

Horse Show Preparation

Horse Show Jobs

Show Manager: (this person must be a member of the ApHC)

- The Show Manager is the main contact person for the event.
- Responsibilities are included in the ApHC Rule Book.

Secretary: (this person must be a member of the ApHC)

- The Secretary position can be either a hired position or volunteer.
- Responsibilities are included in the ApHC Rule Book.

Assistant for Secretary:

- This is not a required position but is very helpful if someone is available.
- The Assistant helps with taking entries and making sure adds and scratches are reported to the Announcer.

Announcer:

- The Announcer is another essential position in the running of the show.
- A good Announcer can keep the show running smoothly and will be able to control how fast it moves.

Assistant for Announcer:

- The Assistant helps keep Judges cards in order and assists the Announcer with adds, scratches, exhibitors numbers, etc.

Ring Steward:

- The Ring Steward is essential to the Judges and to the show. It is their responsibility to take care of the Judges needs and keep the show moving.
- There should be a Ring Steward for each Judge or at the least for every two.

Stall Manager:

- The Stall Manager is the contact for reserving stalls and is on site during the event to provide location of stalls for exhibitors and any necessary bedding.

Equipment Person:

- This person is in charge of making sure the necessary equipment is at the facility and that everything is on the list.
- Makes sure all the equipment is also in good shape and arranges for any necessary repairs (paint, etc.)
- Has an inventory of all equipment needed for the show. (Games, jumping, trail, cones, etc.)

Trail & Equipment crew:

- Assign someone specifically to measure courses.
- Someone who is in charge of the patterns.
- Make sure you have an adequate number of crew who are capable of caring heavy equipment.

In gate person:

- Responsible for checking numbers as exhibitors enter arena.

Out gate person:

- Both gate people/ or if one person is used for both jobs should keep the gate areas free from congestion, making it easier for entrants to enter and exit the arena in a timely fashion.

Awards person:

- Keeps all awards in order and is responsible for handing out awards or assigning someone to hand out awards.

Optional:

- Someone to write class line up on dry erase board outside arena.
- Cattle handlers if cattle classes are offered.
- Provide a list of local Veterinarians.
- Horse Shoer.

How to hire a Judge:

- Qualifications:
 1. Cost of flying Judge to show. (how close are they)
 2. Do you want a Judge who is multi-carded? Does your show offer open classes?
 3. Figure out the show budget and how much you can afford to pay a Judge.
 4. When contacting a Judge state the amount you are paying per day and if they are willing to do it for that amount.