - How to Figure (originally printed February 2011)