



Minnesota Sorting Cow Horse Association (MNSCHA)

Producer Guidelines

All producer and show requests for hosting a MNSCHA-sanctioned event will be reviewed by the MNSCHA Board of Directors.

MNSCHA provides excellent benefits and a package to get you started. We will help you promote and produce a family-friendly weekend production for all ages and rider abilities. We also promote a MNSCHA year-end finals show and Futurity show.

To get you started MNSCHA will provide access to all the information needed to produce a show.

By becoming a producer:

- MNSCHA will assist you in producing your shows. Our experienced and helpful board members will be available before/during/after the show to answer any questions or concerns you may have.
- MNSCHA will promote your shows on the website and social media.
- MNSCHA will provide you access to templates and information with each of the following:
 - Class Entry Sheets
 - Membership/Rider Rating Forms
 - Class rules
 - Suggested Guidelines for payouts and short go teams
 - MNSCHA banner to display during the show
 - Copy of MNSCHA Rules
 - Permissions to run your MNSCHA event on the MNSCHA approved software

As a MNSCHA producer, you will need to supply equipment and staff including:

- At least three people (a Judge, a Backup timer, and a Show Secretary) that are not participating in that class will be needed to run each class. It is highly recommended that there also be a gate person and cattle changer.
- One computer to run the MNSCHA show software. Two computers are recommended to get full functionality of the software. You should also have:
 - A printer to print reports such as ride orders and copies to record backup times.
 - An electronic timer can be connected to the software and second computer to automate recording of times.
- Please contact MNSCHA if you have difficulty obtaining any of the recommended equipment.

MNSCHA recommends that Producers adhere to the following guidelines to ensure a successful show. Remember that MNSCHA only supplies you the show materials for the first show and you are responsible for ordering all marketing materials/supplies for future shows. Please refer to the following guidelines when planning your show.

Pre-Show Planning:

Select dates for potential MNSCHA shows. Please be sure to look at the MNSCHA website calendar and any other calendars to determine conflicting dates and/or pre-set dates, holidays or other events in the area that might interfere with your show. Email proposed event dates to contactmnscha@gmail.com. Please be aware there is a \$150 cancellation fee for shows cancelled for any reason other than weather or medical emergencies.

30-60 Days Prior to Show Date:

Using the Producer guidelines, By-Laws and Rules, and flyer template found on the MNSCHA website www.mnscha.com, email a drafted show bill/flyer to MNSCHA prior to requested show date(s). A representative of MNSCHA will review and reply. Upon final review, MNSCHA will advertise it on the MNSCHA website, social media and at other MNSCHA shows. As indicated on MNSCHA flyer template, show flyers must include show date, classes you will be offering, entry fees and any other fees, show start time, if there is any added money to the show, and a show contact person and address or directions to arena. Please visit www.mnscha.com and review the Producer pages for the MNSCHA show flyer template that is recommended to be used for show flyers.



21 Days Prior to Show Date:

- Do you have class entry forms for each class you are offering?
- Do you have MNSCHA Membership Forms and Rating Forms? (you may make as many copies of the original as you need)
- Do you have your MNSCHA banner? (If not, email MNSCHA or contact a Board member.)
- **If any of these forms are needed, please contact a MNSCHA board member to ensure we have adequate time to ship you your needed items.**
- Contact the MNSCHA at contactmnscha@gmail.com to:
 - Confirm that your flyer is ready and that your show classes have been prepared in the MNSCHA show software.
 - Download the MNSCHA software and classes to your computer(s)
 - Run a sample show to ensure your computer(s) are setup appropriately
- Prepare to have at least three people (a Judge, a Backup timer, and a Show Secretary) that will be running each class that are not participating in that class. Also, it is highly recommended that there be a gate person and cattle changer.

Show Day/Pre-Show:

- Display the MNSCHA banner.
- Confirm all riders are current MNSCHA members before riding. For all new members or members who require membership renewals, request that the appropriate membership form is completed before the show begins. Each new member must provide an accurate rider rating on their membership form and on all their entries.
- All new members will be rated by two show representatives of MNSCHA.
- Producer or show secretary should help ensure all contestants fill out each class entry form completely and accurately.
- Ensure at least three people (a Judge, a Backup timer, and a Show Secretary) are prepared to run each class that they are not participating. Also, it is highly recommended that there be a gate person and cattle changer. If these three positions are not filled, a \$200 fine for that show will be assessed. If MNSCHA must supply the help, an additional one dollar per run will be assessed per position for insufficient staff.

During the Show:

It is extremely important that there are multiple announcements well in advance of show start and prior to each class closure. This will allow the show secretary adequate time to enter teams for each class, print team rosters, and enable participants to confirm all requested rides have been entered accurately.

During each class, announcer should call rider names for each entry.

The Judge, assistant or secretary should write all times down in both go rounds and clearly mark the placing of all the winners on a paper copy during class so as not to be completely dependent on the computer.

Post Show:

All show materials that include sanctioning fees collected, signup sheets, secretary sheets, contestant membership forms, handwritten backup timer sheets, and class results must be returned to the MNSCHA office within **14 days** of the show along with the \$5 per team fee and all individual and family membership fees.

Each MNSCHA producer must retain a physical copy of all show materials for at least one year after the show that shall be available to the MNSCHA Board of Directors upon request.

All show information and fees will be mailed to the MNSCHA Treasurer within 14 days of completion of show. Please refer to the MNSCHA website at www.mnscha.com or email contactmnscha@gmail.com for address information.

Failure to submit show results within 14 days will result in a **\$200 fine**.



Please review and initial each item below. Return signed portion of contract to contactmnscha@gmail.com.

Producer Initials	Contract
	1. Producer agrees that MNSCHA is a sanctioning body and as such MNSCHA assumes no responsibility or liability for the safety and well-being of show producers, staff members, participants, spectators or any livestock at MNSCHA events. Furthermore, the Producer will make every effort to ensure the safety of said staff members, participants, spectators and all livestock at all MNSCHA sanctioned events.
	2. The MNSCHA reserves the right to make any changes or amendments to any rules, regulations or terminology as deemed necessary.
	3. The Producer must have staff in order to efficiently produce a show. There must be at least three people (The Judge, the Show Secretary, and the Backup timer/flag-person) running each class that are not participating in that class. Also, it is highly recommended that there be a gate person and cattle changer. If these three positions are not filled a \$200 fine for that show will be assessed. If MNSCHA must supply the help an additional \$1 per run will be assessed per position for insufficient staff.
	4. Producer agrees to make every effort to ensure that all livestock used or participating at all MNSCHA events will be treated in a humane and ethical manner and that MNSCHA will not be responsible or liable for such matters.
	5. Producer agrees to uphold and adhere to all MNSCHA bylaws, rules and regulations.
	6. Producer shall have authority and responsibility to enforce all rules pertaining to the show. He or she may excuse any horse or exhibitor from the show prior to or during the competition for any infraction of rules or misconduct.
	7. Within 14 days of completion of a MNSCHA sanctioned show, Producer will provide MNSCHA with:
	a. Membership forms completed and signed by contestant/member.
	b. All membership fees collected and made payable to MNSCHA.
	c. All show and class results collected and fees of \$2.50 per contestant per ride, (\$5.00 per team)
	8. Producer understands there will be a \$200 fine imposed if show information and fees are not received within 14 days of show.
	9. Producer understands and agrees that there will be a \$150 per show cancellation fee for any reason other than medical emergencies or weather-related reasons.
	10. All fines will be reviewed, and final decision based on discretion of MNSCHA Board of Directors.
	11. During the event, Producer agrees to display promotional material for the MNSCHA.
	12. In all classes and at all shows, cheering shall be encouraged however obvious spotting of cattle for the purpose of cheating will be punishable by dismissal of a team/person doing said spotting (cattle can be spotted only in the Youth Class)
	13. MNSCHA reserves the right to cancel a show at the Association's discretion.
	14. All show information and fees will be mailed to the MNSCHA Treasurer within 14 days of completion of show. Please reference www.mnscha.com or email contactmnscha@gmail.com for info.

For detailed rules and guidelines, please reference the MNSCHA website www.mnscha.com

By signing this document as the Producer, I agree and accept all above mentioned terms, conditions, and I have read, understand and agree to all MNSCHA Rules and Bylaws as defined on the MNSCHA website www.mnscha.com and in the producer information provided.

Please print:

Arena or Farm Name _____

Representative of above-mentioned farm or arena name _____

Signature: _____ Date: _____

Return signed portion of contract to contactmnscha@gmail.com.