

**ASPC/AMHR/ASPR
SHOW MANAGER
AND SHOW
SECRETARY
INFORMATION**



The ASPC/AMHR/ASPR National Office reserves the right to withdraw or withhold an Event's Approval Rating if all Sanctioning Requirements are not met or followed.

All Show Managers must be current members of the ASPC/AMHR/ASPR; the only exclusions are Fair Managers, International (excluding Canada and Mexico) and USEF Show Managers. Show Managers must complete a Show Manager's test once every three years; the \$20.00 Show Managers' fee must be paid each show year before any shows they are managing will be sanctioned. Show Manager may not show his or her own horses at a show they are managing. A family member or someone else may show their horse(s).

All Show Dates must be published in the official "Coming Events" Calendar of THE JOURNAL as part of sanctioning requirements. This is submitted to the Journal by the Show Department when the Show Reservation Form is received from the organization, club or individual hosting the show. Please submit this form as soon as you know your show dates. Dates will not be published without receipt of Show Date Reservation Form.

Dates for Show Date Journal submission by Show Department – please have your Show Date Reservation form in the Home Office by the necessary date

Show Date		In Show Office By
Between	FEB 26 - APR 25	January 15
Between	APR 26 - JUN 25	March 15
Between	JUN 26 - AUG 25	May 15
Between	AUG 26 - OCT 25	July 15
Between	OCT 26 - DEC 25	September 15
Between	DEC 26 - FEB 25	November 10

No later than sixty (60) days prior to first date of show, please mail the following via Certified Mail, Return Receipt Requested:

Completed & signed ASPC/AMHR/ASPR Show Application
Appropriate Fees - \$35 per Judge
Complete proposed Class List/Premium Book *Class schedule must list classes in the order they will be held at the show. Please see "Premium Book" description below for items that must be contained in the Premium/Class List.

Class List must be approved before circulation; any class list circulated or posted to the web or other media before approval must clearly state PENDING ASPC/AMHR/ASPR APPROVAL on the cover/first page

Proof of Liability Insurance (due 30 days before first day of show; must be insurance Binder, not just a quote sheet.)

Show Application:

Date Requested

Every effort will be made to accommodate applicant requests. To ensure successful events, the proximity of proposed locations and established show dates will also be considered. Any new show scheduled on the date of the National Area Show in that particular Area will not be sanctioned. Established shows on the same date in the same Area as a National Area Show will be limited to 2 judges. Please record the official measuring Stick # to be used at the show on the Show Application as it may not be the one the steward owns.

Show Officials:

Individuals responsible for the planning and smooth operation of a Show on its official dates to include, but not limited to:

Show Manager

Individual responsible for securing necessary personnel (Contracted Official, Employees, Volunteers) to perform show related duties and having final say in necessary management decisions.

Show Secretary

Individual responsible for recording and verifying entries, supplying appropriate judges cards as well as the submission of final results to the ASPC/AMHR/ASPR Office.

Show Steward

ASPC/AMHR/ASPR licensed individual responsible for recording all official measurements and insuring that a Show is run in accordance with ASPC/AMHR/ASPR Rules and Regulations.

Judge(s)

ASPC/AMHR/ASPR licensed individual(s) secured to officiate classes at a Show.

Ring Master/Gatekeeper

Individual responsible for directing exhibitors to follow procedures as requested by the Judge and Show Management (The Show Steward **may not** also act as Ringmaster/Gatekeeper, etc.)

Sanctioning Fee:

\$35.00 per Judge – Current ASPC/AMHR Approved Judges ONLY Judge must have a current ASPC/AMHR/ASPR License card for the division(s) he/she will be judging.

Premium Book/Class Schedule:

Must include the following or show may not be sanctioned:

Show Manage Name & Phone Number

Names of official Steward & Judge(s) & Divisions to officiate.

Comprehensive Directions – Make sure route is “Trailer” Accessible

Official Show Entry Form Noting All Applicable Fees

Class Schedule

Location of Measurement & Times

Local Competition Rules, if appropriate

General competition Rules,

Non-Rated Classes must have necessary Class Specifications

Description of Facilities, noting deficiencies if any (i.e. Limited Water Supplies – bring own if possible)

Premium List Revisions:

If a Premium List is revised, it must be resubmitted to the ASPC/AMHR/ASPR Show Department to be re-sanctioned. Classes added after the official ASPC/AMHR/ASPR sanctioned Premium List has been approved will not be accepted for All-Star or Hall of Fame Points unless show department has been contacted in writing and has accepted the additions as part of sanctioning. If you have forgotten a class or exhibitors contact you a head of the show date asking for a certain class, we will try to work with you to add that class depending on ability to notify all exhibitors that the class has been added.

Honor Show:

ASPC Shows offering cash premiums according to the published schedule must submit an official letter or Request for Honor Show Status and Rating, including prize money totals and distributions. Monies offered must be paid as indicated.

PLEASE NOTE:

Show Management is to use its own discretion when accepting Entries. The ASPC/AMHR/ASPR National Office will not verify any registration information until Show Results are received for processing.

Show Manager Requirements in regard to Stewards:

Please provide the following for your ASPC/AMHR Licensed Show Steward:

1. When the steward arrives, please provide him/her with a copy of your completed Entry Master List.
2. The Steward should compare your sheet to theirs from time to time for updates for Last minute entries. Make sure all temporary and permanent measurement cards are signed and include the steward's member number.
3. Show Management must furnish a witness for the steward while he/she is measuring.
4. Show Management must furnish a table and chairs for the steward and witness.
5. Your Show Steward is ineligible to serve in the following capacities:

Exhibitor	Gate person
Secretary	Ribbon presenter
Ring person	Announcer

Your Steward's sole duty at your show is to act in the capacity of Show Steward only.

Show Managers must submit an evaluation form for each Judge and Steward who officiated at a sanctioned show.

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 and licensing. (Unqualified/unlicensed Officials at time of application will be ineligible and show will not be sanctioned.) 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.

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).

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.

Minatures (3 & Older) will be issued Permanent Measurement Cards by the Home Office after being measured by a Steward **if said miniature has a Permanent Registration certificate.**
Please Note: 3 Year Olds will not be issued Permanent Cards until receipt of an official measurement by a Steward on or after their actual third (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. Exception – Fair shows

During the AMHR National show, no other miniature horse show will be sanctioned by ASPC/AMHR/ASPR. Exception – Fair shows

The ASPC/AMHR/ASPR Board of Directors has recommended that all COOL classes (Conquering Obstacles – Overcoming Limitations) be offered free of charge to those exhibitors. Show management has the option of offering these classes free of charge.

The ASPC/AMHR/ASPR requires that a judge evaluation form must be included in every exhibitor’s packet.

Show Manager must make sure the following are provided and/or verified:

Provide adequate informed Personnel

Provide appropriate Measuring Times and Facilities

Require proof of Registration and Measurement before releasing back numbers

Check complete Registered Name, as it appears on Registration papers

Check correct Registration Number, as it appears on Registration papers

Check that registration is valid and not expired

The ONLY exception is weanling registration for shows BEFORE July 1 of each year.

On or after July 1, all weanlings must have a valid registration certificate to show.

Weanlings may show on application **before July 1** of each year after providing the following:

1. *A copy of the Application for Registration*
2. *A copy of the official ASPC/AMHR/ASPR Work Order*
3. *A copy of the check or form of payment method*
4. *A USPS Mail return receipt marked "Foal Registration".*

NO EXCEPTION TO THE ABOVE RULE.

The Show Department may request any of the above from the Show Manager to verify that the weanling met the provisions for exhibiting.

Check correct Owner of Record, as it appears on Registration papers

Make sure Entry is entered in correct Age, Gender and Height Class.

Foundation Shetland classes require Registration Papers to be **Foundation Certified.**

Check that correct Amateur/Youth/Showmanship Exhibitor is listed as handler

Provide one back number per pony/horse. **EXCEPTION:** Horses showing in Modern or Classic classes along with American Show Pony classes; horses assigned to a team but also showing individually or on multiple, separate teams.

Get of Sire and Produce of Dam entry made in the name of the respective Sire or Dam.

Provide Judges' Cards, **completed before show start time** – numbered, titled & labeled by class for each Judge. Judge is to have a card for **every class** in the Show list/Premium even if no entries are recorded for that class.

The following must be included on the Master List for each entry:

If you are using a program/form other than the one provided by the ASPC/AMHR/ASPR, please be sure that **the format of your columns for data entry match the ASPC/AMHR/ASPR form.**

Back Number (in NUMERICAL ORDER)

Back Numbers for Team Entries. Teams are to have **ONE** back number with all horse's listed under that back number along with regular information as listed below (registration number, full name, etc) Horses showing individually or in different teams must have a separate back number for their individual class and for each team.. **Each different team** must have a back number (i.e. 2-Horse Draft; 4-Horse Draft, etc)

ASPC/AMHR/ASPR Registration Number from valid registration certificate

Complete Registered Name – Names are not to be abbreviated and must match name on registration paper. Other Multiple Entry classes (i.e. Mare & Foal, etc.) must record **ALL** animals in the entry.

Height of Record – Verified by submission of current Measurement Card - Annual Card with valid 60-day measurement OR Permanent Card with current valid measurement. Measurements **MUST BE** recorded by the Official Show Steward(s) at Sanctioned Shows.

Owner(s) of Record & State – As recorded on Registration Papers – Farm names are NOT accepted. List ALL owners of entry in multiple entry classes, their state, Horses Year of Birth and gender of horse.

Horse's Year of Birth

Horse's Gender - Mare, Stallion, Gelding (registration papers must state Gelding if horse has been gelded or horse may not show in any stallion or gelding class)

Cross-Entering

An ASPC/AMHR registered pony/horse cannot show both Shetland and Miniature divisions at the same show. If allowed to cross enter, the Pony/Horse will lose all points and be disqualified from all placing's received at the show.

Class Result Sheets

If you are using another program/form other than the one provided by the ASPC/AMHR/ASPR, please be sure that **the horizontal format of your columns for data entry match the ASPC/AMHR/ASPR form**; the following are required on the result sheets from each show (One and Two should be at the top of the page.):

1. Name and Date of the Show
2. AMHR/ASPC/ASPR Computer class code numbers and title of class. If ASPC/AMHR/ASPR class code is not included on result sheet, results may be returned to Show Manager.
3. **A separate column for each judge's placing is required.**
4. Back Number assigned
5. Owners name and state.
6. **Exhibitor Name, if a Youth, Amateur, or Showmanship or other class pointed to the exhibitor, their Membership Number is required.** Results for Amateur, Youth & Showmanship classes cannot be processed by the Show Department unless the appropriate member numbers are provided. All Amateurs MUST RENEW YEARLY with a signed application YOUTH are valid until their 18th Birthday.
7. **ALL HORSES in the class must be listed on the class result sheet even if they did not place. This includes Championship and Grand classes.**
8. Only one class per result sheet.
9. Submit Result/Class Sheet Signature Verification Form OR sign all Class Result Sheets. **Class Result Sheets must be submitted for every class even if the class did not have entries.**

SHOW MANAGERS MAY NOT make changes to a Judges card for any reason (exhibitor wore wrong back number, etc). ONLY A JUDGE may make a change and must initial that change BEFORE the show has been completed.

Please do not staple judge's cards to the FRONT or BACK of the result sheets.

Masterlist, Result Sheet and original Judges' cards must be submitted to the Home Office and postmarked within 30 days of the last day of show to avoid fines.

Show Manager/Secretary should mail the required items via Certified Mail, Return Receipt Requested.

The tabulation of show points, All-Star and Hall of Fame, will be recorded as submitted by show management. Changes after the fact cannot always be accepted. Be sure ALL horses entered in the show are reflected on the Master List. **If a horse scratches all classes and/or does not exhibit in a sanctioned class at the show, the horse MUST BE REMOVED from the Master List.** It is Show

