



## AMERICAN SHETLAND PONY CLUB, INC.

American Shetland Pony Registry • American Miniature Horse Registry • American Show Pony Registry

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www.shetlandminiature.com

### SHOW MANAGER AND SHOW SECRETARY IMPORTANT INFORMATION

**The ASPC, Inc., National Office reserves the right to withdraw or withhold an event's approval rating if all sanctioning requirements are not more or followed.**

- All Show Managers must be current members of ASPC, Inc., the only exclusions are Fair Managers and USEF Show Managers.
- Show Managers must complete a Show Manager's test once every 3 years (exceptions: USEF, Fair Managers, and International show managers (excluding Canada and Mexico) and the \$20 Show Manager's fee must be paid every year before any shows will be sanctioned.
- It is recommended that Show Managers not show his/her own horses at a show they are managing. A family member or someone else may show their horse(s).

#### Submit Show Date - Deadlines to be included in *The Journal*

**All show dates must be published in the official Show Schedule of The Journal publication 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 Dates will not be published without receipt of Show Date Reservation Form.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 submission to The Journal by the Show Department – please have your Show Date Reservation Form in the home office by the necessary date to be included in the issue:

Show Date .....	In Show Office By
Between Feb 26 to Apr 25 .....	January 10
Between Apr 26 – Jun 25 .....	March 10
Between Jun 26 – Aug 25.....	May 10
Between Aug 26 – Oct 25 .....	July 10
Between Oct 26 – Dec 25.....	Sept 10
Between Dec 26 – Feb 25 .....	Nov 5

#### Show Application – Notes and Show Official Roles

**Requested Dates:** Every effort will be made to accommodate applicant's date request. 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 Show will be limited to 2 judges.

**\$100.00 Application Fee Required:** Refundable after completion of show entry. All required documents must be received (Master List, Show Results sheets, Evaluation, Judges Cards, Steward Report) and entry of all submitted results must be completed. Any missing items or questions in regards to show results will delay refund of the application fee and may result in additional penalties.

**Sanctioning Fee:** \$35 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.

**Measuring Stick:** Please record the official measuring stick number to be used at the show on the Show Application as it may not be the one the steward owns.



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**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:** Individuals responsible for securing personnel (contracted officials, employees, volunteers) to perform show-related duties. Has final decision 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, Inc., national home office.

**Show Steward:** ASPC/AMHR/ASPR licensed individual responsible for recording all official measurements and ensuring 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.).

### **Required No Later Than 60 Days Prior To Show**

**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. **Note:** Class schedule must list classes in the order they will be held at the show. Please see "Premium Book/Class Schedule Requirements" 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 a quote sheet).

### **Premium Book/Class Schedule Requirements**

Must include the following or show may not be sanctioned:

- Show Manager Name and Phone Number
- Names of official Steward & Judge(s)
- Divisions judge(s) will officiate
- Comprehensive Directions – Ensure route is "trailer" or RV accessible
- Official Show Entry Form Noting All Applicable Fees
- Class Schedule
- Location & Times of Measurement
- 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 – please bring own noted).



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### **If Revisions Are Needed to Submitted Premium List**

If a Premium List is revised, it **MUST** be submitted to the ASPC, Inc., national office show department to be re-sanctioned. **Classes added after the official sanctioned Premium List has been approved will not be accepted for All-Star or Hall of Fame Points unless the national office show department has been contacted in writing and has accepted the additions as part of sanctioning.** If you have forgotten a class, or exhibitors are contact you before the show date requesting a certain class, the show department will try to work with you to add that class depending on ability to notify all exhibitors that the class had been added.

### **In Preparation For The 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:** Show Management is responsible for providing USEF officials (Judges and Stewards) with ASPC/AMHR/ASPR Rulebooks if they officiate at an USEF approved show.

The national home office will send a **Stewards Packet directly to the Show Steward** once a show receives preliminary approval.

#### **Required/verified:**

- Show Management must provide identification tags for all show officials (show manager, show secretary, ring master, steward, judges, etc).
- It is required that a **Judge Evaluation Form** must be included in every exhibitor's packet.
- Patterns for Classes **must be** posted in an open area, not in an office area that is inaccessible at night or during sessions.
- Emergency Contact Numbers for on-call veterinarian, blacksmith and doctor/EMT **must be** posted in an open area, not in an office area that is inaccessible at night or during sessions
- Show Manager must provide adequate, informed Personnel
- Show Manager must provide appropriate measuring times and facilities
- Show Manager must require proof of registration and measurement before releasing back numbers.
- Show Manager must check complete registered name as it appears on registration papers
- Show Manager must check correct registration number as it appears on registration papers
- Show Manager must check that registration is valid and not expired. (EXCEPTION: weanling registration BEFORE July 1<sup>st</sup> of each year. On or after July 1, all weanlings must have a valid registration certificate).

Note: Weanlings may show on application before July 1<sup>st</sup> of each year after providing:

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 of form of payment method
4. A USPS Mail return receipt marked "Foal Registration".

NOTE: EXCEPTION TO THE ABOVE RULE – Show Department may request any of the above from the Show Manager to verify that the weanling met the provisions for exhibiting.



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## **Before the Show Begins**

The Show Manager must provide Judges' Cards completed **before show start time**. Cards should be 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. Before the Show begins:

- Check correct Owner of Record as it appears on registration papers. **PLEASE NOTE:** The National Office will not verify any registration information until Show Results are received for processing
- Make sure Entry is entered in the 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 is made in the name of the respective Sire or Dam

## **MASTER LIST**

A show program has been provided by ASPC, Inc., to show managers. With basic data entry, it will assist with the various aspects of show management and results can easily be provided to the home office. If you are not familiar with this program and would like more information and training booklet, please contact the national home office.

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

The Master List includes:

### **1. Back Number** (in NUMERICAL order)

Back Numbers for Team Entries: Teams are to have ONE back number with all horses 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).

### **2. ASPC/AMHR/ASPR Registration Number** from valid registration certificate.

**3. 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 entry.

**4. 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**.

**5. 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, horse's year of birth and gender of horse.

### **6. Horse's Year of Birth**

**7. Horse's Gender** – Mare, Stallion, Gelding (Note: registration papers must state Gelding if horse has been gelded or horse may not show in any stallion or gelding classes).

**NOTE: CROSS-ENTERING:** An ASPC/AMHR registered pony/horse cannot show both Shetland and Miniature division at the same show. If allowed to cross enter, the Pony/Horse will lose all points and be disqualified from all placings received at the show.



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### **SHOW RESULTS – Class Result Sheets**

**As stated under MASTER LIST - If you are using a program/form other than the one provided by ASPC, Inc., please be sure that the horizontal format of your columns for data entry match the ASPC, Inc., Form.**

The following are required on the results sheets for each show:

1. Name and Date of Show – at the top of the page.
2. ASPC/AMHR/ASPR Computer class code number and title of class – at the top of the page. **NOTE:** If computer class code is not included on a result sheet, results will be returned to Show Manager.
3. A separate column for each judge placing – indicate the judge at the top of each column
4. Assigned Back Number
5. Owner(s) name and state
6. Exhibitor Name. Membership Number is required for Youth, Amateur, Showmanship and any other class pointed to the exhibitor. 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 memberships are valid through the show year of their 18<sup>th</sup> 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 Championship 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 any entries.**

### **Within 30 days of the Last Day of Show**

**Master List, Class Result Sheets and Original Judges' Cards MUST be submitted to the national home office and postmarked within 30 days of the last day of show to avoid fines.**

**Please do not staple judges' cards to the FRONT of result sheets**

**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.

**IMPORTANT** : Be sure **ALL** horses entered in the show are reflected on the Master List. **NOTE:** If a horse scratches all classes and/or does not exhibit in a sanctioned class show, the horse MUST be REMOVED from the Master List. It is Show Management's responsibility to make sure that the Master List and Show Results submitted are accurate and complete for horses that exhibited at the show.

**Show Information and Rules/Regulations are available in the current Official Rulebook. View at [www.shetlandminiature.com](http://www.shetlandminiature.com).**