



ARHA SHOW SECRETARY TRAINING

Overview

The ARHA is committed to provide helpful training for our ARHA Show Secretaries. Our goal is to increase the efficiency and accuracy of results provided to the ARHA and to our exhibitors.

Starting in 2018 all ARHA Show Secretaries must be certified. Successful completion of the training and earning a passing score on a test will result in certification.

All ARHA Approved Shows are required to use any version of ShowPro they deem fit for their charter. ShowPro information can be found at www.sportdatainc.com

ARHA Show Managers and Secretaries must be current ARHA members in good standing.

Show Secretary or Show Manager Responsibilities

- Rulebook Knowledge
- Verify Membership Status
- Verify Ownership
- Verify Eligibility
- Record Accurate Results
- Run an efficient and customer friendly show office
- Submit ARHA Show Approval within time frame of show
- Submit Electronic and Paper Results to the ARHA Office
- Submit Post Show Forms to the ARHA Office & Fees
- Judges Books (ShowPro will print Judges Cards from program once show is set up)
- Show Bill
- Entry Forms

Charter Benefits- Please see handout!

Show Approval (Show Approval Forms are found on the website)

A Show will not be approved until a show approval form, fees, and a showbill are submitted to the ARHA Office.

Show applications must be submitted 90 days prior to the show date along with proper fees. Any shows applications submitted with less than 90 days will be assessed a late fee. **NO SHOW DATES WILL BE APPROVED LESS THAN 60 DAYS PRIOR TO AN EVENT.**

Show Approval Application can be found on the ARHA Website under forms, Show Management.

You will need to scan and email a pdf version of your show bill to the ARHA office so that it can be posted to the website Calendar of Events.

Classes

ARHA Offers a wide variety of classes, however, you don't have to offer all of them! Sit down with your committee and find the classes that best fit your needs. For Example. Ranch Roping requires you to number cattle. If your facility is not set up for this, you may look at other roping classes.

Conformation- Categories A and B will require you to purchase the Standard Version of ShowPro to accurately figure Grand and Reserve Points. Category C or no conformation classes will allow you to use the Lite Version.

You can find a full list of classes offered in the Rulebook or on the website Class Codes page.

Divisions

ARHA Offers 5 divisions for your shows, Open, Amateur, Youth, Novice Amateur, and Novice Youth.

Approved Judges

To get a list of the Approved Judges please email the ARHA office at arhacontact@aol.com

Judges Contracts

Items to discuss with your judge:

Get a Signed contract!

Decide on a daily rate. Typical rate is around \$350 per day however, Overtime rates should be discussed.

Who is covering travel expenses? Most organizations will cover expenses. Typical is \$.50 per mile 1 way

Decide who is booking travel. Set a deadline for when travel should be booked, air fares increase significantly if booked within 14 days of travel dates.

Touch bases with your judge(s) 1-2 weeks before your show to finalize any details.

Getting Ready for the Show

Use the most recent Scoresheets- All available on the forms page of the website.

Patterns must be determined and posted at least 1 hour before the class starts. Most show managers will have the patterns posted before the show starts. Please verify what is posted is the same pattern in the Rulebook or Judges books.

Processing Entries

You must check!

Memberships! With ShowPro ARHA members will be downloaded into your database please make sure each entry is a current member and doesn't need to renew!

If an owner/rider is found to be not current the Charter/Show Secretary will be fined \$50 per incident.

Anyone can renew/join at the horse show.

Be sure to verify eligibility for all classes entered. Again, this information will be available in ShowPro.

Amateur and Novice Exhibitors- Please make sure all new applicants read and sign Amateur and/or Novice eligibility on the membership form.

****If any person is found in violation of the above rules, he/she will be removed from the show results and forfeit all earning and points and be subject to fines****

Youth Exhibitors- 18 & Under

The Age exhibitors are beginning January 1 is the age they are all year long.

- Youth Exhibitors may not show/handle a stallion.

- Can only show in Youth/Novice/Open classes, may not show in Amateur or Novice Amateur.

A Youth or Amateur can show someone else's horse as long as the exhibitors and all owners are current members of ARHA.

Draws

Should be completed by the show secretary

Should be posted at least 3 classes ahead

Draws should be random

Late Entries: Dry Classes- Will go first, Cattle Classes will go last.

Scratches

Please post on your show bill when an exhibitor must scratch by in order to not be charged. Ex. 3 classes prior.

RESULTS

The Tuesday following the show- Show Summary Sheet- Fees \$7/Horse/Judge- Show Roster Form (Printed from ShowPro) all Rush Membership and Registrations with fees.

Within 14 days of the show- Electronic Results file from ShowPro, Scoresheets, Scorecards, Judges Evaluation forms, Judges Tally form, Ring Steward Report

Results not sent in within the time frame will be subject to fines and/or forfeit of Rush Reimbursement fees.

ERRORS

Errors must be reported within 30 days of posting to the ARHA website to be corrected.

Processing Results

What ARHA does with results:

Verifies the Show Roster Report with the entry numbers

Processes Memberships and Registrations and Payments

Sends Judges Evaluations to Committee

Assigns Points

Checks eligibility

Posts results to web

Sends results to Equistat and Robin Glen Pedigrees

RETURNED CHECKS

REPORT TO ARHA ASAP!

If your organization has a problem with a returned check, please contact the ARHA Office immediately.

Automatic disciplinary action will be taken against any member who fails to make any payment of any kind to ARHA or and ARHA approved show.

No points or certificates shall be awarded to owner, rider, or horse until full restitution has been made on outstanding fees.

Zero Tolerance Policy

Horse Abuse

Inhumane Treatment

Administration of Injectable or Oral medications or possession of any drug paraphernalia while in the show pen, practice arenas, or alleys leading into arenas or any other public areas of the show grounds.

Unsportsmanlike conduct towards Judges, Scribes, or Show Staff (scribes, announcer, show secretary, etc.)

Unsportsmanlike Conduct between exhibitors

Alcohol in Arena or Make Up Arena

Quick Tips

How to run a smooth and successful show:

Be prepared! The more you know, the better.

Do as much before the show as possible.

Communicate with the announcer, scribe, and gate to help with schedule changes, breaks, drags, scratches, and adds to classes.

Post the show results at the show. This will help to eliminate errors!

Finalize as much as you can before you leave.

**For more information on becoming an ARHA Show Secretary or ARHA Show Manager
Please contact the ARHA Office at arhacontact@aol.com or 606-271-2963**