

Guidelines for Show Chairpersons

Fill Personnel Positions:

Announcer	Secretary and Assistants (2-3)
Secretary to Announcer	Jump Course Designer
Ring Master/Mistress	Jump Crew for day of show (2-3)
Paddock Crew including Ribbon Presenter	

See that fliers are distributed to barns, tack shops, and feed mills at least one month before the show date.

Make sure you have:

Class sheets and Judge's cards	Stopwatches/whistle
Clipboards (announcer, judge and paddock)	Cones for jumper classes
Point sheets (Announcer stand)	Game equipment
Trail and horsemanship patterns	

Areas to Check:

1. Check with Grounds Chairperson to ensure that grounds are mowed and the rings are dragged.
2. Have courses designed and three copies of course design prepared: one copy to post, one for the judge, and one for the jump crew. Arrange a work day (day before the show) to set up the jump course.
3. See that outhouse is cleaned and stocked with paper and hand wipes. Supplies are stored in the secretary's stand.
4. Check PA system. Make sure announcer knows how to use it.
5. Contact Treasurer to have money bag for Show Secretary and check for the Judge.
6. Be on the grounds at least one hour before show starts and ready to take entries. **Be prepared to start on time!**
7. Meet and greet the Judge. Give judge cards and copy of the jump course. Make sure he/she gets lunch.
8. Distribute EHSC \$\$\$ to workers. They are stored in the secretary's stand.
9. See that trash cans are distributed around the barns and grounds, and are emptied at the end of the show.
10. Check with the Awards Chairman to make sure that ribbons and trophies are ready for presenting.
11. Distribute radios (FM) to announcer, show secretary, paddock crew, ringmaster, and show chairperson. Review operation. Collect at end of show.
12. At the end of the show, turn in Judge's cards, entry forms, and show results to Point Chairperson. (Put in ribbon boxes in Announcer's stand.)

Good Luck!
It's not as difficult as it seems!

Announcer

The Announcer is critical to the smooth operation of the show. In addition to communicating the Judge's commands to the participants in the arena and results at the end of the class, the Announcer should make First, Second, and Final Calls encouraging participants to report to the paddock area in a timely fashion.

Secretary to Announcer**Show Secretary and Assistants****Ring Master/Mistress**

The Ring Master/Mistress should assist the Judge in conducting each class. The Ring Master/Mistress should be available to communicate with the Announcer on behalf of the judge, position riders, and communicate the results to the Announcer.

Paddock Crew including Ribbon Presenter

The role of the paddock crew is to check in riders for their classes and to have participants ready to enter the arena promptly at the end of the preceding class. The paddock crew is critical in facilitating the smooth flow of the show between classes. The gate to the arena must be monitored to ensure the prompt entrance and exit of participants. The Ribbon Presenter(s) should present ribbons to winners as promptly as possible without inhibiting the movement of participants into and out of the arena.

Jump Course Designer

The Show Chairperson can appoint a Jump Course Designer, or use one of the standard jump course patterns available in the announcer's stand. The Show Chairperson can also contact Mr. Lew Trumble to see if he is available to assist in the design of a course.

Jump Crew (on day of show)

A jump crew needs to be available to adjust the height of jumps between classes, move jumps as required, and remove jumps at the end of the jumping events. This is one case where the more persons there are available, the more quickly the show can progress through the jumping events.