

SECTION XV**SHOW MANAGEMENT****2018 RULEBOOK**

of the
American Shetland Pony Club
American Miniature Horse Registry
American Show Pony Registry
National Sport Performance Pony Registry
American Shetland Pony International Registry



SECTION XV

SHOW MANAGEMENT

1.1 Approval Requirements - Show Sanctioning

- A. Organizations or individuals wishing to stage or sponsor an ASPC/AMHR/ASPR recognized show must obtain the approval of the ASPC/AMHR/ASPR. The ASPC/AMHR/ASPR Office has sole authority to approve or disapprove any request submitted for a sanctioned show.
1. For the purpose of evaluating date applications, the National Office will consider competition management to be the party or parties financially responsible for the show.
 2. No shows will be held within a 300 mile radius of another show on the same date. Priority will be given to established shows.
 - a. If show managers agree to host shows with the same dates-within the 300 mile radius, a letter of agreement must be signed by both managers and submitted to the National Office.
- B. Approvals must be obtained each year, and do not carry over from year to year.
1. However, a show having been approved and held the previous year is considered an established show and has priority to identical days per calendar year until terminated.
- C. All Show Managers must be current members of the ASPC/AMHR/ASPR. The only exclusions are:
1. Fair Managers; and
 2. USEF Show Managers.
- D. Show Managers must complete a **Show Manager's Test** every three (3) years and submit that test with the required fee before any shows they are managing will be sanctioned. The Show Manager's test will be sent out when the National Office receives the Show Date Reservation form. (**Exception:** USEF, Fair Managers, and International Show Managers (excluding Canada & Mexico) do not have to complete

the Show Manager's test).

1. **Show Date Reservation Form.** Show will appear in The Journal and listed on the Website in Calendar of Events as "pending" until all other requirements are met for sanctioning an ASPC/AMHR/ASPR show.
- E. To obtain approval, the organization seeking approval shall submit to the ASPC/AMHR/ASPR Office, post-marked at least 60 days prior to the first date of the proposed show, the following:
1. Show Application Form that must be filled out correctly and with all information completed in detail. Forms are available from the ASPC/AMHR/ASPR Office or on the Website www.shetlandminiature.com.
 - a. **Show Application:**
 - (1) Date Requested
 - (a) 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.
 - (b) Established shows on the same date in the same Area as a National Area Show will be limited to 2 judges.
 - (2) 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.
 - b. **Appropriate Fees:**
 - (1) Sanctioning Fee - \$35.00 per Judge. Current ASPC/AMHR/ASPR Approved Judges ONLY. Judge must have a current ASPC/AMHR/ASPR License card for the division(s) he/she will be judging, with the exception of USEF approved shows where a USEF Judge may officiate.

- c. Complete proposed Class List/Premium Book. Class schedule must list classes in the order they will be held at the show.
- (1) **Premium Book/Class Schedule:** (Must include the following or show may not be sanctioned):
- (a) Show Manager Name & Phone Number.
 - (b) Names of official Steward, Judge(s), and Divisions to officiate.
 - (c) Comprehensive Directions – Make sure route is “Trailer” Accessible.
 - (d) Official Show Entry Form Noting All Applicable Fees.
 - (e) Class Schedule.
 - (f) Location of Measurement Place & Times.
 - (g) Local Competition Rules, if appropriate.
 - (h) General competition Rules.
 - (i) Non-Rated Classes must have necessary Class Specifications.
 - (j) Description of Facilities, Noting Deficiencies if any (i.e. Limited Water Supplies – bring own if possible).

i. 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 de-

- pending on ability to notify all exhibitors that the class has been added.
- ii. Class List must be approved before circulation; any class list circulated before approval must clearly state PENDING ASPC/AMHR/ASPR APPROVAL on the cover/first page.
- d. **Proof of Insurance** – sanctioned shows must carry General Liability Insurance with a minimum \$1,000,000.00 aggregate limit. Shows will not be sanctioned until such proof is on file in the ASPC/AMHR/ASPR Show Department. Organizations or individuals that fail to submit all of the above items will be subjected to a \$25.00 fine.
- (1) Shows hosted/sponsored by a Fair Board (not a club or individual having a show at a fair) are not required to show proof of insurance.
- e. The premium list must be uniform to all. All prizes offered must be awarded, if won. The premium list must state the location of the show, name of the show officials, the date, closing date of entries, starting time, measurement time, etc. (as designated in the show approval form).
- F. For all show applications not submitted 60 days prior to the first date of the show, there will be a penalty of \$5.00 per day that must be paid prior to the sanctioning of the show.
- G. Classes that will not be recognized by the ASPC/AMHR/ASPR must be noted as Non-Rated classes.
- H. Shows must be open to all registered horses and owners who are in good standing. No show may limit the number of horses to be shown. No show may limit the number of horses entered by an exhibitor or trainer or limit the number of stalls requested by an exhibitor or trainer. Tack stalls may be limited.

- I. No exhibitor may be required to be a member of any organization in order to be eligible to show in approved ASPC/AMHR/ASPR shows. (Exception: In order for a horse to receive year end awards in All-Star, Hall of Fame, Youth, and Amateur Awards of Excellence points, an owner must be a member of the ASPC/AMHR/ASPR).
- J. Entry fees must be specified and any class without an entry fee so stated. (Exception: Halter Championships where no entry fee can be charged.) No change in entry fees will be permitted after approval has been granted. Violation may cause disqualification of the show.
- K. To be approved, a show must be listed in the “Coming Events” of The Journal prior to the event. The National Office has the right to waive this rule.

Dates for Show Date submission by the Show Department to The Journal – please have your Show Date Reservation form in the National 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

- L. **Number of Judges Allowed Per Show:**
 1. **Modern Shetlands/American Show Ponies** are limited to a maximum of four (4) Judges over a weekend, or two (2) day period.
 2. **Modern Pleasure Shetlands** are allowed a maximum of four (4) judges over a weekend or two (2) day period.
 3. **Classic/Foundation Shetlands** are limited to a maximum of four (4) judges over two consecutive days at the same show site. No more than four judge-

- es are to be allowed to judge and be in the show ring at the same time on the same day.
4. **AMHR** shows are limited to a maximum of four (4) judges over a weekend or two (2) day period.
 - M. No Judge may officiate at the ASPC/ASPR Congress if they have judged a sanctioned show within a 250 mile radius of the ASPC/ASPR Congress site during the 45 days preceding said ASPC/ASPR Congress.
 - N. A show may not employ more than one AMHR National Judge and one ASPC/ASPR Congress Judge of the current show year at each show that they hold.
 - O. No sanctioned events or shows will be held during ASPC/AMHR/ASPR Convention dates.
 - P. No sanctioned ASPC/ASPR shows will be held during the ASPC/ASPR Congress dates. Exception: State and County Fairs.
 - Q. No sanctioned AMHR shows will be held during the AMHR National Show dates. Exception: State and County Fairs.
 - R. No show (from January 1st – June 1st) is required to have foal of current year classes. **Exception:** National Area Shows. Show management has the option to omit the weanling class during this time period.
 - S. 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.)
 - T. **Show Officials** - Individuals responsible for the planning and smooth operation of a Show on its official dates to include, but not limited to:
 1. **Show Manager** - Individual responsible for securing necessary personnel (Contracted Official, Employees, and Volunteers) to perform show related duties and having final say in necessary management decisions.

2. **Show Secretary** - Individual responsible for recording and verifying entries, supplying appropriate judge's cards as well as the submission of final results to the ASPC/AMHR/ASPR Office.
3. **Show Steward** - ASPC/AMHR/ASPR licensed individual responsible for timing all timed events, recording all official measurements and insuring that a Show is run in accordance with ASPC/AMHR/ASPR Rules and Regulations. (The Show Steward may not also act as Ringmaster/Gatekeeper, etc.)
4. **Judge(s)** - ASPC/AMHR/ASPR licensed individual(s) secured to officiate classes at a Show.
5. **Show Staff/Employees** - Individuals responsible for directing exhibitors to follow procedures as requested by the Judge and Show Management: Gate/Ring Attendants, Ring Clerk, and Show Announcer.

1.2 Class Specifications by Division

- A. Class Numbers: The numbers before the classes indicate the computer file numbers and must be included in the class name for points and record keeping purposes.
- B. Show Ratings:

Modern Division

1. Modern Shows are rated according to class specifications. The ratings are given before the class number and names to make arranging a show easier. These ratings include AAA, AA, A, OA (Optional A), B and C Rated shows.
 - a. Modern Halter
 - “AAA” Rated Shows must have the 33 required classes.
 - “AA” Rated Shows must have the 30 required classes.
 - “A” Rated Shows must have the 15 required classes plus 4 approved optional classes.
 - “OA” (Optional A) Rated Shows must have the 17 required classes plus \$250 Prize Money.
 - “B” Rated Shows must have the 11 required

classes plus 4 approved optional classes.

“C” Rated Shows must have any 4 approved classes (Halter or Performance).

b. Modern Performance

“AAA” Rated Shows must have 4 required classes plus 8 approved optional classes.

“AA” Rated Shows must have the 4 required classes plus 6 approved optional classes.

“A” Rated Shows must have the 4 required classes plus 4 approved optional classes.

“B” Rated Shows must have any 2 required classes plus 4 approved optional classes.

“C” Rated Shows must have any 4 approved classes (Halter or Performance).

d. Modern Pleasure Halter

“A” Rated Shows must have the 24 required classes.

e. Modern Pleasure Performance

“A” Rated Show - 6 required plus 2 approved optional.

“B” Rated Show - 4 required plus 2 approved optional.

“C” Rated Show - 4 required.

American Show Pony

1. American Show Pony Shows are rated according to class specifications. The ratings are given before the class number and names to make arranging a show easier. These ratings include A, B, and C Rated shows..

a. ASPR Halter/Performance Shows:

“A” Rated Shows must have (Halter) 9 Required, 3 Optional; plus (Performance) 8 Required, 8 Optional classes.

“B” Rated Shows must have (Halter) 4 Required; plus (Performance) 8 Required, 4 Optional classes.

- “C” Rated Shows must have (Halter) 4 Required; plus (Performance) 8 Required classes.
- b. ASPR Performance Only Shows:
- “A” Rated must have 8 Required Performance Classes; plus 8 approved Optional Performance Classes.
- “B” Rated must have 8 Required Performance Classes; plus 4 approved Optional Performance Classes.
- “C” Rated must have 8 Required Performance Classes.
2. Non-Approved Classes - Classes that will not be recognized by the ASPC should be noted. Not-rated classes that are not conducted under the American Show Pony rules are required to list class specifications in the Show Premium List.
3. Cross Entering - Registered Shetlands may cross enter in the ASPR classes at the same show provided they are registered in the ASPR Registry.

Classic Shetlands

1. Classic Halter
- “A” Rated Shows must have the 28 required classes plus 6 approved optional classes.
- “B” Rated Shows must have the 21 required classes plus 4 approved optional classes.
- “C” Rated Shows must have any 13 required classes.
- “D” Foal of Current Year Classes Optional before June 1st.
2. Classic Performance
- “A” Rated Shows must have the 4 required performance classes plus 2 approved optional performance classes.
- “B” Rated Shows must have the 3 required performance classes plus 1 approved optional performance class.
- “C” Rated Shows must have any 2 required performance classes.

3. **Cross Entering** - ASPC cannot cross enter into AMHR at the same show. At Area National Shows double registered ASPC/AMHR Shetlands may enter ASPC Futurity Class (non-point) if showing at the Area Show as an AMHR horse (rated classes).

Foundation Shetlands

1. Foundation Classes are required at National Area Shows and ASPC/ASPR Congress, but are Optional at all other ASPC sanctioned shows.

Shows applying for an ASPC sanctioned Classic Shetland show that offer halter classes must offer the respective performance classes. Example: A rated halter classes require minimum A rated performance classes. B rated halter classes require minimum B rated performance classes. C rated halter classes require minimum C rated performance classes.

Miniature Horses

1. All sanctioned AMHR shows are A rated.
2. In order for a show to be sanctioned, all classes indicated with an "X" must be offered for Under Division and Over Division. Any of the other Classes may be added as optional classes.
3. **Cross Entering** - AMHR cannot cross enter ASPC at the same show. At Area National Shows double registered ASPC/AMHR Shetlands may enter ASPC Futurity Class (non-point) if showing at the Area Show as an AMHR horse (rated classes).

1.3 Sanctioned Canadian & International ASPC/AMHR/ASPR Shows

Carded Canadian Equestrian Federation (CEF) Judges and Stewards and International Guest Judges and Stewards (Qualified Guest Officials to be accredited by the host countries FEI member organization) i.e., Deutsche Reiterliche Vereinigung in Germany, Federation Suisse Des Sport Equestres in Switzerland, etc.; may receive a guest card to judge or steward any sanctioned ASPC/AMHR/ASPR show held in Canada or International Countries. To

apply for an ASPC/AMHR/ASPR guest card, this guest Judge or Steward must pay a \$25.00 application fee and complete an ASPC/AMHR/ASPR Judge's or Steward's test. A guest card will entitle the applicant to judge or steward one (1) sanctioned ASPC/AMHR/ASPR show. . All sanctioned Canadian & International Shows will count as qualifying shows for the AMHR National Show.

1.4 Specialty Shows

- A. **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.
- B. **All Performance Shows**. These shows are required to offer as a minimum the respective classes required for the requested rating. All Star and Hall of Fame Points apply to performance classes only.
 1. **ASPC Performance Only Show** requires 54 Classes to be "A" Rated; 68 Classes to be "AAA" Rated.
 2. **AMHR Performance Only Show** requires any 6 performance classes for Division A and 6 performance classes for Division B, giving it an "A" rating.
 3. **ASPR Performance Only Show** for "A" Rated 8 Required Performance Classes - Plus 8 Approved Optional Performance Classes; for "B" Rated 8 Required Performance Classes - Plus 4 Approved Optional Performance Classes; for "C" Rated 8 Required Performance Classes.
- C. **Fair Show**:
 1. Applications for a triple point fair show are to be submitted to the ASPC/AMHR/ASPR Office.
 - a. Applications must be submitted at least 60 days prior to the first date of the proposed show.
 - b. The National Area Show Committee shall award the Fair Show for each state.

2. This will be awarded to one State or local fair per year with the State Fair given priority.
3. Any State or local fair that includes all ASPC/AMHR/ASPR division classes as required by the Fair Class List, along with having a licensed ASPC/AMHR/ASPR licensed judge/steward for said show, will be awarded one set of triple All Star points and one set of Triple Hall of Fame points, but awarded only one Grand Championship.

1.5 Retirement of Show Horses - When a small equine is publicly retired at an official sanctioned ASPC/AMHR/ASPR event, the horse/pony is retired from competition forever, even with a new owner. This does not include Get of Sire or Produce of Dam competition.

1.6 Cancellation of a Horse Show -

- A. Cancellation - The ASPC/AMHR/ASPR Show Manager may cancel a sanctioned show by providing the ASPC/AMHR/ASPR with written notice of cancellation. If notice is received at least 60 days prior to the first day of the show, 75% of the fees shall be refunded. If less than a 60-day notice is given, no refund will be allowed, and all fees paid for the canceled show shall be forfeited.
- B. An Interruption/Cancellation - In the event of a storm or other emergency rendering the condition of the show grounds unsafe for the holding of a horse show, the judgment to cancel shall be made by Show Management. If canceled, show management must notify the exhibitors by every means available; i.e. radio, television, phone, in person, and the like. The show should not be canceled unless it is impossible for horses or ponies to perform safely.

1.7 Show Management Responsibilities

- A. Show management must have a current ASPC/AMHR/ASPR Rulebook available at the show, at all times. All approved rules are to be observed by everyone connected in any way with exhibiting, setting up and managing of approved shows, stewarding, or judging of ASPC/AMHR/ASPR registered animals.
- B. Any Show Manager who violates or knowingly permits

violations of the Rules of the Corporation at any event sanctioned by the Corporation is subject to disciplinary action. No Show Manager may act in any official capacity such as Judge or Steward at any event sanctioned by the Corporation at which they are acting in the capacity of Show Manager. Show managers are not agents of the Corporation, and unless specifically granted authority, they shall have no authority to bind the Corporation.

- C. It shall be the responsibility of the Show Manager to address issues of misconduct or disorderly behavior on the part of exhibitors, including the use of alcoholic beverages or illegal substances.
- D. Cruelty or inhumane treatment of an animal, in the show ring, stable area or show grounds will not be tolerated by the Corporation, and the offender may be barred from the show grounds for the duration of the show.
 - 1. It is the duty of the Show Steward to investigate alleged acts of cruelty or inhumane treatment. When practical, a veterinarian will inspect the animal(s) in question and submit a written report to the Steward.
 - 2. In the event a veterinarian is not available, the Steward and the Show Manager will inspect the animal and submit a written report to the Corporation.
 - 3. Only those instances of alleged abuse that are reported to the Corporation by a Steward in writing within five days of the completion of the Show will be referred to the Hearing Committee for consideration.
- E. It is recommended that Show Managers and other show employees refrain from showing horses/ponies in shows in which they are officiating or employed. However, circumstances sometimes require that an exhibitor act in one or more of these capacities. Show management's horses/ponies may be shown at a show in which they are officiating if the horse/pony is shown by someone else. Nothing contained in these Rules shall be deemed to prohibit or discourage any member of the Board of Directors of the American Shetland Pony Club or any employee of the American Shetland Pony Club from participating

as an exhibitor at the ASPC/ASPR Congress simply because the Club serves as Show Manager of that show.

- F. Dress Code - All show officials should dress in correct attire. Judges, Stewards and management are representing ASPC/AMHR/ASPR and should dress as such. Shorts, T-shirts, logos, monograms, etc. are not considered correct attire.
1. It is the tradition of the show ring that handlers, drivers, and attendants be appropriately attired for their classes.
 2. Dress for the youth and adult exhibitor should be appropriate for purpose. The Rider/Driver/Exhibitor to be dressed safe, neat, and clean. Closed toe/heel foot attire is required (boots or athletic shoes). T-shirts, shorts, and skirts above the knee, strapless tops are not correct attire. Flimsy shoes or canvas/cloth shoes should be avoided.
 3. No stable, farm, individual name, animal name or business promotional apparel may be displayed on exhibitors. Exception: Draft Harness driving classes.
- G. Both the Show Manager and/or the show secretary should be in the show office a minimum of one hour before the show starting time and one hour after completion of the last class of the show session in the show schedule to receive and adjudicate any protest filed.
- H. Show management is required to furnish all show officials with identification so they can be easily identified.
- I. Show personnel should be knowledgeable of ASPC/AMHR/ASPR Rules and be efficient in their application.
- J. The ASPC/AMHR/ASPR requires that a judge evaluation form must be included in every exhibitor's packet.
- K. 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.

L. **Master List** – Required for every show.

1. 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).

- a. **Back Number** (in NUMERICAL ORDER)
Provide one back number per pony/horse. The correct back number must be on the exhibitor or the entry will be disqualified.
 - (1) **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).
- b. ASPC/AMHR/ASPR **Registration Number** from valid registration certificate.
- c. **Complete Registered Name** – Names are not to be abbreviated and must match name on registration paper.
 - (1) Other Multiple Entry classes (i.e. Mare & Foal, etc.) must record ALL animals in the entry.
- d. **Height of Record** – Verified by submission of current Measurement Card - Annual Card with valid 60-day measurement OR Permanent Card with current valid measurement.
 - (1) Measurements MUST BE recorded by the Official Show Steward(s) at Sanctioned Shows.

- e. **Owner(s) of Record & State** – As recorded on Registration Papers – Farm names are NOT accepted. List ALL owners of entry in multiple entry classes.
 - f. **Horse's Gender** - Mare, Stallion, Gelding
 - g. **Horse's Year of Birth**
- M. Show management shall designate a suitable, convenient area in which the Judge may rest between classes, so located as to be free from disturbance by exhibitors and/or spectators.
- N. Show management is responsible for keeping the area along the inside of the show ring rail clear and free of items such as a secretary/announcer table, ribbon table, award table, storage of obstacles or jump equipment, etc.
- O. Please provide the following for your ASPC/AMHR/ASPR Licensed Show Steward:
1. Management shall announce the time and a suitable place for measurements. Upon inspection, the Steward has the discretion to change the measuring location or measuring surface to meet ASPC/AMHR/ASPR regulations.
 2. Show management is responsible for furnishing the Steward with a witness (preferably a member of the Horse Show Committee or the organization sponsoring the show) for the measuring of all ponies/horses requiring measurements. Management will provide a table and chairs at the measuring area.
 3. Show management is responsible for furnishing a level hard surface for the Steward to measure all animals requiring measurement. If the aforementioned is not available, it is the responsibility of the show management to furnish a 4' x 8' sheet of ½" or thicker plywood, placed directly on level ground, as an alternative measuring surface. In no way should the plywood be placed on a frame or raised off the ground.
 4. When the steward arrives, please provide him/her with a copy of your completed Entry Master List.

- a. 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.
 5. Your Show Steward is ineligible to serve in the following capacities:
 - a. Exhibitor Gate person
 - b. Secretary Ribbon presenter
 - c. Ring person Announcer
 6. Your Steward's sole duty at your show is to act in the capacity of Show Steward only.
- P. Any exhibitor or trainer is prohibited from speaking to the Judge regarding the placement of animals. If such a conversation is deemed necessary by an exhibitor or trainer, he may make arrangement with the Steward who will designate the time and place of the meeting. The Steward must be present at this meeting.
- Q. Emergency numbers and facility address for veterinarian, blacksmith and emergency medical staff must be posted outside the show office for exhibitors. Contact should be made in advance to arrange for them to be on call.
- R. All performance patterns and course designs must be posted outside the show office not less than (2) hours prior to the class.

1.8 Show Registration Requirements

- A. 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.
- B. It is the duty of show management to make sure that all ponies/horses showing have been measured, or hold a current measurement card, and can show proof of registration with ASPC/AMHR/ASPR before they release the animal's back number. No pony/horse is allowed to show without a back number.
- C. Gelding status must be on the ASPC/AMHR/ASPR reg-

- istration paper for the animal to be shown in a gelding class.
1. Registration papers must state Gelding if horse has been gelded or horse may not show in any stallion or gelding class.
- D. All animals are required to have registration papers on site, or the animal will not be allowed to show.
- E. An animal measured out as a Shetland but desiring to compete in ASPR as a result of that measurement may apply for registration at a sanctioned show with an ASPC/AMHR/ASPR licensed Steward and is eligible to compete once application is completed and fee paid to said official.
- F. The Foundation entry will be required to provide show management with proof of pedigree verification from ASPC (Registration certificate must be imprinted with Foundation Shetland seal).
- G. On any entry to be shown in any class, the exhibitor must use the complete name and registration number of the animal as it is shown on the horse's registration certificate. No substitutions or changes are acceptable. Horses shown under a false identity will be automatically and immediately disqualified by the Show Steward under direction of the Show Manager (the protest fee is waived). At all shows entry blanks must be completely filled out and must not be accepted by the show secretary until all information has been listed and the entry blank signed by the exhibitor or agent.
- H. For show purposes all foals of the current year that will be shown at a sanctioned show, scheduled to be held prior to July 1st of the current year, and do not possess registration papers or photo copies of same, must present the following criteria to show management before they will be allowed to show:
1. A copy of the Application for Registration
 2. A copy of the official work order.
 3. A copy of the check/or form of payment method.
- I. On or after July 1st of the current year, all foals of current

year who are to be shown at a sanctioned show, must present show management with the Original registration or photo copy of same in order to show.

- J. Ensure correct Owner of Record, as it appears on Registration papers is recorded.
1. Make sure Entry is entered in correct Age, Gender and Height Class.
 2. Foundation Shetland classes require Registration Papers to be Foundation Certified.
 3. Check that the correct Amateur/Youth Exhibitor is listed as handler.
 - a. Amateur/Youth Exhibitors must provide proof of current year Membership and Amateur Card.
 - b. Amateur Membership and/or Amateur Card and Youth Membership maybe applied for at the show from the Show Steward.
 - (1) Appropriate Amateur application and fees are paid to the Steward.
 - (2) There is no fee for Youth Membership.
 - c. Youth may show without a Youth Membership, however points and placings will not be entered by the ASPC/AMHR/ASPR and youth are not eligible for any ASPC/AMHR/ASPR Youth Awards.

Note: Amateur Cards and Youth Membership may not be applied for at the ASPC/ASPR Congress or AMHR National Show.
- K. Get of Sire and Produce of Dam entry made in the name of the respective Sire or Dam. These animals do not need to be present or measured at the show.
- L. Names of ponies being exhibited will not be made known to the judge prior to the class. Exhibitors will be issued a number for each pony to be displayed on the back of the handler or on the vehicle in a clearly visible position whenever the pony is in the ring. This number will stand for the entire show.

1.9 Completion of Show

- A. Any show giving a worthless check to a Judge, Steward, show official, show premiums, etc., will be denied all privileges of the ASPC/AMHR/ASPR and the show management will be liable to action by the ASPC/AMHR/ASPR Board of Directors.
- B. All Show Managers will be required to complete a evaluation form on each Judge and Steward that are hired for any sanctioned ASPC/AMHR/ASPR show and a copy of the evaluation form is to be sent to the ASPC/AMHR/ASPR Show Office within (10) ten days of completion said show, a fine will be imposed for being late. Evaluation Forms will be put in all Show Manger's packets.
- C. Show results must be complete and returned to the ASPC/AMHR/ASPR Office post-marked within 30 days of the first day of the show. Show management may submit computer printed show results and class sheets to the National Office if these forms are approved prior to the show and if in the same format as the presently used class sheets.

Class Results Sheet

1. Name and Date of Show.
2. ASPC/AMHR/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. Registered Name and Registration Number. (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).
6. Exhibitor Name. If a Youth, Amateur or other class pointed to the exhibitor, their Membership Number is required on the Results Sheet.

7. Only one Class per Results Sheet. Class Result Sheets must be submitted for every class even if the class did not have entries.
 8. Each class sheet must be signed or a Class Verification form, signed by the Show Manager, must be submitted with the class sheets.
- D. Failure to submit complete Master List, Show Results and Original Judges' Cards post-marked within 30 days from the first day of the show will result in the withdrawal of approval for the show for the following year and/or a \$5.00 (five dollar) per day late fee
 - E. **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.
 - F. Please do not staple judges' cards to the result sheets. They may be stapled to the back of the result sheet if Show Manager wishes.
 - G. 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, a notation of scratched horses must be made on the Master List.
 - H. 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.
 - I. An ASPC/AMHR/ASPR Show Manager may be revoked by the Board of Directors if such show fails to abide by the Bylaws and rules of the ASPC/AMHR/ASPR for holding and conducting horse shows or without reasonable cause, fails to hold its show(s) on the date(s) assigned to it.