



## 2018 Show Management Packet

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### **Contact Information**

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- **NEW for 2018!**

- There are two new Horse Show Classes. Similar to the Select classes, the Intermediate Open Bridle and Intermediate Open Hackamore classes must run concurrent with their respective Open Class. There is no World Show Qualifying but the classes will be offered to those riders that qualify in the Open Bridle and meet the Intermediate criteria.
- Intermediate Open Eligibility – (both LAE and HS) is now calculated based on rolling 3 year LIFETIME total, not just aged event total. The check box for LAE Intermediate is also good for HS Intermediate.
- Just like AQHA, all APHA working Cow Horse Finalists will now get an automatic invitation to our Celebration of Champions.
- Remember your Grade Horse Competition License – Grade horses must now be registered with the office prior to showing. (rule 1.1.4). Fee for the license is \$25 / \$10 to transfer an existing license. Application is available at this link:  
[www.nrchadata.com/pdf/news/2017/Grade\\_Competition\\_License.pdf](http://www.nrchadata.com/pdf/news/2017/Grade_Competition_License.pdf) Applications may be submitted at shows.
- Redesigned Herd Work Score Sheet. The judges committee redesigned the Herd Work score sheet – it should now be easier for exhibitors to read and understand. Make sure you have the latest version.
- Reminder that if you have a Spectacular or other class in which you make exhibitors enter another class (i.e. Must enter Open Bridle Horse Show Class to be in the Spectacular) it must be approved as a Category 2 event.
- \$750 rule clarification: A rider will be ineligible upon reaching the earnings threshold in any combination of officially **published** NRCHA earnings and/or earnings from any other association. In other words, until \$750 in earnings is recorded in official NRCHA earnings or any other association earnings, a rider may continue to show in the boxing.
- Reminder that there are new post-show forms. You can download at this link  
[http://nrchadata.com/pdf/news/2018/Post\\_Show\\_Forms\\_All.pdf](http://nrchadata.com/pdf/news/2018/Post_Show_Forms_All.pdf)
- Bill Enk would like to encourage shows to have Air Horns instead of whistles. In many venues, whistles are difficult to hear and if you're running two pens, two whistles can be confusing.  
**[They're available from Amazon.com AT THIS LINK](#)** for \$14.36 / Free Shipping.

A few important things to remember:

- Shows with past show dates have priority in the scheduling of shows. If a group applies for an approved show within a 300 mile radius on previous held dates, the previous show organizer will be contacted and given right of refusal. No shows will be approved within 750 miles of a Premier Event (1250 Miles for Snaffle Bit Futurity, no shows will be approved during the Snaffle Bit Futurity Finals).
- Show approval forms must be submitted 60 days prior to an event. Any show approvals between 30 and 59 days will be subject to a \$50 fine. (rule 12.1.9) Exception – Introductory events.
- Shows with \$5,000 or more added money must be videoed.
- All **Show Secretaries** and **Show Managers** are required to be **current NRCHA members. Show Secretaries must also be NRCHA Certified.**
- Show management must submit a complete list of all entries for each class along with the show results, judges' sheets, membership applications, and payment along with all other NRCHA documents to the NRCHA office within 14 days of the completion of the show. We need COMPLETE results in the 14 day deadline.
  - A penalty of \$100 will be assessed if postmarked after 14 days.
  - An additional penalty of \$500 will be assessed if postmarked after 30 days.
  - Any results received after 60 days **WILL NOT** be recognized by the NRCHA for year-end standings.
- Entry in NRCHA Approved Shows is restricted to NRCHA members in good standing only. If a contestant is found to not be a current member, he or she may be fined in the amount of \$50. Failure to pay the assessed fine will be cause for denial of membership. In addition, a \$50 fine per occurrence will be assessed to any show management which allows a person to show without a current NRCHA membership card. We will also remove them from the results immediately.
- A magnet will be provided by the NRCHA for all NRCHA approved shows. Please contact us if you need a magnet. 940-488-1500.

# Planning Your Event!

This section can be used as a tool in planning and organizing a show.

## Some Notes About Cattle.....

An important note about fresh cattle: Fresh cattle for the fence work CAN be cattle that were used in the herd work. Cattle that have gone down the fence should not be used in herd work, but can be used for boxing. Ideally, the schedule is set up so that your cattle can go from herd work to fence work to boxing. At the NRCHA managed events, cattle start in the herd work and then a portion of the cattle move over to the practice pen and then rest are retained for the show pen and used down the fence and in the boxing.

## 90 - 120 Days Before The Show:

- Meet with the decision maker in your affiliate or group. Make sure your role is clearly defined. Are you the show manager, show secretary, or a combination of the two? Understand the show budget, how much money you can spend, as well as the fees for the judges and other show personnel.
- Get the materials you need to apply for NRCHA show approval. Call the NRCHA for a show approval packet. Find out from the decision makers the following and list accordingly on the show approval form (see "Show Approval" section):
  - Name of the Show
  - Location
  - Date of the Show
  - Judge(s)
  - NRCHA Representative
  - Affiliate or Group Name
  - Starting Time
  - Closing Date for Entries
  - Show Manager
  - Show Secretary
  - Show Secretary Address
  - Show Secretary Phone Number
  - Show Secretary E-mail address
  - Affiliate or Group website (if available)
- Send the show approval form to the NRCHA with your payment. All information must reach the NRCHA office at least 60 days prior to the show.
- Send 2 copies of the contract to each judge; one for their file and one to be signed and returned to the show management.
- Arrange for an announcer, cattle supplier, videographer/photographer, farrier and bedding supplier.
- Arrange for someone to handle publicity and press releases. There are many newspapers and/or horse publications that have a free Calendar of Events section. Post show dates and locations of the show at local tack shops and feed stores.
- Contact local hotels. They may donate rooms or give a special show rate. Reserve all required rooms for staff.
- Call the *Reined Cow Horse News* if an advertisement is to be placed: 940-488-1500.
- If a program is to be offered, find a printer.
- Determine awards, order saddles, trophies and plaques.

- Contact sponsors for their contributions. Secretaries for small shows may be able to take care of this more quickly, but the earlier more thorough the planning, the better the results.

### **60 - 90 Days Before The Show:**

- Make sure your show approval made it to the NRCHA. Remember that the NRCHA does not automatically keep track of shows that are held on a yearly basis. It is your responsibility to make sure that your approval reaches the NRCHA before the 60 day deadline.
- Arrange for emergency personnel. If your show is small and cannot afford to have an ambulance on the grounds, you may want to contact your local EMT service personnel and make them aware of your upcoming show. Also provide them with the dates, times and directions if an emergency were to occur.
- Establish an emergency procedure. Have a written procedure ready and let all show staff know where to find it. In the event of an accident, precious time is saved if everyone knows ahead of time what to do.
- Establish a stall chart. A simple diagram of the barn(s) and number of stalls will do. A larger show may require a stall manager.
- Talk with the affiliate treasurer about how to handle funds if the show has pre-entries or stall money that is received in advance.
- Arrange for food concession. Local churches, fire departments, FFA groups or 4-H clubs are a good source. You may wish to appoint a food chairperson.
- Decide policy on vendors.
- Create a list with local vet, police, fire, and hospital phone numbers.
- Order exhibitor numbers. Many feed companies will supply them to you at no cost.

### **30 - 60 Days Before The Show:**

- If the show will have computer support, make sure the show office has electricity and phone lines. Check that the equipment and software are compatible. Practice using the program until you feel comfortable, then train at least one other person. Also make sure that any result reports that you print have all the information that the NRCHA requires to be sent to them in the exact order of the NRCHA forms.
- Locate all of the leftover supplies from previous shows. It saves money if there are reusable pens, pencils, and forms. Remember, you want this show to be profitable. Order any missing supplies.
- Assign scribes, gate and entry personnel.
- Confirm arrival and departure times with judges. Notify them when to report to the show grounds and make sure they have accurate directions.
- Open trophies when received. Inspect engraving and look for any damage that may have occurred during shipping.
- Review the NRCHA Show Management Packet that will be sent to you as show secretary. Read all information carefully. Procedures may change from year to year. Make extra copies of judges' sheets and payout reports if necessary.
- As the show date draws near, work with the decision makers to make sure that everything gets done.

### **30 - Days Before The Show:**

- Review the checklist.
- Set up a manila folder for each class. Entry forms are placed here for each draw.
- Post show office hours
- Post schedule for classes with class closing times and fees for each class.
- Notify scribes, gate and entry office personnel what time to report.
- Get petty cash and per diem for your staff.

- Review procedures with volunteers who will be working in the entry office.
- Test your PA or announcing system

### **Show Representative Duties**

The NRCHA show representative has defined responsibilities as outlined in the current NRCHA Rulebook, NRCHA Representative Responsibilities Rule 13. To help you better understand these duties, NRCHA has listed certain do's and don'ts for our show representatives.

#### An NRCHA Show Representative Must:

- Be a current NRCHA Member in good standing.
- Maintain professional conduct and attire during show hours.
- Submit NRCHA Representative Report (supplied by the NRCHA and sent to the show secretary in the Show Management Packet) within 14 days of the end of the show.
- Be on the grounds at all times during the NRCHA approved portion of the show or appoint an alternate representative for any time that this is not possible.
- Report any abuse observed on the show grounds; the judges may ask the show representative to include a report on abuse on the show representative form; any member or person in attendance may request that an incident of abuse be reported on the show representative forms.
- Communicate to the judges when requested to do so by show management or exhibitors; some judgment regarding appropriate communication needs to be exercised.
- Report unprofessional conduct (in writing to be included in the show representative's report); including but not limited to, drunkenness, foul language, or unsportsmanlike conduct.
- In the event of an exhibitor problem or crisis, discuss with the judges to determine and communicate a solution (example – exhibitor misses draw order due to a lost shoe and the farrier is repairing, judge has the authority to decide outcome).
- If abuse or unsportsmanlike conduct is reported, include names(s) of the individual(s) involved in the alleged incident along with all witnesses to the incident. Make sure to write explicit notes explaining the situation.

#### A Show Representative Must Not:

- Advise judges in judging skills, techniques, etc.
- Suggest any opinion as to judging performance; as an example, it is very inappropriate for any show representative to suggest to any judge that anyone is satisfied or dissatisfied with judging results or performance. It is very inappropriate for a show representative to suggest to a judge that a particular class or individual should be judged with special consideration. REMEMBER – the judge is the hired official and the final word on NRCHA rules of judging; NO PERSON should try to assume a coaching position over the ultimate show official.
- Offer opinion to exhibitors or show management – only facts.
- ACT ON BEHALF OF THE NRCHA or its Board of Directors as a decision maker; or represent yourself to an antagonistic party as representing Board opinion.
- Display unprofessional conduct in the course of duties as show representative.