



SHOW MANAGER'S HANDBOOK 2021

The SHJG Show Manager's Handbook is designed to give current manager's guidelines for a sanctioned SHJG show and to give new managers a step by step outline of preparation and operation for a successful and effective horse show. As a SHJG sanctioned Horse Show Manager, you are responsible for reviewing all SHJG rules pertaining to Member shows. Please note that SHJG defaults to USEF rules unless otherwise stated in their rulebook. The current rule book can be found at our web site. The board will take a close look at the elements of each show's successes & shortcomings. We want each show to be the very best our members have ever attended, and we will work hard to help you attain that status. Please call on us with questions, remembering that failure to maintain the SHJG standards can jeopardize the sanctioning of future horse show.

SHJG Show Manager's Handbook
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I. SANCTION APPLICATION PROCEDURE

The following items are all part of the application procedure. Please make sure that all are completed according to their timelines. You may mail the required information to the SHJG:

SHJG
P.O. Box 2931
Peachtree City, GA 30269

Show Sanctioning Application and Fee	Due November 15th (grandfathered dates) Due 90 days before show (new dates) Sanctioning Fees - \$25.00 / day Late Application = Double Sanctioning Fee
Proof of Horse Show Liability Insurance (at least \$1,000,000)	Due 20 days before show Late Proof of Insurance = \$100 fine
Prize List	Due 30 days before show Late Prize List = \$25 fine

- ❖ **Manager must be a current SHJG member with a working knowledge of rules and procedures for the conduct of a quality SHJG sanctioned horse shows.**
- ❖ **Shows are required to retain 3 trainers available on the grounds that are familiar with SHJG rules and regulations to serve as stewards for the show. Stewards/trainers must be listed in the prize list.**
- ❖ **The horse show sanctioning fee includes mailing list of all current members. It is the horse show manager's responsibility to notify the SHJG Show Standards Chairman if list is needed. Address changes throughout the year and updates will be available upon request.**
- ❖ **Do not print or advertise as "SHJG Sanctioned" before receiving written approval either by mail or email. SHJG Sanctioned advertising without approval = \$100 fine.**

The SHJG Board may use (but is not limited to) the guidelines above for assessing fines for specific infractions. These examples include the Board's areas of responsibility to the Association for monitoring recognition and conduct of SHJG shows. Final approval of penalties is decided by the SHJG Board of Directors.

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II. PRIZE LIST REQUIREMENTS

- Horse Show Name
- Date of Show
- Location of Show (include map or directions)
- "SHJG" sanctioning on cover of prize list
- Start Times
- Warm-Up Time (or notice of "no warm-up")
- Manager's Name and Phone number
- The individual or organization financially responsible for horse show obligations
- Secretary's Name, Address, Phone number, and Fax number
- Judges', Stewards' (including 3 SHJG trainers), and Announcers' Names
- SHJG membership application with current dues amounts
- Entry form with spaces for membership numbers of rider, owner and horse
- Complete & accurate class specifications with fence heights; descriptions & qualifications for rated and non-rated classes
- Amount of entry fees and prizes offered
- Policy statement on late entries
- Release form (must be signed by every adult entrant or parent or trainer; this legal document protects each show separately)
- Show's option to combine or divide Classes, as Warranted by entries.
- Hard Hats must be worn by all mounted riders at all times. All riders must wear ASTM-SEI Approved Helmets with a properly-adjusted (snug) harness.
- Attire to be determined by management but must be stated on prize list.

THE FOLLOWING RULE STATEMENTS MUST BE INCLUDED IN YOUR PRIZE LIST:

- Disqualification clause due to acts of discourtesy toward officials.
- Management may restrict the courtesy circle with a mandatory dotted line.
- The three-minute rule may be put in effect at any time upon announcement.
- All divisions must have 3 entries in each class for Champion and Reserve Champion points to count. Otherwise, only class points will be awarded.
- Hunter courses shall simulate obstacles found in the hunt field, such as natural rails, gates, walls, etc.
- Show management rules and policies:
 - Dogs on leash; fines and/or impoundment may be enforced.
- **DIVISION SPECIFICATIONS FOR RATED SHJG CLASSES MUST APPEAR IN THE PRIZE LIST.** Division specifications for SHJG and GHJA rated classes are in the next section.
- A statement stating that members must attend shows hosted by two separate hosts (Finals is not included) in order to be eligible for Year-End Awards.

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III. PERSONNEL REQUIREMENTS

The following personnel must be on site from start of warm-up until end of show:

- Manager**
- Secretary**
- Steward**
- Qualified Medic**

On site one hour before start of show until end of show (unless manager requests otherwise):

- Announcers**
- Jump crew and course designer**
- Food concessions**
- Runners**

The following should be on call with phone numbers posted in the office with the secretary:

- Veterinarian**
- Farrier**
- Emergency services**

The following forms must be available in the office:

- Class schedules**
- SHJG membership applications**
- SHJG horse/pony registration forms**
- SHJG evaluation questionnaires**

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III. PERSONNEL REQUIREMENTS

A. Medic Requirements

Medic must have no other duties at the horse show, and must be a currently certified or licensed EMT, or a Paramedic. A physician or nurse trained in pre-hospital trauma and is currently certified in Advanced Trauma Life Support (ATLS), Basic Trauma Life Support (BTLS), Pre-Hospital Trauma Life Support (PHTLS) or is a First Responder is allowed at this time. All certification cards must be presented to the steward upon request.

The following suggested list was compiled by an EMT defining the essential contents of the Medic's bag: (These are just suggestions. The SHJG has a back board)

**Current EMT card
Current CPR card
Note pad and pen (To record vitals and patient information)
Adult cervical collar
Pediatric cervical collar
Triangular bandages (3 point slings)
Heavy duty shears (For removing clothing or cutting boots)
3" and 4 "Ace bandages
4x4 sterile gauze bandages (For eye wounds)
4x4 non-sterile gauze bandages
Butterfly bandages (For wounds that may need to be stitched)
Stretch roll gauze
Surgical tape
Instant ice packs
Advil
Tylenol
Baby aspirin (For children and heart attacks alike)
Ambu Bag for CPR (Resuscitation device)
Oral airways – multiple sizes
Nasal airway w/lube
Stethoscope
Blood pressure cuff
Benadryl w/spoons
Non-adhering dressings
Rubber gloves
Pen light (To check pupils, ears, noses)
Cloth band aids (To adhere to wet or sweaty skin)
Plastic band aids
Children's cartoon band aids
Scissors
Tweezers
Ammonia inhalant capsules
Window punch (For children or pets locked in a hot car)
Splints of multiple sizes
Neosporin
Hydrogen Peroxide
Hydrocortisone cream
Bee sting ointment
Thermometer (To detect heat exhaustion)
Replacements for major items with us at shows**

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III. PERSONNEL REQUIREMENTS

B. Show Secretary Requirements

Below is a list of paperwork required by the SHJG in order to record member's show points for year-end award, to keep accurate documentation of file in case of questions or disputes, and for recognition of winners by appropriate horse show publications. *IT IS VITALLY IMPORTANT AND REQUIRED AS AN ENFORCEABLE SHJG RULE THAT ALL COMPLETED RECORDS BE SENT TO THE ASSOCIATION'S EXECUTIVE SECRETARY WITHIN 10 DAYS OF THE END OF THE HORSE SHOW!!*

Mail to: SHJG, P.O. Box 2931, Peachtree City, GA 30269
Email to: kclangford6@gmail.com

1. Class and division result sheets must designate winners of 1st through 6th places and champion and reserve champion places. SHJG member's number and horse registration numbers must be included in the areas provided on the results if the entrant has submitted these numbers on their entry blank or the prescribed manner.
2. Judges' score cards from each class must be maintained for one year, either by the show secretary or show management.
3. Class sheets with names and back number of each horse & rider in every class.
4. Point sheets from each hunter division (equitation classes do not award champion and reserve champion places for end of year points)
5. SHJG membership applications and accompanying check payable to "SHJG".
6. Horse registration forms and accompanying checks payable to "SHJG".
7. Copies of all entry forms with owner/horse/rider SHJG membership number must also be maintained by the secretary or show management for one year. If you have questions or need forms, please contact the Executive Secretary.
8. A check for money generated by the SHJG Equitation Challenge. \$15.00 per rider competing in this class must be paid to the SHJG within 10 days after the show.

THE POINT SYSTEM

Champion and Reserve Champion ribbons and bonus points shall be awarded to 2 of the 4 horses in a hunter division which have acquired the most points over fences; under saddle points are then added to their jumping points to determine the highest 2 scores. In the case of a tie, the horse with the most points over fences shall become the Champion or Reserve Champion. If the over fences points are tied, there shall be a hack-off between the two horses with the judge making the final decision.

SHJG show points shall be awarded as follows:

- 1st place = 10 points
- 2nd place = 6 points
- 3rd place = 4 points
- 4th place = 2 points
- 5th place = 1 point
- 6th place = .5 point

Champion = 20 Bonus Points Reserve = 12 Bonus Points

HUNTER, EQUITATION AND MEDAL POINTS

Individual class points are scored but a Champion and Reserve Champion place are not awarded for SHJG-rated Equitation and Jumper classes.

Show management may offer championships that apply only toward their own show series' awards.

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IV. DIVISION SPECIFICATIONS

MODEL - Open to all riders, horses and ponies. Judged on confirmation and way of going.

SHOWMANSHIP - Open to all riders, horses and ponies. Judged on the handler's presentation of horse/pony to include grooming and show preparation. Handlers may be asked to execute a pattern at the judge's discretion and/or answer horsemanship type questions.

PRE-BEGINNER - open to riders in their first two years of showing. Division will consist of three classes: Walk/Halt Equitation (to be judged on rider), Walk/Trot Equitation (to be judged on rider), Walk/Trot Pleasure (to be judged on mount's suitability as a beginner mount - not movement). Riders may only cross-enter into Beginner Groundrails. Riders may compete in the Beginner Walk/Trot Equitation Challenge.

BEGINNER GROUNDRAILS - open to riders in their first two years of showing. Division will consist of three classes: Groundrails Once Around Tracking Left, Groundrails Once Around Tracking Right, Groundrails Walk/Trot. Riders may cross-enter into EITHER the Pre-Beginner division or the Beginner Flat Division. Riders may compete in the Beginner Walk/Trot Equitation Challenge.

BEGINNER FLAT - open to riders in their first two years of showing. Division will consist of three classes: Walk/Trot Equitation (to be judged on rider), Walk/Trot Pleasure (to be judged on mount's suitability as a beginner mount - not on movement), and Walk/Trot/ Canter One at a Time (to be judged on rider). Riders may cross-enter into the Beginner Groundrails division OR the Beginner Crossrails division. Riders may compete in the SHJG Crossrail Equitation Medal and the Beginner Walk/Trot Equitation Challenge or the Beginner Walk/Trot/Canter Equitation Challenge if competing in the Beginner Crossrails.

BEGINNER CROSSRAILS - open to riders in their first two years of showing. Division will consist of three classes: Beginner Crossrails Once Around, Beginner Crossrails Twice Around and Beginner Crossrails Under Saddle (Walk/Trot/Canter). All classes will be judged on the rider's ability to navigate a course of crossrails and the mount's suitability as a beginner mount. Riders may trot and/or canter the crossrails. Simple lead changes will not be penalized. Riders may cross-enter into the Beginner Flat division OR the Crossrail Hunter division. Riders may cross-enter into the Beginner Walk/Trot/Canter Equitation Challenge, Crossrail Equitation Medal and Limit Equitation.

CROSSRAIL HUNTER - open to horses in their first two years of showing and/or riders in their first two years of showing (not counting beginner years). Division will consist of two over fences classes and one under saddle class to be judged as hunter classes. Horses may trot and/or canter courses. Simple lead changes will not be penalized. Riders may cross-enter into Beginner Crossrails OR Mini Hunter. Riders may cross enter into Limit Equitation, the Beginner Walk/Trot/Canter Equitation Challenge and the Crossrail Equitation Medal.

MINI HUNTER - fence height 18" verticals/gates - open to horses in their first two years of showing and/or riders in their first two years of showing (not counting beginner years). Division will consist of two over fences classes and one under saddle class to be judged as hunter classes. Horses may trot and/or canter courses. Simple lead changes will not be penalized. Riders may cross-enter into Crossrail Hunter, Limit Equitation, SHJG Crossrail Medal and the Beginner Walk/Trot/Canter Equitation Challenge.

GREEN HUNTER - fence height 2' with no oxers. Open to horses/ponies in their first two years of showing. Simple lead changes not to be penalized.

LOW HUNTER - fence height 2' with oxers. Open to all horses/ponies.

SCHOOLING HUNTER - fence height 2'3" with oxers. Open to all horses/ponies.

SCHOOLING PONY HUNTER - fence height 2'2'6" option. Open to all ponies ridden by a junior.

SHORT STIRRUP HUNTER - fence height 2' with no oxers. Open to junior riders 12 and under as of December 1, 2020 in their first two years out of the beginner ring. Riders may ride in the Short Stirrup division for two consecutive years OR one year of Short Stirrup and one year of Long Stirrup if the rider ages out of Short Stirrup after the first year.

LONG STIRRUP HUNTER - fence height 2'3" with no oxers. Open to junior riders 13 and over as of December 1, 2020 and adult amateur riders in their first two years of showing out of the beginner ring. Riders may ride in the Long Stirrup division for two consecutive years OR one year of Short Stirrup and one year of Long Stirrup if the rider ages out of Short Stirrup after the first year.

LIMIT EQUITATION (Crossrails or 18") - open to riders in the beginner ring competing in Beginner Crossrails and higher. Fence height to be determined by trainer. Simple lead changes will not be penalized. Riders may cross-enter into the Crossrail Equitation Medal or the 18" Equitation Medal.

SHORT STIRRUP EQUITATION - open to riders eligible to compete in the Short Stirrup Hunter division.

LONG STIRRUP EQUITATION - open to riders eligible to compete in the Long Stirrup Hunter division.

BEGINNER WALK/TROT EQUITATION CHALLENGE - open to beginner riders who are not yet showing in classes that are cantering as a group. This will be judged as an equitation class. Riders may be asked to sit the trot as well as demonstrate the 2-point position. If the rider has won this equitation challenge at the 2020 SHJG Fall Finale show, he/she may no longer compete in this medal regardless of eligibility in the other divisions.

BEGINNER W/T/C/ EQUITATION CHALLENGE - open to beginner riders who are showing in classes that are cantering as a group. This will be judged as an equitation class. Riders may be asked to sit the trot as well as demonstrate the 2-point position. If the rider has won this equitation challenge at the 2020 SHJG Fall Finale horse show, he/she may no longer compete in this medal regardless of eligibility in the other divisions.

SHJG EQUITATION CHALLENGE - open to all riders who are showing at the 2' or higher fence heights. This will be judged as an equitation class. Riders may be asked to halt, back, ride without stirrups, sit the trot, perform simple changes of lead during a change of direction, counter canter, or demonstrate changes of lead on a line. Riders may also be asked to demonstrate lengthening and shortening of stride at the trot. If the rider has won this equitation challenge at the 2020 SHJG Fall Finale horse show, he/she may not compete in this medal for 3 years (2021, 2022, 2023).

SHJG CROSSRAIL EQUITATION MEDAL - open to riders in the beginner ring competing in the Beginner Crossrails and/or Crossrail Hunter & Mini Hunter divisions. Simple lead changes will not be penalized. Riders may trot and/or canter the course. If the rider has won this equitation challenge at the 2020 SHJG Fall Finale show, he/she may no longer compete in this medal regardless of eligibility in the other divisions.

SHJG 2'2'3" EQUITATION MEDAL - open to all riders showing in 2' or higher. Fence height to be determined by trainer. If the rider has won this equitation challenge at the 2020 SHJG Fall Finale horse show, he/she may not compete in this medal for 3 years (2021, 2022, 2023).

2021 SHJG Membership Application

Renewal New Date: _____ I am enclosing \$ _____ Check # _____

SHJG Membership # _____

Name*: _____

**Please print name in the exact manner in which it will be used to sign in at all horse shows.*

Date of Birth (juniors only): _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

Fax: _____ E-mail Address: _____

Trainers: _____ *Please include my information in the online and printed Trainers Directory.*

Barn Name: _____ Barn Website: _____

Annual membership dues:

Family \$50 (1 senior & 1 junior member)

Senior \$30 members who are 18 years of age or older as of December 1, 2020

Junior \$25 members who have not reached 18th birthday as of December 1, 2020

Lifetime \$200 for juniors and \$240 for seniors

Applicant Signature: _____ Date: _____

Applicant hereby agrees to be bound by the Bylaws and Rules of the SHJG now in effect or as subsequently adopted.

Application for Horse Recording

New Recording \$25 lifetime recording of horse

Name Change \$5 to change the registered name on a horse with an existing SHJG membership

Owner Change \$5 to transfer permanent ownership from one SHJG member to another SHJG member

Lease Change \$5 to transfer temporary ownership from one SHJG member to another SHJG member

Date: _____ I am enclosing \$ _____ check # _____.

GHJA Recording #: _____ USEF Recording #: _____

Horse Name: _____

Sex (circle one): Mare Gelding Stallion

Breed: _____ Color: _____ Height: _____

Owner*: _____

**Owner must be a current SHJG member*

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

***There will be a \$25 NSF charge for all checks that are returned from the bank**

Please remember that a medic's report must be turned into SHJG if an incident occurred.

Horse Show Medical Report

Horse Show: _____

Location: _____

Date: _____

Injured Individual: _____ M ___ F ___

Age (minor) _____

Nature of Injury: _____

Treatment: Onsite ___ Transported ___ None required ___ Refused ___

If treatment is recommended and refused, adult signature is required below.

Person Treating: _____ Level of Training: _____

Describe treatment and/or recommendations:

Location where injury occurred:

Show ring ___ Warm up ring ___ Stable area ___ Parking ___ Other

_____ Time _____

Were you a witness to the incident? Yes ___ No ___

If not, how and by whom was the incident

reported to you? _____

Alleged cause of injury: _____

Protective equipment worn by injured: _____

_____ Date: _____

Signature of reporting medic: _____

=====

Release:

I, the undersigned, understand that treatment or transport or specific action is/was recommended by the medic on duty but is/was declined/refused by me. I hereby release the SHJG, Horse Show Management, the horse show facility, and their respective officials, employees, and agents from any liability, claims, actions, charges, costs or expenses resulting from my decision.

_____ Date: _____

Signature of injured individual or adult guardian of a minor individual

Show Managers'/Secretaries' Checklist

<u>Timing</u>	<u>Task</u>
<u>Dec. 1st</u>	Grandfathered dates sanctioning applications and fees (\$25/day) due *
<u>90 days</u> prior to show at least	New dates sanctioning application and fees (\$25/day) due at least 90 days prior to the show. Otherwise, sanctioning fees will be doubled (\$50/day) *
<u>30 days</u> prior to show at least	Prize list due to Show Standards Committee.* Late submission results in \$25 fine.
<u>20 days</u> prior to show at least	Proof of Horse Show Liability Insurance (at least \$1,000,000.00 coverage) due * If late, a \$100 fine will be assessed.
Once <u>show is approved</u>	Send email to Amandajordan1@gmail.com to include in schedule on SHJG website. This is optional but recommended in order to have a good show.
Once <u>Prize List is approved</u>	<ul style="list-style-type: none"> - Send prize list to Amandajordan1@gmail.com to post on website. This is optional but recommended in order to have a good show. - Contact Karina Langford at kclangford6@gmail.com and request current mailing list to mail out prize lists. Again, this is optional.
<u>At the show</u>	Provide SHJG Membership Application which can be downloaded and printed at www.shjgonline.com ->Libraries->Rider Membership & Horse Recording Form.
<u>Within 10 days after the show</u>	<ul style="list-style-type: none"> - Mail membership applications & horse recordings w/ checks to SHJG* - Deliver points report along w/ rider's back number list to SHJG in one of the following manners: <ul style="list-style-type: none"> o Form that can be found at www.shjgonline.com -> Library -> Points Recording Form; or Email points to kclangford6@gmail.com o If you use timeslice program, please email individual class results and Division Circuit points report - SHJG has a Sportsmanship Award. A SHJG member may be nominated by the manager of each show for this award and will be voted on at the end of the year by the SHJG Board. If you see a SHJG member worthy of nomination at your show, please email that nomination to kclangford6@gmail.com
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* Must be mailed to **SHJG, P. O. Box 2931, Peachtree City, Ga 30269**

Thank you for sanctioning your show with SHJG. If you have any questions, please contact Kristie Renaud, 404-405-9854 or kristielrenaud@gmail.com

