



Region 7 Show Commissioner's Policy Manual

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History of Document

This manual was created from the Region 7 Show Guidelines as they were on July 28, 2007.

1. The Guidelines for the Region 7 All Arabian Championship Horse Show were originally approved on Tuesday, July 15, 1997.
2. Although every effort has been made to include any and all requirements for the planning and execution of the Region 7 Show, error and/or omissions are possible. Therefore, any errors and/or omissions that may appear prior to or during the Region 7 Show may be corrected or added at the discretion of the Region 7 Show Commission.
3. The Guidelines for the Region 7 All Arabian Championship Horse Show can be added or deleted by the duly elected Arabian Horse Association, delegates of Region 7: 1) at any Region 7 meeting by a majority of delegates in attendance, said meeting called pursuant to Article IX, Section 2 of the Region 7 bylaws, or 2) by mail ballot pursuant to Article IX, Section 4 of the Region 7 bylaws.
4. For all intents and purposes, the term Region 7 All Arabian Championship Horse Show (Region 7 Show) shall include all classes held within the constraints designated in the paragraph "Dates and Location" (whether considered Lead In classes or Region 7 Championship classes) and all Region 7 Championship classes held outside the constraints designated in the paragraph "Dates and Location".

Rules for Change

Changes can be made to this manual at any time by a majority vote of the then duly elected and appointed show commissioners and Region 7 Officers to handle circumstances with the current show planning year.

Dates and Locations

The Region 7 All Arabian Championship Horse Show will be held from mid-April to the First Days of May, based on availability of the facility. Contracted dates through 2011.

2008 – April 22-27
2009 – April 21-26
2010 – April 20-25
2011 – April 26-May1

The Region 7 Championship Show

The Region 7 All Arabian Championship Horse Show will consist of two parts: Part I will be what is commonly referred to as a "Lead In Show" and Part II will consist of the Region 7 Championship classes.

The name of the Lead In Show will be ASHO4U. ASHO4U will be the first two days held on Tuesday and Wednesday and will offer as full a compliment of classes as time allows, both halter and performance. Championship classes will be offered. The Commission is not to view the Lead In Show as a secondary consideration, but to keep in mind that the Lead In Show may be the only part of the Region 7 All Arabian Championship Horse Show some exhibitors may attend.

The Region 7 Championship show will commence Thursday and run through Sunday. This class schedule is to be reviewed annually by the Commission. Additions and deletions are to be made based on class participation, budget considerations, time in the overall schedule, changes in the Arabian Horse Association Sweepstakes program and changes in the classes offered at the U.S. Nationals, Canadian Nationals, Sport Horse Nationals and Youth Nationals. The show will include Sport Horse, Reining, Dressage, Hunter/Jumper, pleasure classes and in-hand for both Arabians and Half-Arabians/Anglo-Arabians. Optional classes may be held in working cow, cutting, etc.

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Region 7 Championships have historically been held off Site and not managed by the Region 7 Show Commission. These have included Cutting, Competitive Trail and Endurance. These are generally coordinated through the Regional Director working with the AHA Competitions Department.

Organizational Chain of Command

Region 7 Delegates - The Delegates to represent Member Organizations within Region Seven shall be those Delegates qualified for the AHA Delegates according to Article VII, Section 1, AHA By-Laws or as amended.

Region 7 Director - The Director is the executive officer of the Region. The Director shall preside over all meetings of the Region. The Director shall call meetings when needed in accordance to these By-Laws and the By-Laws of AHA. The Director shall have general charge and supervision of the business of the Region. The Director shall appoint all committees with the exception of the Show Commission and the Judges Selection Committee and the Nomination Committee who shall be elected by the Delegates.

Region 7 Vice Director - The Vice-Director shall assist the Director in all performances of the Director's duties and exercise all functions of the Director in the Director's absence. If for any cause the office of Director is vacated, the Vice-Director shall serve as Director for the remainder of the unexpired term.

Region 7 Secretary - The Secretary shall keep accurate minutes of all meetings and shall notify all members of the time and place of any meeting. The Secretary shall also be the property custodian and shall keep an inventory of all property and allow use of it upon approval of the Director, and shall perform such other duties as usually pertain to the office of Secretary. THIS OFFICE MAY BE COMBINED WITH THE REGION 7 TREASURER.

Region 7 Treasurer - The Treasurer shall collect all monies due to the Region and shall deposit them as directed by the By-Laws. The Treasurer shall keep an accurate account of all money received and expended; and shall disburse funds only within the amount specified. All expenditures shall be certified and accounted for. The Treasurer shall present a detailed financial report to the Association at the Annual Meeting. THIS OFFICE MAY BE COMBINED WITH THE REGION 7 SECRETARY

Region 7 Show Commission and Commissioners - The Region 7 Show Commission shall consist of six Commission members, two from each state within Region 7 (presently Arizona, Nevada and Utah) and the Region 7 Director, seven voting members. Commission members need not be Region 7 delegates, but must be Region 7 members through and Arabian Horse Association affiliate club.

The Regional Director may appoint up to 3 Commissioners as needed to ensure disciplines, business background and other skills as needed are included on the commission.

Resignation and replacements of Show Commission members will be filled by appointment from the Director of a Region 7 member from the same state with the majority approval of the Show Commission.

The Commission must designate a Show Treasurer to work in conjunction with the Region 7 Secretary/Treasurer. The Show Treasurer need not be a Commission member but must be a member of Region 7 through an Arabian Horse Association affiliate club and may be the duly elected Region 7 Treasurer.

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Region 7 Show Commission Chair - The Chair of the Commission will be the Director of Region 7, unless the Director chooses to not be in charge. In this case the Show Chair will be elected annually by a majority vote of the 9 Show Commission members.

Additionally, the Show Commission will elect a recording secretary from the Show Commission membership whose responsibilities will include the formal minutes of all meetings, record keeping during the show planning and execution, and to ensure all records are turned over to the Regional Secretary within 10 business days of the close of the show.

Region 7 Judges Committee – The Judges commission is elected by the regional delegates. The committee will consist of six members with two representing all Sport Horse divisions and four representing all other divisions. The two Sport Horse members will select and rank a minimum of 2 judges for Sport Horse, Dressage, and Hunter/Jumper. The four remaining committee members will select and rank judges with a minimum of 5 for English and 3 each for Western, All-around, and Working Western.

The Show Commission shall have the authority to contract one year further out if a recommended judge is not available for the year requested but is willing and available for the following year.

Show Commissioners Responsibilities

SHOW COMMISSION MEETINGS – A minimum of one face to face meeting be held in August/September of the year preceding the next Regional Championship Show. Additional meetings may be scheduled as needed. It is highly recommended that email and conference calls be used when possible for additional meetings to reduce operational expenses. All agenda items and supporting documentation (except in case of emergency) must be supplied to the Show Commission Chair a minimum of 2 weeks in advance of all scheduled meetings.

ADMINISTRATION - Meeting minutes should be taken and be retained as part of each years show's official records. Permanent records will be kept with the Regional Secretary regardless of who records and maintains the records for the commission. All other official records will also be retained and stored by the Region 7 Secretary. These records shall be retained for a minimum of 3 years.

RULES: Commissioners are expected to conduct their Regional Show in accordance with the applicable AHA and USEF rules and procedures, this operations manual and the by-laws of Region 7.

BUDGET: The budget forecast is to be created and presented to the Director at or before the November Regional Caucus meeting.

The forecast of income and expenses should be determined based on the actual expenditures of the prior three years shows and contemplate all reasonable projections for the next year to include but not be limited to: facility contracts, vendors contracts such as temporary stalls, staff support, etc. Each budget will be approved by both the Show Commission and the Officers of Region 7.

PRIZE MONEY – Prize money for the Lead In Show is to be kept at the minimum necessary to maintain an "A" rating ensuring that the winner gets at least the class entry fee returned. Prize money for the Region 7 Championship classes will be up to \$15,000.00. If additional sponsorships are available this amount can be exceeded by a maximum of those sponsorships collected.

CONTRACTS: The positions to receive compensation and the amount of payment will be determined by the show commission with the approval of the Regional Officers and will be considered in the Show Commission Budget. All contracts for the regional show will be approved by the Director. The Director may designate the Secretary of the Region to sign on his/her behalf. All staff (judges and stewards to be handled separately) contracts will be determined no later than the end of August/September meeting. The

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Regional Secretary will make reasonable effort to contact staff as soon as possible to ensure their availability and commitment to the show.

Multi-year contracts are at the discretion of the Show Commission, but are not recommended except in the case of the key positions of Show Manager and Show Secretary. The commission will judge the merit and contribution of each contracted staff member and make appropriate decisions as to rehire versus new hire.

Commissioners Roles and Responsibilities

All Regions of AHA are required to conduct a Regional Show. Chapter 12 of the AHA handbook outlines the rules for Regional Shows. While there are several rules as to where the venue may take place, one rule of interest in the planning of the show is:

Chapter 12 – Article 1203. Rules for Regional Championship Classes

1. All classes are to be conducted in accordance with the rules of AHA, USDF and USEF.
2. Regional Championship classes in each designated Region, shall be determined by the Region which may include Regional Championship classes that do not correspond with classes offered at the U.S. National Show. (Refer to Article 1719.1). TBA Classes may not be offered at Regional Championship Shows. (BOD 5/05).
3. At the option of show management, post entries may be accepted for horses qualifying prior to closing date of entries.
4. At the option of the Show Management and if so stated in the prize list, horses may qualify for a Regional class at the show held in conjunction with the Regional Championship Show, or at the show in which the Regional Championship classes are held provided different judges are adjudicating (Res 37-77). The exception to this shall be the Cutting Horse classes and Working Cow Classes (BOD 2/01).

What is the job of the commission

The role of the Region 7 Show Commission is to Plan, budget, setup, administer, close and record the Region 7 Lead-In Show (ASHO4U) and the Region 7 Championships.

The responsibilities of the Region 7 Show Commission are to ensure all rules are followed, to ensure the fiduciary responsibilities of the region are understood and followed, that the best services are offered, the best available staff is acquired to help run the show, that complete and accurate records are recorded and kept for the required period of 3 years, and that all commissioners are present at the show to 1) ensure their assignments are executed as planned and 2) to help in any and every capacity to ensure the show runs well and the exhibitors have the fair, pleasant and the best possible experience. *Our best marketing is the word of mouth from Exhibitors that had a good experience at our show.*

Securing class sponsorships will be the responsibility of the Show Commission or a person selected by the Commission for that purpose.

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REGION 7 CHAMPIONSHIP SHOW STRUCTURE

The Region 7 All Arabian Championship Horse Show will be held at WestWorld in Scottsdale, Arizona through 2011 from mid-April to the first days of May, based on availability of the facility. (The venue shall be reviewed and determined with each contract negotiation and renewal period.)

The Region 7 All Arabian Championship Horse Show will consist of two parts: Part I will be what is commonly referred to as a "Lead In Show" and Part II will consist of the Region 7 Championship classes. The name of the Lead In Show will be ASHO4U.

PRIZE LIST

ASHO4U will be the first two days and will offer as full a compliment of classes as time allows, both halter and performance. Championship classes will be offered. The Commission is not to view the Lead In Show as a secondary consideration, but to keep in mind that the Lead In Show may be the only part of the Region 7 All Arabian Championship Horse Show some exhibitors may attend.

The Regional Championship Prize List will be written in a standardized exhibitor friendly format. The closing date along with the final qualification dates will be included in each. All AHA and USEF rules governing the presentation of the prize list will be followed including Sweepstakes Designated Classes and class number designation and title.

The prize list is to be reviewed annually by the Commission. Additions and deletions are to be made based on class participation, budget considerations, time in the overall schedule, changes in the Arabian Horse Association Sweepstakes program and changes in the classes offered at the U.S. Nationals, Canadian Nationals, Sport Horse Nationals and Youth Nationals.

The prize list is to be distributed in the February issue of the Arabian Horse Association Magazine to all Arabian Horse Association members living in Region 7, currently Arizona, Nevada, and Utah. The Commission is strongly encouraged to distribute the prize list in the February issue of Arabian Horse to Region I, Region II, Colorado and New Mexico. The prize list is to include a list of all Region 7 clubs and a contact as well as a list of all Region 7 qualifying shows including dates and a contact.

Upon completion of the prize list, a draft copy will be forwarded to the AHA Competitions Department for them to review and make corrections allowing a minimum of two weeks prior to sending to copy to the printer.

The Prize List will include classes for Sport Horse, Reining, Dressage, Hunter/Jumper, pleasure classes and halter for both Arabians and Half-Arabians/Anglo-Arabians. Optional classes may be held in working cow, cutting, etc.

ENTRY POLICIES

The following entry policies are established.

Entry Fees – Fees are to be determined by the rules of AHA and USEF. Those fees not under their governance will be determined by the show commission.

Entry Close Procedure – Entries should close within 35-40 days out from the first day of the Lead In Show – ASHO4U. Late entries are at the discretion of the Show Commission but may be assessed a late or

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post entry fee. Horses that qualify after close of entries for the Region 7 Championships at the Region 7 including the Lead-In Show are exempt from all post entry fees.

Entry Refund Policy – All fees except the office fees will be refunded with a veterinarian certificate postmarked prior to the published close of entry date in the Prize List. All refunds beyond this are at the discretion of the Show Commission.

Non-Qualified Entry Refund Policy – All fees for non-qualified Regional Entries will be refunded with the exception of office and stall fees. If the horse is entered in multiple classes, a refund will only be issued for the non-qualified classes.

Entry Changes – all class adds and scratches should be completed one hour prior to the start of the session and by the close of business the night prior to all morning sessions for the Lead-In Show. Region 7 entries close at 9 PM on Wednesday and prior to the start of the Region 7 Championships except for qualifying classes held after that time.

Entry Forms – The Show Secretary will ensure that all forms for conducting the event will be uniform in content and format.

These policies must be included in the Prize List along with all other generally accepted policies as determined by previous show commissions, AHA and USEF.

Announcers Book – The Show Commission working with the Show Manager and Show Secretary will ensure an announcer's book is created to ensure all procedures, and other essential announcements are prepared and approved by the designated commissioner responsible for communications.

Vendors – The Show Commission shall appoint or hire on a commission basis someone to oversee commercial vendors for the show. Effort will be made to establish a profitable commercial exhibit area with a variety and quality of goods and services.

Exhibitor Services – All Regional Show Commissioners, contracted staff and volunteers must be exhibitor friendly, courteous and work in a professional manner. The Show Commissioners and Officers of Region 7 will work as a team to ensure that exhibitors will be served in a friendly, fair and professional manner.

Show Commission Office – The Show Commission will establish and staff an exhibitor, spectator and vendor support office to ensure information, programs, procedure, facility staff support, and general support for the event are made available and communicated. This office will be set up in a convenient area with appropriate signage.

Patron/VIP Lounge – A lounge will be setup with established hours of operation for Patrons, Show VIPs and special guests. Appropriate controls and credentials will be established to ensure access and lunches are served only to those authorized to use this service.

Region Show Personnel and Compensation

The Regional Show as much as possible should be staffed with non-paid volunteers except for those that have per diem and fees as approved by the Show Commission and Officers of Region 7.

Non-Paid Volunteers – It is recommended some form of appreciation be provided for each volunteer per session of work. This can be in the form of vouchers, T-Shirts, Hats or other Region 7 items as deemed appropriate by the Show Commission.

Paid Officials - All paid officials may receive travel, hotel, per diem, and a daily fee. Per Diem **WILL NOT** be paid for travel-only days. Refer to the following chart for compensation allowances.

Licensed Officials			
Judges	Specialty Judges	Stewards	Course Designer
Other Officials			
Announcer – Lead	Announcer – Specialty	Barn Manager	Commercial Exhibit Manager
Dressage Manager	EMT	Farrier	Gate Staff
Operations Manager	Hunter/Jumper Coordinator	Lead Scorer	Music
Paddock Manager	Photographer	Ring Clerk	Ringmaster
Show Manager	Show Office Manager	Show Office Staff	Show Secretary
Veterinarian	Videographers	No	Working Western Coordinator

Conflict of Interest – All regional show personnel, i.e., volunteers, contractual personnel and Regional staff are subject to the following policy on gratuities, entertainment and conflict of interest.

Gifts, hospitality or entertainment given by an individual or company may not be accepted.

Purchasing transactions are to be avoided if the regional show personnel, a member of the family or relative are owners or have substantial financial interest in any company competing for the region’s business.

Recommended Job Descriptions

The following job descriptions outline the roles and responsibilities of Commissioners, the volunteers, and the contracted staff.

Region Show Commission

Length of Term – 2 years for elected commissioners, 1 year for director appointments

Number of Members – 6 (2 from each state, 1 each elected in alternating years)

3 Director appointees

Reports to: Commissions report to Regional Director who may serve as the Show Commission Chair

Responsible for:

- Show Date application, budget, prize list, program, facility, all measurements, etc.
- Hire and assure the eligibility of all officials
- Overall show management
- Creating and adhering to an annual budget
- Production and operation of the show and related commercial exhibits
- Additional activities as scheduled.
- Sponsorship solicitation
- Contract negotiations
- Volunteer Staffing

Time Commitment – estimated time requirements for commissioners

- You will be required to attend at least one 1-day meeting in August/September of the year prior to the event.
- Additional meetings may be called as needed by the Commission Chair.
- You will need to participate in phone calls and email exchanges as necessary to ensure proper control and follow-up of assigned tasks.
- All commissioners are expected to be on-site from setup to tear down of the event beginning on exhibitor move-in day through Sunday the close of the show. This is approximately 8 days from beginning to end.
- Reimbursement is provided for travel to meetings. Hotel rooms or RV parking is paid at the show. Meals are also included up to a maximum of \$35 per day.

Experience Required - Experience in show management in the form of show Secretary, Show Manager, Paddock Manager, or extensive volunteer experience at several local or regional shows is desired. Business background and budgeting experience is useful. People skills are essential. Must have and maintain a positive attitude, be able to work under pressure, work long hours as needed to accomplish goals, be sensitive to exhibitors and enjoy working with people.

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Areas of Responsibility

Advertising	Automotive	Food Concessions
Barns	Budget	Class Schedule
Cattle (optional)	Center Ring	Contracts
Class Sponsors	Commercial Exhibitors	Dressage ring
Cutting (optional)	Decorations	Photographer – Main
Exhibitor Party	Exhibitors	Farrier
Facility Contracts	Fans	Furniture
First Aid	Florist	Hotels/Restaurants
Golf Carts	Hay/Feed/Bedding	Officials Gifts
Hunt/Jump Setup	Regional Information Booth	Schedule/Coordinating
Officials Schedule	Patrons Lounge	Patrons
Patron Recognition	Patron Lunches	Patron Gifts
Personnel contracts	Personnel Scheduling	Prize List
Photographer Sport Horse	Photographer Specialty	Radios
Promotion	Public Relations/Media	Judges Transportation
Ribbons	ASHO4U Prizes	Awards
Ring Preparation	Ringmasters	Show Manager
Scoring	Security	Show Program
Show Office	Show Production	Special Events
Show Program Sales	Signage	Trail Course Design
Spectators	Sponsors	Vendor contracts
Sweepstakes Ribbons	Dressage Equipment	Facility
Trail equipment	Trail Course Setup	Top Five Ribbons
Trophy Ordering	Trophy Presentation	Volunteer Coordinator
Vendor Coordinator	Veterinarian	Videographer – Main
Videographer Sport Horse	Videographer Reining	Sport Horse Setup
Stabling Administration		

Show Manager Responsibilities

Must be an individual with extensive knowledge of the AHA and USEF rules and is responsible to ensure they are enforced. This individual will work closely with the Show Commission Chair and the Show Secretary to ensure all assignments are completed effectively and on schedule.

- Responsible for construction of all courses.
- Works directly with facility staff for ring preparation, safety, lighting, stabling and ensures compliance with the rules concerning stabling and the facility.
- Is aware and complies with the rules concerning the Veterinarian, Farrier, Medical personnel and coordinates when they are required on the show grounds.
- Is aware and complies with the rules concerning protests, charges, violations and other general concerns on behalf of the show commission and the exhibitors.
- Must be available throughout the duration of the show.
- Is prepared to contribute to a wrap-up report of the show to be used for the next year's event.
- Must have a copy of or access to the current USEF Rule Book, and the AHA Handbook for reference at all times during the competition.
- Enforce all rules of the associations from the time exhibitors are admitted to the competition grounds until their departure.
- Ultimately responsible for enforcement of all the rules and procedures of the entire show regardless of who is designated to the position.
- Comply with and enforce the 1979 Horse Protection Act
- Prevent abuse of the horse anywhere on the grounds.
- Must remain in radio contact with the staff throughout the duration of the show.

Show Secretary Responsibilities

The Show Secretary must be an organized person who is qualified to do the job. This person is usually one of the first representatives of management that the exhibitor encounters and their attitude is key to the entire atmosphere of the show. Their office becomes the heart of the show. The Region 7 Show Secretary will be responsible for hiring appropriate staff for the show office considering the approved budget for the show when contracting staff. The Show Secretary should work closely with the Show Commission Chair for direction and support. Once the exhibitors begin arriving, the Show Secretary will work directly with the Show Manager using the Show Chair and commission as needed.

- Must know the USEF and AHA rules that pertain to horse shows and the Show Secretary Position
- May be involved in producing the prize list for the show along with the show manager under the direction of the show commission
- Accept all the entries into the show and send an acknowledgment of entries received. Makes sure all moneys and complete information have been sent along with the entries or have a system of collecting such before the back numbers are given out.
- Produce all the information for the show program, class sheets, and etc. from the entries received.
- Produce the Judge's cards and other paperwork necessary to run the show along with the show manager.
- Prepare for each session the specific items needed for those classes and for the staff that is working that part of the show.
- Compile the class results and provides copies for key event personnel. Send results to USEF, USDF, and AHA within the time required.
- Always available to the Show Steward(s), Show Manager and Show Commission Chair as needed. Answer questions from Paddock Announcer and the Announcer concerning class entries.

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- Maintain complete files and is prepared for the Show Steward to inspect for signatures, membership numbers, etc.
- Is a resource for any person who comes into the office with varied questions concerning the show.
- After the final classes, take care of any business left over from the show and packs up the office.
- Is prepared to accept entries up to three months before the show date.
- Supply correct data to the printer for the program
- Prepare in advance all paperwork needed in the show ring such as judge's cards, session packets, etc.
- Open the Show Office as directed by the Prize List.
- Ensure the Show Office is properly staffed with trained personnel.
- Assemble and maintain a copy of all patterns by class
- Send all reports as requested by Show Management and maintains a copy for the files
- Ensure the show files are properly stored and maintained for three years.
- Ensure Show Office Staff is aware of expected time for arrival and duration of stay.
- Ensure Show Office staff is dressed casually but appropriate to conduct business.
- Ensure all exceptions and notices are appropriately posted and communicated
- Prepare a detailed accounting / financial report of all class and fee transactions for each entry at the closure of the show for the Show Commission/Treasurer
- Prepare a detailed Stabling Report for the Show Commission and Barn Manager
- Reply to any correspondence pertaining to the show entries at the direction of the Show Commission
- Collect any unpaid or returned money items as needed up to two weeks at the closure of the show. The Show Treasurer accepts responsibility to collect monies not paid by that time.

Show Office Staff

The Show Office staff works under the primary director of the Show Secretary and the Show Office Manager. Dress is casual, but appropriate to run a business office. Show Office Staff should report to the Show Office as directed by the Show Secretary. The Show Secretary is responsible for establishing and enforcing the guidelines and procedures of the show office.

- Assist in show office setup, including preparing exhibitor packets and sorting back numbers into exhibitor packets as necessary.
- Learn specific show policies regarding number of parking passes, exhibitor pins, etc. review and understand the exhibitor check-in procedures with the Show Secretary
- Work the show office counter and/or take trainer check-in appointments during exhibitor check-in hours. Follow show office procedures regarding check-in. ALWAYS check with the Show Secretary when there are questions regarding qualifications or entry payments.
- Receive section and go order change requests from the exhibitors and process according to the guidelines established for the show.
- Receive scratch forms, gate holds, handler change forms, etc from exhibitors and process according to the guidelines established for the show.
- Perform public and non-public draws for orders of go as directed by the Show Secretary. Work with Exhibitors who have potential ring conflicts to make sure that their go order will facilitate their entry and will not cause gate holds.
- Be a resource for any person who comes into the office with varied questions concerning the show. Refer to the Show Commissioners Exhibitors Information Office when appropriate.
- File paperwork when time allows during check-in hours and finish all filing at the end of each day.
- Assist when necessary to make copies of class sheets, go orders, courses, etc. and to make up session packets for the ring crews.
- Post go orders, class sheets, section splits, etc. as necessary
- Make copies of class results and post results

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- Make pages or announcements over the P.A. system as needed or locate the Show Manager or a Show Commissioner to handle.
- Answer questions from Paddock or Ring concerning class entries, know where to look up class entry information.

Barn Manager Responsibilities

The Barn Manager must be a person who is organized, has stamina and a cordial attitude. The Barn Manager main job is to greet exhibitors and make them feel welcome and happy to be a part of the show. In most cases the Barn Manager will have the first contact with the exhibitor at the show.

- Must arrive the day before move-in starts for the show.
- Region 7 has a Stabling Committee that works with the Show Secretary, Patron History and other stabling history to determine where exhibitors are stalled. This committee is responsible for all stall assignments and appropriate charts will be made and provided to the Barn Manager.
- Upon arrival, the Barn Manager should go over the stabling assignments with a member of the Stabling committee (preferably the Chair) to ensure an understanding of all assignments. At this time the Stabling Committee Representative will explain all available options known for the Barn Manager to help the exhibitors.
- If there are changes or circumstances that fall outside the direction of the stabling committee, the barn manager must page or locate a member of the stabling committee before making any changes to ensure that other exhibitors are not adversely affected.
- Be sure that all arriving horses have been checked in at the Barn Managers Office for stall assignments before being put into any stalls on the grounds.
- Make sure Exhibitors are clear on where bedding can be obtained, where feed and grain can be obtained and stored and where manure and trash must be discarded.
- Make sure Exhibitors are clear on rules for hanging equipment, tack, and barn fronts.
- Make sure Exhibitors understand any damage done to their assigned barn and stalls is their responsibility and they will be charged for any and all damages. If they find damage upon arrival that concerns them the Barn Manager should note the finding and locate a facility staff member to make note. A copy should be provided to the Chair of the Stabling Committee
- If stabling changes must be made, make sure this is reported to the Chair of the Stabling Committee and noted on all copies of the stabling charts.
- Make sure Exhibitors are aware of the location of the show office, the farrier and Veterinarian of the show.
- The Barn Manager should be prepared for re-stalling in the event of an emergency. This plan should be worked out with the Stabling Committee prior to the beginning of the show.
- Immediately notify the Show Secretary of any increases of stalls made by the owner, trainer, or agent so that extra stall fees can be collected. Early stabling counts should be given to the show office prior to the handing out of exhibitor packets.
- Keep a class list or program or prize list on hand for exhibitor information.
- Get a copy of the work arena schedules from the Show Manager so the exhibitors can be made aware.
- Conduct a daily stall count and record for the show commission.
- At the completion of the show return all documentation including stall charts to show management.

Ring Master Responsibilities

The Ringmaster is responsible for all activities occurring in the show ring that have to do with showing horses, assisting the Judges in whatever manner that may be desired, giving direction and assistance to the exhibitors without partiality and so conducting classes as to give each exhibitor the opportunity to present their horse to the best advantage.

- Have a thorough understanding of USEF and AHA rules along with the customs, procedures and traditions of the show ring.
- Must have an understanding and familiarity of horse to be able to handle situations that arise from time to time and to assist the exhibitors and other center ring personnel as needed with horse related circumstances.
- Keep the ring as safe as possible and be alert at all times for any disturbance made by horse or rider that could cause a problem for themselves or any other exhibitors.
- Obtain a prize list, thoroughly review all the rules applying to the classes offered, and know in advance what the customary procedures are for each class.
- Be at the ring at least fifteen minutes before the start of each session.
- Usher horses into the ring when the gate is opened, making sure to direct horses so that no collisions occur.
- Select a spot near the call Judge, but not blocking the view of the horses, and be readily available to take directions from the Judge.
- Communicate to the Announcer the gaits called for in the class and any other information that the Judge requests.
- Call the horse to the line-up after all required work is complete at the Judge's request and keep near by to take the card(s) to the scorer.
- Be prepared to hand out the awards or to support the awards presentation if handled by a presenter.
- The Gate for the next class will be opened once the final horse has cleared the ring from the prior class. Be sure to make the gate personnel aware in the event there is a need for a gate hold from center ring.
- Confirm with Show Management appropriate attire for center ring and dress accordingly. Formal attire may be required for some sessions.
- Confirm communications methods with Paddock Announce, center ring announcer and check to see that all equipment is in working order. Show management has primary responsibility for communications, but it is recommended final check be made at the start of each session.
- Report to show management at least one hour before the show begins and checks that judge's cards are ready and obtain a count of horses for the classes in that session.
- Return any equipment to the Show Office after the session or day is over.

Scorer Responsibilities

The scorer should be at the arena 20-30 minutes before the start of the session. Check with the ring manager to make sure you are clear on procedure. Responsible for knowing the current scoring system and having the current computer scoring software installed, checked and ready for use at the Region 7 show.

- Responsible for checking with Show Management prior to the show to assure that necessary arrangements have been made i.e., electrical service to the scoring area, requirements for formal attire or any special scoring requirements and/or equipment needed for the specific show.
- Insure that all necessary equipment is in place and functioning correctly
- Be sure that an adequate number of Scoring Officials are available to cover all sessions and that back-up has been provided as may be required.
- Listen to the Announcer and be certain he/she is announcing the correct scores and winners.

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- Make sure that Judges cards/tests, paper, calculator, pencils with erasers and other supplies are available for those classes that are manually scored
- Be available to explain how the scoring system works.
- Coordinate and assist Show Management with the Scoring function. Be sure that class results are provided to Show Management in a timely fashion.
- Explain to Judges and Show Officials how the scoring results are derived and make sure that Judges cards, printer paper, ribbons and other supplies are available.
- Secure all equipment when not in use and assure that all the equipment is re-packed at the end of the show and handled in accordance with instructions from the Show Management.
- Check the horses off as they enter the ring and verify the number to the class sheet
- When applicable, input all class data as necessary into the computer scoring software in a timely manner so as to be able to most efficiently score the classes in the ring. *(NOTE: This information is available from the Show Secretary if both parties are using Best Mess. All the classes and back numbers can be imported from the Show Secretaries show information.)*
- Receive the cards/score sheets from the Judges and pass the results to the announcer after the scores/placing have been calculated and verified. At least two scorers should calculate results when manual addition is necessary. Then one of the two scorers or a separate person should verify the results. When a computer is used, one person should enter the data and a second person should verify that the correct information/exhibitors' # were entered into the computer.
- Track the number of horses in the class, including the number of horses that were in prior sections of the class to determine the correct number of placings to be marked on the judge's cards and/or verify the correct number of winner's horses to move forward are determined. Correct all errors before the results are given to the announcer. If the wrong number of horses were placed by a particular judge, give the card back to the judge before the class is announced as being completed. Once all the judges cards are in and verified let the announcer know that the class is completed.
- Attach Judge's cards, score sheets or result forms to the official class sheet for return to the Show Office after each class.
- Listen to the Announcer and be certain he/she is announcing the correct winners.
- Be alert at all times to correct rider's names on the class sheets.

Ring Clerk Responsibilities

The Ring Clerk is the focal point to communicate with all entities of the center ring team. The Ring Clerk's primary communications is with the Show Office and the Paddock Announcer.

- Pick up ring supplies from the Show Office at least one-half hour before each session. This includes class sheets for that session.
- Check horses off as they enter the ring and verify the number to the class sheets
- Call the Show Office if any back numbers do not correspond with the class sheets.
- Receive the card from the Judges and mark the class sheet for the Announcer if one Judge is used. Receive the results from the Scorer if more than one judge is used.
- Attach Judge's card or results form to official class sheet for return to the Show Office after each session.
- Be alert at all times to correct riders' names on the class sheets.
- Alert Announcer that all officials are ready for the next class to be called in. Have contact with the Paddock Staff to communicate the status of center ring.
- The Gate for the next class will be opened once the final horse has cleared the ring from the prior class. Be sure to make the gate personnel and the Paddock Announcer aware in the event there is a need for a gate hold from center ring.
- Report to Show Management or Show Office at least 30 minutes before the show begins.
- Coordinate with The Show Secretary the duties that are expected to be done.
- Have all supplies and class sheets in the ring on time and ready to begin the show.
- See that all results are delivered back to the show office immediately after each session.
- Generally oversee the center ring area. Help keep this area neat, clean and not congested with individuals who should not be in center ring.

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- Listen to the Announcer and be certain he/she is announcing the correct winners and be available to help Announcer with all names if requested.
- Records start and finish times of each class and each session
- Be alert at all times to correct rider's names on the class sheets.

Awards Presenters Responsibilities

The awards presenter will be appropriately dressed in business casual attire and more formal for those sessions deemed as formal. The Awards Presenter will report to the Show Management Office at least 15 minutes prior to the start of the session. The presenter should check with the Show Commissions Awards Coordinator to be sure all awards have been delivered to the ring and that they are in the prescribed area and ready for presentation. It is up to the Show Commission Awards Coordinator and the Awards Presenter to be sure before the start of each session that any questions with regards to what is presented is clear.

- Be ready to present all awards promptly with ribbons, trophies and special awards at hand.
- When presenters are involved, have the name and information about each person available and prearranged with the Announcer.
- The person(s) who is/are doing the majority of the presentations should be at ease around horses, especially those horses that could be difficult during the picture taking.
- Use knowledgeable presenters. Professional Ringmasters are usually available for back-up support.
- Presenters must be suitably attired to reflect the caliber of the show and in formal clothes if management so requests.
- For those exhibitors who cannot manage a trophy or an award while on horseback, make arrangements to pick up the award at the out gate with the trainer or handler.
- Notify Announcer if the awards are somehow forgotten, so they can be picked up before the show is over.
- Keep awards in a secure area between sessions and after each day.
- When Patrons and sponsors are involved, devise a plan to have these presenters available before time to enter the ring so that schedule of classes run on time.
- Use the designated sign out sheet and place for pick-up of awards if they are not presented in the ring. Also, follow the designated criteria needed to release the award.
- Collect a class list or program from the Show Office so you can follow along with the commencement of the classes.
- Inventory all left over awards and report to the Show Management.

Paddock Announcer Responsibilities

The Paddock Announcer for Region 7 has the primary responsibility for communication to all exhibitors for session start times, class start times, and all general announcements. The Paddock Announcer has a key role in ensuring the show runs smoothly and timely and that the exhibitors are aware of all circumstances concerning the sessions.

- Maintain order in the paddock with safety being the primary concern
- Enforce "no lunging" except in designated arenas
- Horses in the next class have priority in the paddock and can work the rail
- Check in horses to the class sheet as they arrive in the paddock.
- Notify the Show Secretary immediately of any discrepancies with the class sheets, including horses, numbers and exhibitors/handlers/drivers. This procedure is extremely important. If any problems are going to occur they can be stopped at this moment. Recommend another person with a clip board checking numbers with the Paddock Announcer (perhaps the person who opens the gate).

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- Mark any “No Shows” on the sheets
- Inform the in-gate personnel and the center ring coordinator of any changes on the class sheet and how many horses to expect to enter the ring for the next class.
- Keep the paddock area informed on progress in the show ring.
- Report to Show Management at least one-half hour before the start of each session.
- Pick up radio, class sheets, microphone, etc at the Show Office and proceed to paddock.
- Keep Show Manager informed at all times of any situations
- At the conclusion of each session return class sheets - in numerical order - to the show office. Make sure any changes to a class are marked on your class sheets as these records must be retained for three years.
- At the end of the show return all items to the Show Office.

Paddock/Ring - Sport Horse Staff

The Paddock Staff for Sport Horse should report to the Show Office 30-45 minutes prior to the start of classes for the day, then check in with the Sport Horse Coordinator. Dress should be casual slacks, jeans, polo shirts, button up shirts and comfortable shoes.

- Same responsibilities as Paddock Announcer
- Obtain class sheets/Dressage rider times from Show Office or Ring Coordinator. Check in horses to the class sheets as they arrive in the paddock.
- Closely watch the order of go sheets/Dressage rider times to make sure horses next to go appear ready. Stay on top of what classes are running in ALL of the competition rings.
- For Dressage, wear an accurate watch and time it to the “official Show clock”. Let riders know what the “official” show time is and how far ahead or behind the arenas are running. This is for all paddocks, since there may be competitors showing in multiple rings the same day.
- Inform the paddock announcer, gate personnel, and/or the ring coordinator of any problems such as if a horse is not in the paddock that is upcoming in the order of go.
- Monitor any practice jumps in the paddock. Ensure that the obstacles are safe and are set at appropriate heights. Call for USEF steward/TD if there are any issues with practice jumps. Watch that the horses take turns in using the practice obstacles and that no horse/rider team interfere with others in the ring.
- The Dressage Ring Steward will check horse’s bits when directed by the Technical Delegate.
- The Dressage Ring Steward will monitor that only the exhibitor is schooling their mount (as per USEF rules) and that they are properly displaying their exhibitor numbers. If there appear to be any problems or rule infractions in the paddock, call for a Technical Delegate to handle the situation.
- The Dressage Ring Steward should be familiar with the USDF and USEF rules for checking bits
- At the conclusion of each session return the paddock class sheets to the Show Office.

Paddock/Ring – Working Western Staff

The Paddock Staff for Working Western should report to the Show Office 30-45 minutes prior to the start of classes for the day, then check in with the Ring Coordinator. Dress should be casual slacks, jeans, polo shirts, button up shirts and comfortable shoes.

- Same responsibilities as Paddock Announcer
- Obtain class sheets/Patterns “orders of go” from Show Office or Ring Coordinator. Check in horses to the class sheets as they arrive in the paddock.
- Closely watch the order of go to make sure horses next to go appear ready. Stay on top of what classes are running in ALL of the competition rings.
- Inform the paddock announcer, gate personnel, and/or the ring coordinator of any problems such as if a horse is not in the paddock that is upcoming in the order of go.

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- As a courtesy, post patterns on boards provided and have copies for exhibitors. Exhibitors should always receive copies at the show office not from the paddock staff.

A USEF steward will be present at the gate to check bits. Consult this steward to resolve any issues.

Scribes

Dressage Scribe

Judge and Scribe: A Team

Judges depend upon the scribe to quickly, accurately, legibly, and quietly record the scores and comments made about each ride. Judges are grateful for the volunteer help and are usually willing to answer any questions a scribe might have with respect to the job of scribing.

Conversations Between Judge and Scribe

It is the Judge's responsibility to judge the test. It is not appropriate for the scribe to comment on the Judge's decision, nor to question that decision. It is what the Judge sees that matters, so if a Judge does not see a mistake, don't comment. In addition, any comments (written or verbal) made by the judge while in the Judge's box are strictly between the Judge and the rider. Never carry these conversations outside the Judge's box.

Never volunteer information about competitors or their horses, even if asked by the Judge.

Wait for the Judge to set the tone as to whether conversation will be encouraged between rides or on breaks. Most Judges will initiate some small talk, but some need time to review tests or just clear their minds. While it is tempting for the scribe to ask questions about their own riding or a particular horse problem, don't do it.

Watching the Test

Scribing takes concentration to accurately record the scores and comments. It is not possible for a scribe to watch the test in its entirety while recording the scores and comments.

The Scoring Process

The scribe must quickly and legibly record only the comment the Judge makes, without adding or deleting anything. All Judges have their own style for giving comments and scores on a ride. Some Judges give so many comments that the scribe may have difficulty keeping up. In this case, the scribe should be sure to record the score as soon as it is given, and then continue with the comments.

A scribe that is new to the job may ask the Judge to give the movement number on the test with each score. Most Judges will not mind helping scribes in this way. In the event that a Judge fails to give a score for a movement, the scribe should be cognizant of the fact and skip to the next movement. At the first opportunity the scribe should call the omission to the Judge's attention.

The Scores

The Judge's scores will range from 0 to 10, with a 10 being the maximum (best) score that can be awarded for any one movement. To more heavily emphasize a movement, some are "weighted" with a coefficient of two (2). The scribe need not worry about coefficients. All multiplication will be handled later by the scribes.

Scores are written in the first column of boxes on the test sheet. The second column is for coefficients, which are pre-printed on the test, and the third column is for the total points earned on each movement. Totals are left for the scorer to fill out: the scribe is only responsible for one column: POINTS.

Collective marks at the end of each test and a few more general comments may be dictated to the scribe or written by the judge.

Errors

An error occurs when a rider goes off course (rides the wrong pattern) or in some way does not perform the movement as prescribed. An error is marked in addition to the regular score. The points given for the movement where the error occurred are put in to the "points" box, as usual. The word ERROR is put under "remarks" (room permitting) or under "directives".

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The scribe should circle the word ERROR to draw attention to it. For the first error, two points are deducted: for the second, four points; for the third, the competitor is eliminated (although the judge may allow the rider to continue). The total deduction will be entered by the scorer at the bottom of the page.

Use of the voice (speaking to the horse or clucking) is not an error of test, but it will be penalized. At the Judge's direction, simply write "use of voice" in the remarks column for the movement in which it occurs. Circle this to draw attention. The Judge will tell you how to handle the point deductions.

Before the Show

Familiarize yourself with basic dressage terms and how to spell them. Study the commonly used abbreviations listed. When asked to scribe, the individual should inquire with show management about which tests they will be assigned to scribe and study each test before the show. Never accept a position to scribe for a Judge that you will compete before later in the competition.

The Day of the Show

The scribe should arrive at least one-half hour early and check in with show management. Dress in neat, comfortable sportswear and be prepared for predicted weather conditions. The secretary or volunteer coordinator will indicate the arena and Judge to which the scribe has been assigned.

Ask about the judging materials for that ring: score sheets, pen, updated program. You may need to carry these materials out to the arena. Also ask about the location of the restrooms.

Once at the Judge's box, the scribe should organize the work area and check for all proper materials:

- Several ink pens
- Program to follow the order to go with updated list of scratches and additions
- Bell or whistle and a watch set to official show time.
- Stop watch to time musical rides or the 45 second limit
- Packet of tests. Check to make sure that it is the packet for the Judge and the arena assigned.
- Check the order of tests against the order of go, and make sure any additional horses have been assigned tests. There should be blank tests in the packet available for this purpose. If the tests are not in the order of go, a ride may be scribed on the wrong test and great confusion will result.
- Make sure that the tests in the packet match the tests scheduled in the program.
- Check that there is an extra copy of each different test for the Judge to follow as the ride progresses.
- Make sure that all loose items (papers, cuts, tissue, etc.) are anchored down with a heavy object so that nothing blows or rustles in a sudden gust of wind.

When the judge arrives, introduce yourself, and take the time to ask any questions. Let the Judge know that you have checked the items discussed above. Some Judges will take this opportunity before the first class to give the scribe an idea of how comments and scores will be given.

Be sure the Judge is allowed time to get settled, look at the program and review the first test to be judged.

The Class Begins

As each horse warms up by working around the arena before the ride begins, the scribe must check the horse's number to ensure it is the same number marked on the test sheet and class list or program.

- If the numbers do not match, alert the judge to the problem and attempt to identify the horse and rider who have presented themselves. Quickly find the right score sheet for that horse, if available.
- As a final check, write the number the horse or rider is wearing in the box on the inside of the score sheet. Write the number you actually see, not the number you expect to see. When there is confusion about horses or tests, it's a good idea to describe the horse on the test sheet so there will be a method for identifying the ride.

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- If a ride scratches (cancels) or just does not show up, write “scratch” or “no show” on the score sheet (on the label, if there is one) and turn it in to the runner with the other score sheets. This way the scorer will not hold up the posting of the class scores due to waiting for another dressage test.
- After the ride is complete, make sure there is a score in every box. Make sure each test is signed by the judge before it is sent to the scorer. Any change of a score on the test should be initialed by the judge.
- Check off each horse on the program as it completes the test. Keep an eye on the scheduled time, and if the judge requests it, inform the judge whenever the show is running behind by more than a few minutes.
- As the day progresses, the scribe should check for scheduled breaks and possible moves from arena to arena. Check the program and the packet of tests to determine if the packet moves with the judge or stays with a particular arena.
- If the runner has not picked up all the tests the scribe is responsible for delivering the tests to the scorer during a break between classes, at lunch, and at the end of the day. Never leave completed tests in the judge’s box unattended.

NRHA Scribe

You are a representative of the NRHA when you are scribing. Represent the sport in a professional manner. (For AHA Sanctioned events, adapt as appropriate)

THE HANDBOOK – education of the handbook is not to assist or influence your Judge, but to be more efficient at marking the card.

- Read the NRHA Handbook thoroughly before your event.
- Review Letter C, Judging Guidelines, in the NRHA handbook, many rules apply to scribes.
- Review “Rules for Judging” – Particularly items #1 & #6-14.

ETIQUETTE

- Conversation with Judge
 - Never address your Judge during a run unless it is to clarify a call
 - Keep it general and to a minimum
- Conversation with public and participants.
 - Never discuss a performance or the judging with an exhibitor
 - Never repeat conversations between judges
 - If approached by an exhibitor, you should have no comments or opinions. Simply state that the scores are posted. Additional comments taken out of test could create confusion or bad feelings.
- What to Wear
 - Look neat and professional at all times
 - Be conservative – remember your function and dress accordingly
- Public Appearances
 - Before and after the show, avoid situations that may lend an appearance of an inappropriate manner
 - Foreign substances – alcohol and drugs are strictly prohibited
- Consideration of the Judge
 - Occasionally ask the judge if food or drink is desired
 - Apprise show management of any request so they can be available during the next drag or break.
- Show Management Concerns
 - If you have a problem working with your assigned Judge, let the show management know immediately
 - Arrive early and well rested. Notify show management of an emergency

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HOW TO MARK AN NRHA JUDGES SCORE CARD

- Equipment
 - Have plenty of sharp, #1 or #2 good quality pencils
- Maneuver Description
 - Prior to the start of each class, review the pattern with the judge
 - Refer to the Judges Guide to fill in the pattern maneuver descriptions
- Entry and Draw Number
 - Make it routine to check the draw and exhibitor number. Example: Draw number 34, Horse number 1375
- Maneuver Scores
 - The NRHA requires a judge to assess the performance of each maneuver according to the following scale. (note: decimals are not acceptable)
 - Each maneuver score should be noted on the score card as it occurs in the pattern sequence

+1 ½ Excellent	+1 very good	+1/2 good
0 correct	-1/2 poor	-1 very poor
-1 ½ extremely poor		

- Penalties
 - Prior to the class, review with Judge his/her method for calling penalties
 - It is very important that the penalty be placed in the appropriate box
 - A maneuver may incur more than one penalty. Each penalty should be noted separately while leaving space for additional penalties. Example: [1/2, 1,3]
 - At the conclusion of each run, the sum total of penalty points incurred should be noted in the appropriate “Penalty total” box.
- Totaling the Score
 - Scores will range from -0- to Infinity.
 - Score 70 denotes an average performance. Therefore, the sum of the maneuver scores should be added to or subtracted from 70 minus any penalties incurred to determine the final score. (in multi-judge classes, scribe should notify announcer of scores with 5 pt. penalties)
- Accuracy
 - An absolute must! Even a ½ point mistake could be costly.
- Judges signature
 - At the conclusion of each page of scores, have the Judge sign the card and return it to the scorekeeper.

Sport Horse In-hand Scribe

- For Sport Horse in-hand, the general rules for the Dressage Scribe apply for dress, behavior, communication, etc.
- Decimal scores are used (7.6, 7.0, 8.2, etc.)
- The coefficient in the walk section of the Score Sheet will be calculated by the scorekeeper.
- You are not required to add the scores, this will be done by the scorekeeper
- Be sure the comments section is filled completely as stated by the judge
- Be sure the Judge signs each Individual Score Sheet and adds judges comments as appropriate.

Awards

The Commission will be responsible for standardizing all ribbons and trophies used at the Region 7 Show, keeping in mind 1) budgetary considerations and 2) creating a recognizable image for Region 7. It is recommended that each image is used for a minimum of 3 years. Should the commission decide to change the trophy it is recommended the process begin at least 18 months in advance of the first event in which the new trophy will be presented.

Ribbons for the Region 7 Championship classes will have the class title and date. Ribbons will be awarded to Champion, Reserve Champion and all Top Five placings in each Region 7 Championship class.

A full top five will be awarded regardless of the number of entries in the class or for all winners even if there are less than nine horses entered.

A Trophy, Plaque, or other appropriate award shall be given to the Champion and the Reserve Champion of the Regional Classes.

The Show office will provide a list of the number to be expected in each class one-half hour before each session begins. The Show Office can provide a “number in each class” list prior to the beginning of the show if needed.

Reference Documents & Materials

AHA NEOPS Manual (National Event Operational Procedures – Revised 2/13/07)
2007 AHA Handbook and Directory
AHA National Events Outline Document – Distributed to BOD 2007
Region 7 Show Commission Guidelines – Last Amended December 17, 2003
Region 7 Director Notes – Terry L. Andreasen
Region 7 Show Commission Guidelines Committee – 2007

APPENDIX A - Project Activity Outline

I. Preparation

- A. Appropriate Planning
 - 1. Schedule Meetings
 - 2. Establish Timelines
 - 3. Assign Responsibilities
- B. Make Timely Decision
- C. Research, validate and disseminate
 - 1. Review the history of the show
 - 2. Understand the Rules governing the show
 - a. USEF
 - b. USDF
 - c. AHA
 - d. Region 7
 - 3. Consult with co-commissioners
 - a. Regional Director
 - b. Regional Officers
 - c. Show Secretary
 - d. Show Manager
- D. Communication
 - 1. Record Minutes from all meetings
 - 2. Emails
 - 3. Phone calls confirmed with email
 - 4. All decisions documented and communication to full commission
- E. Set concise goals and objectives
 - 1. establish measurements to determine achievement
 - 2. record results including ways to improve for next year
 - 3. Determine Exhibitor services and support

II. Administration

- A. Decision Making
 - 1. Understand decision making authority of each entity and individual
 - 2. Make decisions at lowest level whenever possible
 - 3. Communicate all decisions to entire commission and Regional Officers
- B. Commission Policy and Procedure
 - 1. Establish and document any policy or procedures that are not covered by this document or the rules of the governing entities
 - 2. Consider amending this document if warranted
 - 3. Follow all procedures unless circumstances demand exception, then document reason for deviation
- C. Exhibitor Policy and Procedure
 - 1. Entry, Deadlines, Refund Policies
 - 2. Full disclosure of Commission Policy and Procedure in Prize List
 - 3. Facility Rules and Regulations
 - 4. Show Office rules and Regulations
 - 5. Show Management Rules and Regulations
- D. Commission & Staff Policy and Procedure
 - 1. Contract Staff Compensation
 - 2. Volunteer Staff compensation
 - 3. Commission Compensation
 - 3. Commission & Staff Roles and Responsibilities
 - 4. Commission & Staff interaction and problem solving procedures
 - 5. Commission & Staff On grounds support schedule

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6. Interaction with Facility Staff

E. Contracts

1. Personnel
2. Judges & Stewards
3. Hotels
4. Facilities
5. Budgets

F. Forms and applications

1. AHA ASHO4U Approval
2. AHA Regional Show Approval
3. USEF Approval
4. USDF Approval

III. Financial

A. Budget Construction

1. Review Prior 3-years actual income and expense
2. Project income and expense for next event
3. Determine Desired Return on Investment
4. Use Marketing and Sponsorships to insure ROI

B. Create Marketing Plan

1. Where to Market
2. When to Market
3. Scottsdale city Matching Funds
4. What is our Market?
5. Creative additions to the show – additional attractions, clinics, etc.
6. Measure Marketing affects

C. Sponsorships

1. Event Sponsors
2. Class sponsors
3. Specialty Sponsors
4. Patrons
5. Corporate

D. Commercial

1. Commercial Vendors

E. Budget Management

1. Director, Show Chair and Show Treasurer must manage to the budget
2. Create a policy for line items that may exceed planned expenditures
3. Final budget exception authority lies with the Director

IV. Post Show

- A. Coordinators complete lessons learned reports
- B. Submit all reports to the Show Commission Chair
- C. Conduct a formal lessons learned meeting
- D. add reports to lessons learned archive files
- E. Summarize reports to final commission report

APPENDIX B – Commissioner Roles and Responsibility Summary

Activity	Role	Responsibility
Commitment	<ul style="list-style-type: none"> • Each Commissioner must understand their role • Each Commissioner must understand that beyond their direct assignment they must “fill in” as needed • Ensure that the needs of the exhibitor is the foremost decision criteria while ensuring a fair playing field 	<ul style="list-style-type: none"> • To do everything necessary to give our exhibitor the best possible experience • To ensure fairness for each and every exhibitor • To help each staff member, volunteer and each other without reservation • Commitment agreement signed
Planning	<ul style="list-style-type: none"> • Create a detail Plan • Establish Goals and Objectives • Document the Plan • Include Assignments • Include Timelines • Integrate rules and requirements • Integrate Facility contract requirements • Determine Staffing Requirements 	<ul style="list-style-type: none"> • Validate Plan • Use experience and history of past 3 shows • Ensure entire Commission is on board with plan regardless of detail differences • Follow the Plan • Make Course Corrections as needed
Budget	<ul style="list-style-type: none"> • Create a budget representative of Goals and Objectives • Determine Desired Profit Margin or ROI • Determine fixed costs including contracts • Calculate Variable Costs • Create Measurements of success • Determine where variables can be tolerated • Ensure Commission approval and final approval is obtained from Director • Keep and submit collaborating documentation with budget for approval process. 	<ul style="list-style-type: none"> • Create a line item budget of income and expenses • Use prior 3-years actual and anticipate current year variances • Establish a profit margin target. • Determine how much of gross profit is returned to exhibitors and how much to the general fund • Establish a retained earnings figure for next years start up costs • Set target date to have all income and expenses collected and paid. • Set date for moving Net Profits to general fund.
Collateral	<ul style="list-style-type: none"> • Create Prize List • Create Market Strategy • Create Marketing Documents • Look for Marketing Sponsors and available matching funds (i.e. City of Scottsdale) • Program Book • Awards • Trophies • Ribbons • Advertising On-site and Off-site • Sponsorships for Classes, event, 	<ul style="list-style-type: none"> • Obtain Commission Approval of Market Plan • Obtain Budget Approval from Treasurer and Director • Assign responsibility for specific activities and tasks • Be cost effective in strategy • Determine cost/benefit of each action • Optimize each activity with minimal expense and maximum affect

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	<ul style="list-style-type: none"> • Patron, other • Patron Strategy 	<ul style="list-style-type: none"> • Be critical of activities and don't do it just because we always have
Administration	<ul style="list-style-type: none"> • Contracts • Judges and Stewards • Transportation • Hotel Arrangements • Volunteer Staff • Paid Staff • Interaction with Facility Staff • Conflict Resolution Strategy • Lines of Authority for each manager and commissioner • Ensure policies and procedures are followed 	<ul style="list-style-type: none"> • Be creative with exhibitor activities • Follow the Plan and get approval for all exceptions • Support all staff members especially the Show Secretary and the Show Manager • During the event the commissions role is secondary to the daily operations of the Show Secretary and the Show Manager, except where they may deviate from the operational plan
Communication	<ul style="list-style-type: none"> • Ensure full and complete communication throughout all stages of the event from planning through wrap up • Make use of face-to-face meetings as needed but try to conduct as much business as possible via phone and email • Document for the permanent record book all decision and why they were made • Establish Policy for equipment check-out and check-in. Log all assignments and get signatures from recipient 	<ul style="list-style-type: none"> • Each commissioner is responsible to keep the entire commission aware of the status of all assigned activities and tasks • Show Commission Chair will monitor timelines and ensure they are met • Each Commission is responsible to help each other regardless of assigned tasks. • The person assigned to an activity or task is responsible to see that it is completed correctly and on time. They are not necessarily the one to do the task.
Show Setup	<ul style="list-style-type: none"> • To ensure all staff is present and understands their respective roles • To be available to assist with every phase of setup and preparation • To be on-site as scheduled throughout the show • To be an advocate and ambassador for the exhibitors. 	<ul style="list-style-type: none"> • The commission will be available from setup to wrap up as needed • It is understood that all commissioners may not be available for the entire time, but they must be available from the beginning of the Lead-In Show (Tuesday Morning) thru the end of the Regional Championships (Sunday Evening)
Show Execution	<ul style="list-style-type: none"> • Do whatever is necessary • Ensure Exhibitor Information Office is reasonably open and available • Take responsibility for all equipment assigned to your care 	<ul style="list-style-type: none"> • Help any and all staff, fill in as needed whether on the gate or running for supplies • Director and Treasurer Office will be maintained • Constant Radio Contact for key personnel
Show Close Down	<ul style="list-style-type: none"> • Do what ever is necessary to close down the show • Make sure Facility Staff is part of final walkthroughs and all issues noted and agreed • Ensure a "clean up" crew is assigned for all Region 7 	<ul style="list-style-type: none"> • Barn Manager and/or Stabling committee will do a final barn walkthrough with Facility Staff • Take a complete inventory of all assets, trophies, ribbons, office supplies and any items to be placed in the Storage Unit.

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	<p>responsibilities and to work with Facility Staff for all grounds, barns and offices used.</p> <ul style="list-style-type: none"> • Collect and Return facility keys. • Collect and return all radios and chargers 	<ul style="list-style-type: none"> • Ensure a final complete copy of the inventory is given to the Show Chair to be used in next years planning
Wrap Up	<ul style="list-style-type: none"> • Complete financial Obligations • Prepare final financial statements • Get approval of financials • Distribute Net Profit as budgeted • Prepare proper documentation for review by Region members and for reporting to delegates an AHA National Convention Caucus. 	<ul style="list-style-type: none"> • Pay all Exhibitors • Pay all approved refunds • Pay contract help • Pay all vendors once invoices are approved by show chair • Reconcile all income and expenses • Record variances from budget and note reason for such.

APPENDIX C – Dressage Scribe Suggested Abbreviations

A	Dressage letter “A”	@	At
Ang	Angle	L	Angle
Attn	Attention	Bal	Balance
b/f, b/4	Before	b/h, beh	Behind
Bend	Bending	Btr	Better
↑ bit	Above bit	Betw	Between
C	Dressage letter “C”	Cad	Cadence
Cant	Canter	Cntr, c-line	Center line
CL	Center line	O	Circle
Coll	Collected	Coll	Collection
connect	Connection	Crkd	Crooked
Dpt	Depart	Diag	Diagonal
Disob	Disobedience	Eng	Engage
Eng	Engagement	NRG	Energy
Ext	Extended	Ext	Extension
Flex	Flexed	Flex	Flexion
f/hand	Forehand	4hd	Forehand
Forw	Forward	FW	Forward
Gd	Good	½ pass	Half pass
Hau	Haunches	h-in	Haunches in
Hd tilt	Head tilt	h/leg	Hindlegs
Immob	Immobile	Impul	Impulsion
Inattn	Inattention	Inconsist	Inconsistent
Ins	Inside	Irreg	Irregular
Lks	Lacks	Lack imp	Lacks impulsion
Lat	Lateral	L	Left
<	Less	>	More
Ltr	Letter	LF	Left front
Lg	Large	LH	Left hind
Not	Not square	Outs	Outside
Pir	Pirouette	Poll ↓	Poll low
Poll ↑	Poll high	Pos	Position
Reg	Regular	Res	Resistance
Resist	Resistance	R	Right
Rhy	Rhythm	RH	Right hand
Rush	Rush, rushed	Satis	Satisfactory
Serp	Serpentine	Sh/in, sh-in	Shoulder in
Sl, slt	Slightly	Sm	Small
Str	Straight	□	Square
Stead	Steady	Stead	Steadier
TO	Tongue out	Thru	Through
Trans	Transition	Tr	Trot
Tu ha	Turn on haunches	t/o hau	Turn on haunches
Tu for	Turn on forehand	t/o fore	Turn on forehand
Unstd hd	Unsteady head	Vert	Vertical
V	Very	Wv	Weaving
w/	With	Wr	Wrong
Tran ↑	Up transition	Tran ↓	Down transition
X	Dressage letter “X”		