

SHOW MANAGERS

PLEASE READ

Even though you may be an experienced Show Manager, IT IS IMPERATIVE that you read all this information in its entirety and respond accordingly!!!!

Enclosed please find an assortment of papers that will assist you in completing Show Sanctioning processes for the current Show Season.

AS PER A DIRECTIVE OF THE ASPC/AMHR/ASPR NATIONAL BOARD OF DIRECTORS, SHOW MANAGERS, EXCLUSIVE OF NATIONAL OR STATE FAIR MANAGERS, ARE REQUIRED TO BE CURRENT MEMBERS OF ASPC/AMHR/ASPR DURING ANY GIVEN CALENDAR YEAR IN WHICH THEY SERVE AS A MANAGER OF A SANCTIONED ASPC/AMHR/ASPR SHOW!! A membership application is enclosed for your convenience.

All Show Dates **MUST BE** published in the official "Coming Events" Calendar of THE JOURNAL as part of Sanctioning Requirements. No dates will be published nor show application processed without receipt of the appropriate paperwork and FEES. Applications **MUST BE** received and processed by the National Office according to the published schedule to be considered.

It is **STRONGLY RECOMMENDED** that Show Management negotiate a written contract with Judges and Stewards as well as requesting verification from them of current qualifications. (Unqualified Officials at time of application will be ineligible.) Please note that Show Management is responsible for providing USEF officials (Judges and Stewards) with ASPC/AMHR/ASPR rulebooks if they officiate at an USEF approved show.

Premium Lists/Class Schedules may not be posted or distributed before sanctioning unless clearly and prominently marked "Pending ASPC/AMHR Approval".

A "Stewards Packet" will be sent directly to the Show Steward once a Show receives preliminary approval.

Show management **MUST PROVIDE IDENTIFICATION TAGS FOR ALL SHOW OFFICIALS** (show manager, show secretary, ring master, steward, and judges).

Shows should avoid class schedules that run late into the night.

Show evaluation forms are included in the Stewards Packet and should be obtained from the steward the day of the show. These forms should be prominently displayed and available for your exhibitors or included in their packet.

ASPC/AMHR/ASPR Stewards are not to perform other duties at a show (example: Gate person, ring steward, announcer, secretary, etc.). Please record the official measuring Stick # to be used at the show on the Show Application, not the one the steward owns. The show must furnish a witness and table and chair for the ASPC/AMHR/ASPR steward. Make sure all temporary and permanent measurement cards are signed and include the steward's member number.

Patterns for classes as well as emergency contact numbers for the on call veterinarian, blacksmith, and doctor/emt **must be posted in an open area**, not in an office area that is locked up at night or during sessions.

There is no cross entering at the same show from:

ASPC to AMHR

Classic to Modern Halter

Foundation Classic to Classic Halter

(Foundation Classic may enter Classic Performance, Showmanship, Youth, Color, and Group halter classes.)

Modern to Modern Pleasure Halter

(Exception: Modern Model, Youth, Showmanship, and Group Halter classes at a fully rated Modern show. **MODERN PLEASURE ANIMALS MAY NOT ENTER THE REGULAR MODERN AMATEUR HALTER CLASSES.** They are, however, eligible for the amateur incentive classes offered at the National Area Shows.)

Miniatures will be issued Permanent (3 & Older) Measurement Cards. Please Note: 3 Year Olds WILL NOT be issued Permanent Cards until receipt of an official measurement subsequent to the "Actual 3rd Birthday." The yellow copy of annual measurement will be the temporary official measurement record.

Shetlands will be issued Permanent (6 & Older) Measurement Cards with the exception of an additional 60 day heel measurement recorded on the back of Permanent Cards. Please Note: ONLY ASPC Permanent Cards dated after January 1, 1997, will be valid.

DURING THE SHETLAND CONGRESS, NO OTHER SHETLAND SHOW WILL BE SANCTIONED BY ASPC/AMHR/ASPR.

DURING THE AMHR NATIONAL SHOW, NO OTHER MINIATURE HORSE SHOW WILL BE SANCTIONED BY ASPC/AMHR/ASPR.

The ASPC/AMHR/ASPR Board of Directors has *recommended* that all Physically/Mentally Challenged Classes be offered free of charge to those exhibitors. Show management has the option of offering these classes free of charge.

All Jumps in Hunter and Jumper courses must be numbered on the course in order of sequence

An ASPC/AMHR/ASPR Judge Evaluation form is included in this packet. The ASPC/AMHR/ASPR REQUIRES THAT A JUDGE EVALUATION FORM MUST BE INCLUDED IN EVERY EXHIBITOR'S PACKET!!!

ATTENTION ALL SHOW MANAGERS

When the steward arrives at your show, he/she will be asking for a copy of your pre-entry show master list (the list that has all the horses entered and their owners, etc.). If you allow last minute entries, those will have to be updated later by the steward. This list will be used as a tool for the steward to be sure all animals have been measured. The steward may come and compare your sheet to theirs from time to time to be sure all animals have been accounted for or scratched. Your assistance in this matter is appreciated.