

IEA Show Host Guide



2009-2010

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1. Introduction

Your show date has been approved... now what? This guide will take you through the steps necessary to host a successful IEA show, whether you are a new show host, or have hosted IEA shows in the past. There are two versions of the Show Planning Checklist: an “At-A-Glance Checklist” and a “Comprehensive Checklist.” Also included are breakdowns of the tasks that will need to be done in preparation of your show with pertinent IEA rules cited and clarified, a handy “Key Participants” checklist and a suggested supply list.

Show hosts who have never hosted before must either co-host with a team that has been a show host previously, or have the zone chair oversee their show. If you are a new host, be sure you contact your zone chair immediately, to either find a co-host if needed, or begin working with your chair to host the show alone. If you do choose to co-host, keep in mind that you will need to co-host two shows to fulfill your membership requirements as outlined in the IEA rulebook. Zone chair listings can be found at www.rideiea.com/contact/chairmen.htm.

Please note that this guide is designed to be aide in organizing your IEA show. Show hosts are responsible for reading and following all of the rules of show hosting delineated in the current IEA Rulebook. If at any time you have questions, please contact your zone chair, or the Membership Office at info@rideiea.com. If at any time you have questions, please contact your zone chair, or the Membership Office at info@rideiea.com.

2. At-a-Glance Show Planning Checklist

<i>Action</i>	
More than 60 days before your show date (45 days for September shows):	Submit a Show Hosting Application to the Membership Office
Immediately upon show date approval:	<ul style="list-style-type: none"> • Hire Officials • Apply for event insurance with Equisure (www.Equisure-inc.com)
45-30 days before the show:	<ul style="list-style-type: none"> • Create the prize list – email a copy to IEA Membership Office (info@rideiea.com) • Distribute to all coaches in eligible Zones • Order rider numbers, ribbons (www.gardenspotribbonaw.com) • Order caterer, portapotties
14-3 days before the show:	<ul style="list-style-type: none"> • Process entries • Create show program • Secure extra awards or prizes (www.bescoawards.com)
3-1 days before the show:	<ul style="list-style-type: none"> • Make copies of all office materials • Create horse assignment document • Prepare Horse Draw sheets • Check tack and other equipment • Design the course / Pick reining patterns • Prepare Team packets
Day Before Show:	<ul style="list-style-type: none"> • School ALL horses • Organize horse draw • Create a board to post team points
Day of Show:	<ul style="list-style-type: none"> • Post courses and warm-up course • Before schooling, be sure all non-member schooling riders have signed waiver • Receive point rider information, highlight point riders on the official program • Draw horses and post • Calculate and post team results as the classes complete • Calculate and award team results • Collect signed steward reports • Send official results & fees to IEA Membership Secretary

3. Comprehensive Show Planning Checklist

<i>Timeline</i>	<i>Action</i>	<i>Point Person</i>	<i>Status</i>
More than 60 days before your show date (45 days for September shows):	Submit a Show Hosting Application to the Membership Office		
Immediately upon show date approval:	Hire the judges and officials necessary for the operation of the show. These include the steward(s) and EMT to be named in the prizelist prior to distribution. (see Rule 7.A on page 26 of the Rulebook for more information)		
	Apply for event insurance with Equisure (www.Equisure-inc.com)		
45-30 days before the show:	Create the prize list – email a copy to IEA Membership Office (info@rideiea.com)		
	Upon approval of prizelist- distribute to all coaches in eligible Zones. Distribution lists will be supplied from the Membership Office.		
	Order rider numbers- www.gardenspotribbonaw.com		
	Order ribbons – www.gardenspotribbonaw.com		
	Arrange for catering (optional)		
	Arrange for porta-potties (optional)		
	Secure prizes (optional) – www.bescoawards.com		
14-3 days before the show:	Insurance certificate MUST be received by membership office 14 days prior to the show! (www.Equisure-inc.com)		
	Begin processing the entries, begin creating show program		
	Finalize programs - Copy programs for sale		
3-1 days before the show:	Make copies of all office materials ~ judges cards, add/drop forms, point riders forms (example forms are sent from the Membership Office with the show date approval)		
	Create horse assignment document (excel spreadsheet works well for this) - For each horse create a list of classes that the horse will be used in. Laminate for pinning to the saddle blanket (helpful for horse holder)		
	Label judges' cards (class name, fence height, # riders)		

<i>Timeline</i>	<i>Action</i>	<i>Point Person</i>	<i>Status</i>
	Prepare Horse Draw sheets		
	Create horse list with descriptions		
	Check tack and other equipment		
	Design the course / Pick reining patterns		
	Prepare Team packets including: <ul style="list-style-type: none"> • Attach copy of entry to the envelope • Numbers (w/ names & classes indicated) & strings • Point riders form • Scratch/Add form • Programs for the team coaches • Horse descriptions - 2 in each envelope. • Course descriptions and/or reining patterns • Warm up Course, which will also be posted in the warm up area 		
	Create any signs needed (parking, food location etc)		
Day Before Show:	School ALL horses Bathe horses, clean and inspect tack		
	Organize horse draw		
	Create a board to post team points		
	Prepare name tags for: <ul style="list-style-type: none"> • Stewards • Coaches • Volunteers • Secretary 		
	Label ribbon sets		
	Set-up course		
	<ul style="list-style-type: none"> • Prepare binder for official program, or similar official documents folder • Prepare stewards report forms • Print a copy of the IEA Rules for reference at the secretary desk 		

Day of Show:	Post courses and warm-up course		
	Before schooling, be sure all non-member schooling riders have signed waiver		
	School Horses		
	Distribute team packets		
	Distribute name tags		
	Receive point rider information, highlight point riders on the official program		
	Mark the official program, steward's programs, announcer's program with scratches, additions, corrections and substitutions		
	Familiarize the judges with the differences between IEA rules and those of IHSA or USEF.		
	Draw horses		
	Prepare duplicate sheets for horse draw for : <ul style="list-style-type: none"> • Show manager • Warm-up ring • In gate • Steward • Secretary 		
	Post horse draw		
	Distribute to the stewards on a clipboard <ul style="list-style-type: none"> • Programs, • nametag • Steward forms to the stewards; • Horse draw 		
	At the end of each section of each class obtain the judges' cards and: <ul style="list-style-type: none"> • Mark the results on the official program • Communicate the results to the announcer 		
	Calculate and post team results as the classes complete		
	Distribute ribbons		
	Provide judge and steward with food and drink throughout the day		
	Calculate and award team results Determine and announce sportsmanship award		
	Collect signed steward reports Send official results & fees to IEA Membership Secretary		

4. As Soon as You Have an Approved Show Date

- **Rules**

As a show host, you have a responsibility to run your show according to the rules of the IEA. The complete rulebook is available to download at our website, www.rideiea.com. Familiarize yourself with the rules, in particular those that refer to show procedures and regulations. Please note that each year may see a change to rules in relation to show hosting. Be sure to familiarize yourself with any changes regardless of how many IEA sanctioned shows you have been involved with.

- **Hire Show Officials**

As soon as you have a confirmed date, hire your show officials. Rule 6 covers qualification and duties of Show Managers and Secretaries, Judges, and Stewards. Please be advised that the Judge(s), Steward(s) and EMT must be secured and named in the prizelist. In addition to these positions, you will also need an Announcer, a Schooling Supervisor, who ensures that the schooling pattern and rules are observed by all competitors, a Horse Master who is in charge of making sure that the appropriate horses are ready for their classes on time, and making horse changes where necessary, In-Gate, and other runners to tack horses, hold horses, and provide other support as needed. Here is a chart to help you organize the positions vital to running a successful IEA show:

Key Participants

Function	Name	Phone
Show Secretary		
Show Managers		
Judge		
Steward(s)		
Course Designer		
EMT		
Announcer		
Horse Master		
Catering		
Warm-up Ring		
In-gate		
Ring Master		
Ribbon distribution		
Jump crew		
Clean-up crew		
Optional:		
Port-A-Potties		
Photographer		
Prizes (www.bescoawards.com)		
Raffle		

- **Event Insurance**

As per rule 5.C.3, every show must purchase event insurance from Equisure, Inc. The estimated cost is \$150-\$185 per day. Please contact Equisure at 800-752-2472 for an exact quote as premiums vary slightly with the state in which the hosting team resides. This is part of the IEA Master Policy, which includes competition liability and accident coverage. The application for this insurance and a payment sheet are included in this show packet. **Applications must be submitted to Equisure at least 30 days before the show date(s).**

5. At least 30 Days Before the Show Date

- **Entry Limits & Prize List**

It is very important to know how many entries you will be able to accept before you send out your prize list. All shows must be able to accommodate at least 12 riders per class offered. Zones with regional splits must also guarantee one entry per class to each team in the host region before multiple entries from teams can be accepted. To determine what the maximum number of riders that your show will be able to host, assess your horse herd. How many horses do you have that can do the different classes, and how many rides do you want them to do per day? Most hosts have each horse do 5-8 classes per day, depending on the class type, horse fitness level and other factors. Keep in mind that there is little to no warm-up. Be sure that each class has at least one available alternate horse for every 6 rides.

Entry limits must allow for at least 12 riders per class, and assure that guaranteed entries are accommodated. However, if your show receives less than 12 entries per class, you will need at least 3 riders in each class for the class to run, and 3 teams for team points to be awarded. This is just an example of how to calculate your entry limits, but however you determine your own show limits, don't accept more entries than you will be able to see in one day! A show over 2 days will be able to see more rides in each day, so take that into consideration when determining horse use.

Using the template provided in this packet, create your show prize list. Rule 7 outlines all the requirements for a prize list. Of particular importance is the indemnification statement – be sure you are using the current statement for 09-10. Also, all hosts or co-hosts must be stated on the prize list. Determine your opening and closing dates – there should be at least two weeks between the opening date and closing date. You should give yourself enough time to finalize your horse list based on entries, and create a program, at least 3 days before the show. Adjust the schedule accordingly, and provide hotel and dining information for your area, as well as directions to your facility.

If you plan to open your show to riders outside of your region/zone, state both opening dates (one earlier date for members of your area, and a later date for outside members.) Entries received before the opening date are null and void; they are to be marked 'refused' or 'return to sender' and mailed back to the sender immediately.

Each show will be assigned a show identification number, which is to be listed on the official entry blank for that show. A valid entry must be filled out on that form, and received in hard copy with an original signature, and payment.

Valid Entries are to be accepted in the order they are received. Any host who accepts entries without membership numbers does so at their own peril. Ineligible riders must not be allowed to show.

Upon completion of the prizelist, a copy must be emailed to the membership office (info@rideiea.com) for approval. Once approved, the show host is required to distribute, either by mail or email, a copy of the prize list to **each individual** coach in all eligible zone(s) 14 days before your opening date. Contact information will be provided by the Membership Office for this purpose

once the prizelist has been approved. Only accept entries that have the show identification number listed.

- **Order Awards and Rider Numbers**

You should now have a good idea of how many classes you will have. Rule 5.M. specifies required awards and ribbons.

Ribbons and Back Numbers: The IEA recommends Garden Spot Ribbon and Awards for your ribbon supplies. As ongoing supporters of the IEA, Garden Spot is our “Official Ribbon Supplier”, and the only ribbon carrier that is licensed to use the IEA logo. Their entire stock can be found on their website: www.gardenspotribbonaw.com or you can request a catalog by calling them at (888) 834-6222.

Prizes and Logo-Wear: Besco Awards is endorsed by the IEA as the exclusive supplier of logo-wear and merchandise. If you would like to purchase items for your show, please contact Besco at (800) 365-4862 or see their website at www.bescoawards.com.

- **Secure Food Vendor**

6. 14 Days Before the Show

- Verify that insurance certificate has been received by Membership Office.

7. 3-7 days Before the Show/ Post-Closing Date

- **Compile the Show Program and Team Packets**

The Show Program should list officials, a show schedule (taken from the prize list), Division appropriate tests, horse description lists, and class listings as shown in the sample page provided. Be sure you have a place to write results. **Hunt Seat flat classes and Western horsemanship classes must be split at 12 riders. Over fences and Reining classes may be split at 12 riders. The show host will run, award ribbons, and issue points separately for each of the split classes, as though the class was not split. No split may run with less than 6 riders.** If a class does not fill, it should be combined with another class of the same height. (Ex. 2 Fut Beg entries should ride with JV Beg, pin together). Print enough copies for each team to have 2 copies, each show official, and enough for spectators. It is permissible to sell programs to spectators, and to sell advertisement space in your program.

As entries come in, make the team packets, with numbers and string. In order to be eligible to compete, membership forms must be received by the Membership Office 14 days prior to the opening date of the show a rider intends to compete in. A data base of eligible riders will be provided to the show secretary – ineligible entries must not be accepted. After the programs and horse lists are finalized and printed, each packet should have 2 programs per team and a point rider form. Put a copy of the entry on the outside of the packet, so the morning of the show, the secretary can easily and quickly collect any monies due.

- **Print Judges Cards**
- **Design Courses/Pick Reining Patterns**
- **Check Tack and Other Equipment**

- **Corral Enough Schooling Riders For Schooling Day Before Show and Morning Of**

Schooling riders must be either IEA members who are not competing that day, or riders over the age of 18 who have signed the Schooling Rider Waiver.

- **Create Horse Use List**

From this list you will create the draw. Make a list of what horses are in each class and section, including alternate horses. From this list, make a spread sheet of horse use. This will be invaluable if you need to rearrange horses during the show, and will aid in tracking how many trips each horse has done, when they are needed and when they can go home.

8. Day Before the Show

- **School ALL Horses**

Each horse being used over fences should be well schooled over the course, at the highest height it will jump. Western Horses and Flat horses should come out and be schooled where the flat classes will run, and all horses should be well-worked; there is something about IEA shows that can light up even the dead-heads!

- **Organize the Draw**

Depending on how you intend to conduct your draw, preparation will vary. The most important thing is that the draw must be random, and done after the morning schooling is complete on show day. Have a list of each class section, with the horses numbered in the order of go needed. Give each horse at least 5 trips between rounds if possible. Here are some different ways to do your draw:

- ❖ Write the horse and order of go number on a snack-sized piece of candy. Put all horses in each class in marked baggies, and have the riders pick out of a basket. You can be creative with this – if you have a theme for your show, the item with the horse's name can play into the theme, and serve as a favor for each rider. This method of draw does require more man power – a person for each section to hold the basket, and one to mark what rider is on which horse.
- ❖ Print off the draw list, and have one person (a steward or other impartial party) read rider names in each section, and another impartial party randomly assign the name to a horse. Print off several copies to post.

- **Bathe Horses, Clean and Inspect All Tack**

- **Lay Out Tack for the Morning**

- **Create a Board to Post Team Points**

- **Get a Good Night's Sleep!**

9. SHOW DAY!

- **School Horses**

Hunt Seat horses must school the courses and all jumps that they will see that day, at the highest height they will show over. It's easiest to do the schooling in groups by height, ending with the height that will show first. If a horse is behaving questionably, now is the time to make adjustments. You may school cross rail horses just before that class, but you will need to draw for the cross-rail classes following the schooling. Western and Flat Horses should come out and work briefly in the arena.

- **Collect All Point Rider Forms**

All point rider forms must be in before the draw. Any forms not turned in will use the first rider listed in that team's entry for each class. Make sure these riders are highlighted in the official program.

- **Conduct the Draw**

In-gate, paddock master, announcer, master of horse, and manager all need copies of the draw sheets. It's also advisable to post these for the riders.

- **Start the Show**

To make the jumping classes run smoothly, always have 1-2 riders warmed up and on deck. Reining classes should have 1-2 riders on deck and ready to do their pattern. For hunt seat shows, if you have one arena only, you can either have all riders do the 2 warm-up fences, then run the class, or have each rider do the 2 fences, then do their course. You may pin classes while the next is running, or pin between classes.

For flat and horsemanship classes, riders in the following class may mount when the class in the ring has reversed direction. Riders may not walk while waiting, unless given permission by horse handlers.

10. After the Show

- **Show Steward Reports**

Each steward must complete the included show steward report and return it to the membership office.

- **Results**

An official copy of the program with all add-drops and results written in, copies of the entries, the original judges' cards, point rider forms, and add-drop forms should immediately be sent to the Membership Office **along with a check for entry dues of \$4 per entry payable to the IEA**. Note that this 4\$ fee is per entry as of the closing date – even if the entry scratched. Substitutions are counted as one entry. For points to count, this must be received by the IEA Membership Secretary no later than 10 days after the competition. A copy of the official program should also be sent to zone chairs of teams represented.

11. Supply List

- ◆ **Poster Board (x4)**
- ◆ **Safety pins**
- ◆ **Sleeve protectors**
- ◆ **Markers**
- ◆ **Ruler**
- ◆ **3-hole punch**
- ◆ **Tape**
- ◆ **Drop-box for used numbers**
- ◆ **Clipboard**
- ◆ **Pens**
- ◆ **Highlighters**
- ◆ **Clipboard x6**
- ◆ **Laminating paper**
- ◆ **Sharpies**
- ◆ **Scissors**
- ◆ **Name tags**
- ◆ **Red ribbon**
- ◆ **Staple gun for posting draw/courses**

Congratulations, you did it!

Many thanks to the show hosts who offered their show material to help improve this guide.