

**ARABIAN HORSE ASSOCIATION
BOARD OF DIRECTORS MEETING
APPROVED MINUTES
Aurora, Colorado
April 9-10, 2010**

Please refer to the end of the Minutes for Exhibit I-IV.

Lance Walters, President called the Board of Directors meeting to order at 8:05 a.m., April 9, 2010, at the AHA Headquarters, Aurora, Colorado.

PRESENT:

Lance Walters	Peggy Weems	Dave Daugherty
Dale Harvill	Phyllis Ryan	Gary Hooghkirk
Terry Andreasen	Cecile Hetzel Dunn	Marlene Kriegbaum
Sue Meyer	Lollie Ames	Terry Johnson
Dave Corning	Jim Hitt	Allan Ehrlick
Jan Decker	Pat Barton	David Garrett
Myron Krause	Laura Mickelson	Hamp Johnston
Nancy Harvey	Angela O'Neill	Dick Reed
Jeff Reichman	George Attwood	Cory Soltau
Steve Freeman	Cathy Gage	

OTHERS PRESENT:

Laura Mickelson, Region 10 Vice Chair, was present and voting for Van Jacobsen; Marlene Kriegbaum, Region 16 Vice Chair, was present and voting for Walter Misco; Glenn Petty, Executive Vice President; various members of the AHA staff; and various AHA members were present at the Board of Directors meeting.

ABSENT:

Van Jacobsen, Region 10 Director; and Walter Misco, Region 16 Director.

APPROVAL OF AGENDA

MOTION by Jan Decker, That the Board of Directors agenda of April 9-10, 2010 be approved as amended.

Motion Passed Unanimously. (**Motion #1-4/9/10-BOD**)

PRESIDENT'S COMMENTS

Lance Walters, President, welcomed everyone to the Board of Directors meeting and reported that parliamentary rules will be enforced during the Board meeting.

CLOSED SESSION

The Board of Directors held a closed session from 8:10 to 8:32 a.m.

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RECEIVE CONSENT AGENDA

MOTION by Jan Decker, to receive the consent agenda.
Motion Passed Unanimously. (**Motion #2-4/9/10-BOD**)

AHA NEWS SECTION OF MODERN ARABIAN HORSE

Jan Decker, Secretary, reported that the Executive Committee had approved a motion to remove the “AHA News” section in the April/May 2010 issue of the *Modern Arabian Horse*, with the Board of Directors to consider permanently removing this section in order to comply with the BY 2011 budget. (**See Exhibit I**)

MOTION by Jan Decker:
Moved, That the *Modern Arabian Horse* not have the “AHA News” section (excluding the Awards, which will remain) included in future issues of the magazine, in order to comply with the FY 2011 budget; and, Be It Further
Moved, That a notation will be made in the magazine to direct members to the AHA website for these items.
Motion Defeated. (**Motion #3-4/9/10-BOD**)

Several Board members expressed concern about removing all of the items in the “AHA News” section of the magazine, specifically the Awards as this is the only printed recognition that the horses and riders receive from the programs.

EXECUTIVE COMMITTEE MOTION

Jan Decker, Secretary, gave a synopsis on the April 8, 2010 Executive Committee meeting. (**See Exhibit II**).

SUBMISSION OF BOARD MINUTES TO OFFICIAL BOOKS

MOTION by Jan Decker, That the January 29-30, 2010 Board of Directors minutes that were approved on April 2, 2010 be submitted to the Official Books of AHA.
Motion Passed Unanimously. (**Motion #4-4/9/10-BOD**)

TREASURER’S REPORT

The Treasurer’s Report was given by Dave Corning. Mr. Corning and Brad Short, Controller, reviewed the February 2010 Unaudited Financial Statements and the inter-fund balances. The Board members were advised that some Sweepstakes bonds with higher interest have been called by the financial institution and will be replaced with lower yielding bonds which could result in lower interest for the Sweepstakes fund.

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AHA NEWS SECTION OF MODERN ARABIAN HORSE

Discussion was held regarding (Motion #3-4/9/10-BOD) in which all of the “AHA News” (Recognition Spotlight, Sweepstakes, Censures & Suspensions, Judges & Stewards, Calendar of Events and Board of Director Motions) section was to remain in the *Modern Arabian Horse* magazine. It was determined that this would not be a budget variance as these items would be included in the 40 percent editorial content of the magazine.

JUDGES & STEWARDS COMMISSIONER REPORT

Stan Morey gave the Judges & Stewards Commissioner Report. Mr. Morey advised that there are 257 AHA judges of which 146 are National/Regional judges; also, there are 138 Stewards of which 33 are licensed for Competitive and 46 are licensed for Endurance. The Board members were advised that the March 12-14, 2010 Judges Seminar was a success with 57 attendees and 35 interviews. Mr. Morey presented the new “Points of Emphasis” to the Board members (**See Exhibit III**). The Board members were advised that the Commissioner’s office is in the process of hiring all of the 2011 National judges.

EXECUTIVE VICE PRESIDENT REPORT/DEPARTMENT UPDATES

Glenn Petty gave the Executive Vice President Report. Mr. Petty reported on Payment Card Industry (PCI) compliance, AHA’s new payroll company, and Top Ten plaques. The Board members were advised that Tulsa, Oklahoma has been unanimously selected by the U.S. National Show Commission as the site for the 2011 and 2012 U.S. Nationals.

Brad Short, Controller, reported on the new purchase requisition system, Futurities and Sweepstakes accounting, and investment bonds.

Debbie Fuentes, Customer Service Senior Director, reported on staffing, membership and registration statistics, import/export activity, registration amnesty, outreach and alliance activity, registration initiatives, and results of member survey.

Glenn Petty, Executive Vice President, reported on changing payroll companies, employee insurance, and staffing.

Leslie Lockard, Competitions Senior Director, reported on show statistics, Nationals Omnibus, Premier Breeders Sweepstakes Series, and regional qualifications.

Molly Gunning, IT Senior Director, reported on the Horse Registration System (HRS), Alpine Payment Systems, PCI compliance, horse show program integration, website improvements, equipment cleanout and disposal, support to IT Audit Committee, Equine

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Technology Trade Association, standard department support, staffing, and Oracle upgrades.

Dan Lawrence, Marketing Senior Director, reported on results of past member survey, new interns, Arabian DataSource, Premier Breeders Sweepstakes brochures, corporate alliances, and *Modern Arabian Horse (MAH)* subscriptions.

WORLD EQUESTRIAN GAMES (WEG)

Martha Murdock reported on the activities planned for the World Equestrian Games which will be held September 25-October 10, 2010 at the Kentucky Horse Park in Lexington, Kentucky. The Board members were advised that MDP is funding the Arabian activities at WEG. Dave Daugherty, Region 14 Director, advised that Region 14 is donating \$1,000 towards the Arabian WEG activities and encouraged all regions and clubs to consider donating as well.

UNITED STATES SADDLE SEAT WORLD CUP

Cecile Hetzel Dunn, Region 6 Director, reported on the United States Saddle Seat World Cup which will be held October 6-8, 2010 in Shelbyville, Kentucky. Ms. Dunn reported that WEG had invited the winners of the World Cup to make a presentation at WEG. The Board members were advised that an Arabian and a Half-Arabian horse and rider team have been selected to participate in the World Cup.

ORGANIZATIONAL EFFICIENCY TASK FORCE

Jan Decker, Chair, gave the Organizational Efficiency Task Force report. The Board members were advised that the Task Force is studying committee structure, efficiency and purpose of committees, and delegation of authority to committees to act on certain issues rather than coming to the Board of Directors for consideration.

AHA NATIONAL DISTANCE COMMISSION

Cory Soltau, Board Liaison, gave the AHA National Distance Commission report. Mr. Soltau reported on plans for the 2010 National Distance (Competitive and Endurance) Rides which will be held October 21-24 at Lake Carl Blackwell in Stillwater, Oklahoma.

ANNUAL CONVENTION PLANNING COMMITTEE

Kate Cooper, Product Marketing Coordinator, gave the Annual Convention Planning Committee report. Ms. Cooper reported on the 2010 Convention which will be held November 17-21 in Orlando, Florida at the Buena Vista Palace Hotel. The Board members were reminded that this year's Convention is non-hosted and requested that all regions consider pledging funds to help defray the costs. Ms. Cooper advised that the 2011 Convention will be held November 16-20 and the hotel selection is almost

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complete. Ms. Cooper requested that the regions consider submitting a bid to host the 2012 Convention, bids must be submitted by August 1.

ARABIAN BREEDERS SWEEPSTAKES

Dave Corning, Board Liaison, gave the Arabian Breeders Sweepstakes report. Mr. Corning, Jim Hitt and Dick Reed of the Sweepstakes Commission, reviewed the new Premier Breeders Sweepstakes Series program. The Board members were furnished with Sweepstakes entry statistics.

MOTION by Jan Decker, to recess the AHA Board of Directors meeting and convene as the Arabian Breeders Sweepstakes Trustees.
Motion Passed Unanimously. (**Motion #5-4/9/10-BOD**)

ARABIAN BREEDERS SWEEPSTAKES TRUST SESSION

The Board of Directors held an Arabian Breeders Sweepstakes Trust session from 3:58 p.m. to 4:00 p.m.

ARABIAN BREEDERS SWEEPSTAKES

MOTION by Jan Decker, to adjourn the Arabian Breeders Sweepstakes Trustees meeting and reconvene the AHA Board of Directors meeting.
Motion Passed Unanimously. (**Motion #6-4/9/10-BOD**)

ARABIAN HORSE FOUNDATION (AHF) REPORT

Nancy Harvey, Board Liaison, gave the Arabian Horse Foundation report. Ms. Harvey advised that AHF has split the Rescue and Rehoming donation field into two sections: (1) Ongoing rescue and rehoming, and (2) Provide funding for emergency situations. Scott Benjamin has been appointed as the first Ambassador At-Large for the AHF. The AHF now has a complimentary DataSource membership from AHA.

CANADIAN NATIONAL SHOW COMMISSION

Allan Ehrlick, Vice Chair, gave the Canadian National Show Commission report. Mr. Ehrlick reported on the March 24-27, 2010 site visit to Regina Saskatchewan, Canada. Mr. Ehrlick reported on the facility additions/upgrades. Mr. Ehrlick invited all of the Board members to attend this year's show which will be held August 16-21, 2010 in Regina, Saskatchewan, Canada. The Board members were advised that early stalling on the fairgrounds will not be allowed prior to noon on Tuesday, August 10, 2010.

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LEGAL REVIEW COMMITTEE UPDATE

Dale Harvill, Chair, gave the Legal Review Committee Update. Mr. Harvill advised that the outside attorneys are now being efficiently used resulting in minimal fees being paid by the Association.

MARKET DEVELOPMENT & PROMOTION (MDP) COMMITTEE

Sue Meyer, Board Liaison, gave the Market Development & Promotion Committee report. Ms. Meyer reported on the progress of the Arabian Horse Galleries. Ms. Meyer advised that all of the Board of Directors have been invited to attend the Galleries opening ceremonies June 11, 2010 at the Kentucky Horse Park in Lexington, Kentucky. Ms. Meyer reported that MDP will have approximately \$58,000 this year to fund MDP projects.

PUREBRED ARABIAN TRUST (PAT) UPDATE

Sue Meyer, Vice President At-Large, gave the Purebred Arabian Trust update. Ms. Meyer reported on the progress of the Arabian Horse Galleries.

NATIONAL EVENT OPERATIONAL PROCEDURES (NEOPS)

MOTION by Allan Ehrlick:

Whereas, The NEOP's Committee develops an operation guideline manual for use by all National Events produced by AHA;

Moved, That the NEOP's manual to be used for the National Events reflects the following changes:

1. Change many instances where the NEOPS manual says "shows/rides" to "events".
2. Added/updated suggested job description for Operations Manager, Show Secretary, and Show Office Administrator for National Events.
3. Addition of Patronship procedure.
4. Wording changes in Organizational Chain of Command, Operations, Post-Entries, Section changes, and Section requests.
5. Addition of Show Secretary and Operations Manager to Fee list.

Effective: Immediately.

Motion Passed Unanimously. (**Motion #7-4/9/10-BOD**) (**See Exhibit IV**)

POINTS MONITORING COMMITTEE

MOTION by Terry Johnson:

Whereas, Exhibitors wish to compete in surrounding regions but can not because of time constraints in finding a show to qualify at; and

Whereas, Exhibitors are only showing enough to get qualified in their own region; and

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- Whereas, The cost of fuel, hauling, airline fees, hotels and rental cars are increasing every year adding to the exhibitor's show budget keeping them from attending more out of region shows; and
- Whereas, With the increased costs to exhibitors, trainers are only taking approximately 1/3 to 1/2 of their show string to outside regions to qualify, and with the short show season in most areas, and with multiple shows on the same weekend, our local shows are not getting the full benefit of local trainers or outside trainers, competing with their full show string at every show in their regions; and
- Whereas, The extra stress of hauling, and being away from home is a burden to our horses and exhibitors, and must be taken into account by owners and trainers when planning their show calendar each year; Therefore, Be It
- Moved, That in 2011 AHA allows exhibitors to qualify at any Qualifying show, for any odd numbered Region, and in 2012 Exhibitors will be able to qualify at any Qualifying show for any even numbered Region. If the Statistics show that this has benefited 2/3 of the Regions, and the local shows in those Regions, then it shall go into effect for 2013.
1. Exhibitors wishing their points to go to other than their home regional show, must submit a **completed** qualifying form to the show secretary before the start of the qualifying show. At the end of the show, this form is filled in with the placings won and then signed by the designated show official. This form can be signed by anyone designated by the Show committee.
 2. Horses/riders can only qualify for one regional show at each qualifying show.
 3. It is the sole responsibility of the exhibitor/owner to handle the qualifying form and to make sure that it is complete.
 4. The qualifying form is to be sent in with the entries for the region that was designated on the qualifying form. Shows may charge an additional fee if desired.

Effective: Immediately

Motion Defeated. (**Motion #8-4/9/10-BOD**)

RACING COMMISSION REPORT

Hamp Johnston, Board Liaison, gave the Racing Commission report. Mr. Johnston reported on the new Global Festival which will be 7 races to promote awareness of the Arabian breed in racing. The first Festival race will be held July 17, 2010 at Delaware Park.

There being no further business, the meeting was adjourned at 4:35 p.m.

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President Lance Walters called the Board of Directors meeting to order at 9:05 a.m. on April 10, 2010 at the AHA Headquarters, Aurora, Colorado.

REGIONAL BOUNDARIES AD HOC COMMITTEE

Terry Andreasen, Chair, gave the Regional Boundaries Ad Hoc Committee report. The Board members were presented with membership statistics per region. Mr. Andreasen advised that Chapter 5, CBP 102.6. states that the boundary study shall stress members more than horse population. The Board members held a lengthy discussion on the criteria to determine regional boundaries. Mr. Andreasen advised that the Committee will continue work on this and will bring back another report to the August Board meeting.

COMPETITIONS ADVISORY COMMITTEE

Terry Johnson, Chair, gave the Competitions Advisory Committee report. Ms. Johnson gave a synopsis on the April 8, 2010 Committee meeting.

MOTION by Jim Hitt:

Whereas, At the January 2010 Board of Directors meeting the FY 2011 budget was approved; and
Whereas, In this budget, the reporting fee per event for the Open Event Incentive Program (OEIP) was increased from \$3 per event to \$10 per event ; and
Whereas, Last year an individual who paid for 10 events to be recorded paid a total of \$30 and this upcoming fiscal year would have to pay \$100 for the same number of events; and
Whereas, AHA will lose participation due to this steep increase in fees; Therefore,
Be It
Moved, That the FY 2011 OEIP reporting fee be decreased from \$10 to \$5.
Effective: With the FY 2011 budget.
Motion Passed Unanimously. (**Motion #9-4/10/10-BOD**)

INTERNAL AUDIT COMMITTEE

MOTION by Nancy Harvey, That the Arabian Horse Association (“the Association”) Board of Directors approve the President’s expenses in the amount of \$6,419.20 for the period January 1, 2010 through March 31, 2010. These expenses have been examined by the Internal Audit Committee and have been determined to be acceptable.

Motion Passed Unanimously. (**Motion #10-4/10/10-BOD**)

Nancy Harvey, Chair, gave the Internal Audit Committee report. Ms. Harvey advised that the Committee will be reviewing the following AHA accounts first: Halter and Performance Futurities, Yearling Jackpot, Sweepstakes inter-fund, and Judges &

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Stewards Commission. Ms. Harvey also advised that the Committee is in the process of developing policies and procedures for travel and entertainment expenses.

CLOSED SESSION

The Board of Directors held a closed session from 10:15 a.m. to 10:40 a.m.

REGISTRATION COMMISSION REPORT

Cynthia Richardson, Chair, gave the Registration Commission Report. Ms. Richardson advised that the next Registration Commission meeting/Breeders Forum will be held June 10-12, 2010 in Lexington, Kentucky in conjunction with the Pyramid Society Egyptian Event and the grand opening of the Arabian Horse Galleries.

SPORT HORSE COMMITTEE

MOTION by Cathy Gage:

- Whereas, There is a perception and reality of inequality in the judging of Sport Horse In Hand and Under Saddle classes; and
- Whereas, The same perception was previously demonstrated in the judging of Half-Arabians prior to the optional division into Stock/Hunter and Saddle Pleasure; and
- Whereas, The optional division of Sport Horse In Hand and Under Saddle classes, Dressage Type and Hunter Type will allow for a more balanced competition; and
- Whereas, The division of the Sport Horse In Hand and Under Saddle will encourage more exhibitors to take part, thus increasing the size and income; and
- Whereas, Additional officials WOULD NOT need to be hired; Therefore, Be It Moved, That the Sport Horse In Hand and Under Saddle classes may be divided into Dressage Type and Hunter Type; and, Be It Further Moved, That, the division of the Sport Horse In Hand and Under Saddle classes is optional and at the discretion of show management; and, Be It Further Moved That the following addition be made to the current EC Equivalent and USEF Rule AR158 General paragraph 2; addition to begin as a, and read as follows:
- a. Sport Horse In Hand and Under Saddle classes may be divided at the discretion of competition management into Dressage type and Hunter type. Once a horse has shown in Dressage type or Hunter type, that horse may not show in classes for the other type at that competition if classes are divided by type. Competition management is encouraged to offer separate Championship classes for each type, but the championship classes may be combined at competition management's discretion.

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- (1) Dressage type- displays the conformation and movement qualities as follows: Horses of this type carry a higher set-on neck than the Hunter type with sufficient length and flexion of the poll. Movement should be free, elastic, active and regular with good push from behind without tension and in balance.
- (2) Hunter type- displays the conformation and movement qualities as follows: Horses of this type carry a more level frame than the Dressage type horse, yet must display a natural looking carriage. Movement should be long and low with good push from behind, free of tension and showing good balance.

and; Be it Further

Moved, That this motion be considered as extraordinary.

Effective: Within 30 days of AHA Board of Directors approval.

Motion Referred to USEF Arabian Division Committee. **(Motion #11-4/10/10-BOD)**

MOTION by Myron Krause to refer Motion #11-4/10/10-BOD to the USEF Arabian Division Committee.

Motion Passed Unanimously. **(Motion #12-4/10/10-BOD)**

MOTION by Cathy Gage:

Whereas, The Sport Horse Committee is asking that the attached list of split classes for the sport horse division be added to the Standard Class List; and

Whereas, It is optional for any show to offer these classes. There would be no additional expense for another judge. The rules of attire and conduct are already in our rules. There would be no need for changes. Hunter and Dressage attire could be found in each class of splits. The splits are not about attire, the splits are addressing the different types of movement

- (1) Dressage type- displays the conformation and movement qualities as follows: Horses of this type carry a higher set-on neck than the Hunter type with sufficient length and flexion of the poll. Movement should be free, elastic, active and regular with good push from behind without tension and in balance.
- (2) Hunter type- displays the conformation and movement qualities as follows: Horses of this type carry a lower set on neck than the Dressage type horse, yet must display a natural looking carriage. Movement should be long and low with good push from behind, free of tension and showing good balance.

; and

Whereas, By adding the splits, it will allow AHA and the Sport Horse Committee to track the numbers of entries that will be supporting these classes;

Therefore, Be It

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Moved, That the Board of Directors accept the attached list of Sport Horse Classes to be added to the Standard Class List.

Effective: As soon as approved, April 2010.

Motion Referred to Competitions Advisory Committee. **(Motion #13-4/10/10-BOD)**

MOTION by Myron Krause to refer Motion #13-4/10/10-BOD to the Competitions Advisory Committee.

Motion Passed Unanimously. **(Motion #14-4/10/10-BOD)**

USEF ARABIAN DIVISION COMMITTEE

Jan Decker, Chair, gave the USEF Arabian Division Committee report. Ms. Decker advised that the Committee is busy with Arabian breed issues now that show season is underway. Ms. Decker reported that the Committee is working with USEF on the mandates of Resolution 5-09 (USEF show penalties).

HUMANE SOCIETY OF THE UNITED STATES (HSUS)

Angela O'Neill, Region 11 Director, advised that members in her region were concerned that USEF had accepted sponsorship money from HSUS for their Youth Convention. The main concern is that HSUS main objective is to lobby against animal agriculture. Ms. O'Neill requested that USEF be advised that AHA does not support this decision. Lance Walters, President, advised that USEF is aware of the concerns and has taken steps to make sure that this will not continue.

SPORT HORSE NATIONAL SHOW COMMISSION

Cathy Gage, Board Liaison, gave the Sport Horse National Show Commission report. Ms. Gage advised that this year's show has been shortened to four days in order to be more fiscally responsible. Ms. Gage advised that the Sport Horse Nationals will be held September 22-25, 2010 in Nampa, Idaho. Ms. Gage reported on activities planned for this year's show and invited all of the Board members to attend.

U.S. NATIONAL SHOW COMMISSION

Myron Krause, Board Liaison, gave the U.S. National Show Commission report. A written report was distributed listing the seven classes to be added to this year's show and giving the status on the renovations to the Tulsa facility.

YOUTH NATIONAL SHOW COMMISSION

Lollie Ames, Board Liaison, gave the Youth National Show Commission report. Ms. Ames advised that the show is in need of Champion Jacket Sponsors and requested that all Board members and regions consider sponsoring jackets. Ms. Ames advised that the

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2010 Youth Nationals will be held July 24-31 in Albuquerque, New Mexico, and invited all of the Board members to attend the show.

LIFE MEMBERSHIP FEE

MOTION by Dave Corning:

Whereas, The Budget & Finance Committee recommended that the Life membership fee be \$1,000; and
Whereas, The list of fee increases presented to the Board of Directors incorrectly reflected \$650; and
Whereas, The draft Handbook now reflects the \$650 fee from the incorrect fee list; Therefore, Be It
Moved, That the online Handbook (and soon to be printed Handbook) be corrected to reflect the \$1,000 fee and that AHA notify the membership through the website and magazine of this corrected fee.

Effective: May 1, 2010.

Motion Passed Unanimously. (**Motion #15-4/10/10-BOD**)

CONVENTIONS

Cecile Hetzel Dunn, Region 6 Director, requested that until AHA's finances are improved that consideration be made to hold all future conventions in Colorado, unless there is a region or host that will fund the Convention for the full cost that is incurred by AHA.

There being no further business, the meeting was adjourned at 11:40 a.m.

Jan Decker, AHA Secretary

Approved: _____
Date Initials

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EXHIBIT I

**EXECUTIVE COMMITTEE VOTE
APPROVED MOTIONS
March 8, 2010**

AHA NEWS SECTION OF MODERN ARABIAN HORSE

MOTION by Jan Decker (seconded by Dave Corning):

Whereas, The FY 2011 Budget was approved by the BOD which included eliminating the AHA News section of Modern Arabian Horse magazine; and

Whereas, There are BOD motions on record stating that some of the items that are currently published in the AHA News section of the magazine must be printed in the magazine; and

Whereas, An official motion to remove these items from the magazine was not made at the time the BY 2011 Budget was approved; and

Whereas, The deadline for the April/May issue of the magazine to go to print will be prior to the next BOD meeting; Therefore, Be It

Moved, That the April/May issue of the Modern Arabian Horse not have the "AHA News" section included in the issue in order to comply with the FY 2011 Budget; and, Be It Further

Moved, That a notation will be made in the April/May issue of the magazine to direct members to the AHA website for these items; and, Be It Further

Moved, That this item will be brought to the April BOD meeting for consideration of permanently removing these items from the magazine.

Effective: Immediately

Motion Passed. (**Motion #1-3-8-10-EC**) (**Extraordinary Motion**)

(Approve: Dale Harvill, Terry Andreasen, Sue Meyer, Dave Corning and Jan Decker
Disapprove: Myron Krause)

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EXHIBIT II

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INDEPENDENT CONTRACTORS

MOTION by Terry Andreasen, That the AHA independent contractors be charged back to each national event as an expense.
Motion Passed Unanimously. (Motion # 1-04/8/10-EC)

GLOBAL ENDURANCE TRAINING CENTER APPEAL

MOTION by Sue Meyer, That the refund request in the amount of \$180 related to endurance rides submitted by Global Endurance Training Center (Dian Woodward/Christoph Schork) for recognition fees paid and recognition denied by AHA be granted.
Motion Passed. (Motion # 2-04/8/10-EC)
(Approve: Terry Andreasen, Sue Meyer, Jan Decker & Myron Krause)
(Disapprove: Dale Harvill)
(Abstain: Dave Corning)
(No Vote: Lance Walters)

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EXHIBIT III

JUDGE'S POINTS OF EMPHASIS

1. *Adherence to Class Specifications*
 - a. *Follow priority order of class specifications (2010 USEF Rule Book – pg GR210)*
 - b. *AR112 – Judges are required to consider the performance at each gait equally in adjudicating performance classes*

2. *Tails*
 - a. *USEF AR102 – The Arabian Breed Standards describe the Arabian Horse “... to exhibit Natural High Tail Carriage.”*
 - b. *Judges are to penalize unnatural or altered tail carriage in halter and in performance classes*

3. *Suitability/Safety*
 - a. *Horses appropriately shown in corresponding division*
 - b. *Suitability of horse to rider in Amateur/Junior classes*
 - c. *Safety is of utmost importance*

4. *Country English*
 - a. *AR112 – Place equal importance on all gaits when adjudicating*
 - b. *AR125 – All gaits must be performed with willingness and obvious ease, cadence, balance and smoothness*

5. *Major faults in conformation categories (halter)*
 - a. *If a horse has a major fault in any conformation category, it MUST NOT receive a score greater than 10*
 - i. *Legs and Feet*
 - ii. *Head*
 - iii. *Neck and Shoulder*
 - iv. *Back, Loin, and Hip*

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EXHIBIT IV

**NATIONAL EVENT OPERATIONAL PROCEDURES MANUAL (Revised March 1, 2010)
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EXHIBIT IV, Continued

ORGANIZATIONAL CHAIN OF COMMAND

AHA Board of Directors:

The AHA Board of Directors (BOD) elect and replace all Commissioners. The Commission Chair should be elected by the Commission immediately following or no later than thirty (30) days after the AHA Annual Convention.

AHA President:

The AHA President is responsible for the coordination of the following positions of responsibilities.

AHA Treasurer:

The AHA Treasurer or the Treasurer's designee is the AHA Event Official responsible for financial operations including: collecting and depositing funds, paying event approved bills, defining account procedures and reporting and coordinating accounting staffing requirements. The Treasurer reports to the Board of Directors.

Commission Chair:

The Commission Chair will be responsible for the volunteer and contractual personnel at the event. A meeting or conference call of Commission Chairs will be scheduled annually for the purpose of collaboration.

Commission Vice Chair:

In the event that the Commission Chair cannot perform his/her duties, the Commission Vice chair shall act as Chair and assume the duties of this position until such time the Chair can resume his/her duties or a new Chair can be elected.

Executive Vice President:

The Commissions will recommend to the Executive Vice President (EVP), various AHA staff positions they require at their event. The EVP in concert with the Commission Chair will make the final determination of the number and name the individual AHA staff who will work the event and the AHA staff person who will coordinate the AHA personnel. The EVP will be responsible for all AHA staff members at the event.

Judges and Stewards Commissioner:

The Judges and Stewards Commissioner (J&SC) will hire and assure the eligibility of all officials. The J&SC will be responsible for the judges at each national show and apply for all guest cards. (Stewards will report to Show Management.) The National Distance Commission will be

responsible for hiring of all Official personnel for the National Distance Events.

The timely collection and accuracy of the patterns for each national show will be the responsibility of the Event Coordinator. Language will be written in the judges' contracts requiring them to submit patterns for appropriate classes 90 days prior to the start of the show. The J&SC will assign a steward who will review the patterns and make any corrections in collaboration with the judge. The Event Coordinator along with this Steward will develop a schedule, according to the rules, for posting the patterns. The National Shows department will see that all patterns are collected and 30 days prior to the start of the show will have these copied and shipped to the National Show Office. The patterns will be posted (according to the schedule) by a person designated by the Show Commission.

The judges' escorts or coordinators will be provided by the various commissions. The judges' escorts or coordinators, in concert with the J&SC, will provide transportation to and from the show grounds in a manner that assures all judges and stewards are on the show grounds at their scheduled time. All judges and stewards on the show grounds at the scheduled time of the judges and stewards pre-show meeting are required to attend.

The J&SC or designee in case of emergency, will be provided with a means of communication and must be accessible twenty-four hours a day, from twenty-four hours prior to the first day of the show through the end of the show. In addition, this person must be on the grounds when classes are in session in any ring.

AHA Staff:

The AHA staff will coordinate the National Show Event with the Commissioners under the direction of the EVP. All National Show Event timelines will be utilized and adhered to.

COMMISSIONERS RESPONSIBILITIES

All agenda items and supporting documentation (except in case of emergency) must be supplied to the Commissions through the AHA National Event coordinators two weeks in advance of any scheduled meeting or conference call.

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EXHIBIT IV, Continued

Administration:

The Commissioners promote, regulate, operate, and manage the AHA National Event.

Rules:

Commissioners are expected to conduct their National Show Event in accordance with the applicable AHA, USEF, AERC, FEI and/or EC rules and procedures.

Budget:

The Commissioners are expected to work within their National Event budgets as approved by the AHA BOD. Each fiscal year budget will be approved by the AHA BOD one year in advance of the national show or ride. Commissioners identification articles may be purchased at a cost not to exceed \$500 per commissioner per term (3 years). *Commissioners per diem shall be the allowable rate of all other show or ride staff members.*

Contracts:

All contracts pertaining to an AHA National Championship Show must be reviewed and approved by the appropriate show commission prior to the contracts being presented to the President, Executive Committee or Executive Vice President for approval. This process should be done in a timely manner so the President, Executive Committee or Executive Vice President has a minimum of fourteen days to review and discuss the contracts prior to their discussion for final approval. (BOD 11/98)

All contracts will be signed by the AHA President or the AHA EVP, **with the exception of Event Personnel Contracts that have been approved by the National Event Commissions. In such instances, the Senior Director of Competitions may sign personnel contracts only.**

Guidelines for Contracts:

Multi-year contracts should be considered by each commission. In addition, commissions will secure all contracts one year in advance of their national show event.

No AHA Corporate Partner contracts will be signed without prior consent of the National Event Operating Procedures Committee if the Corporate Partner is considered to be an Official Vendor. Official Vendors are defined as but not limited to the following:

Videographer
Photographer
Web streaming

Florist
Farrier
Veterinarian
Golf Cart supplier
Hotels
Rental Cars
Catering
Music Providers
Awards

National Show Personnel Pool:

Programs will be developed and implemented to establish a personnel pool for each national show.

NATIONAL EVENT REGULATIONS AND OPERATIONS

FOR ALL EVENTS

Prize Lists:

The national prize lists will be written in a standardized (as much as possible) exhibitor friendly format. The closing date along with the final qualification dates will be included in each.

Entry Fees:

All National Shows and Distance Events will strive towards standard scaled entry fees, however, each commission will set their own entry and office fees.

Entry Procedure:

Each National Show and Distance Event commission will determine the appropriate close of entries for their national show, the minimum closing date will be no less than 40 days out from the first day of the show, the maximum closing date will be no more than 55 days from the first day of the show.

Late or Post Entries Procedure:

Post Entries will be at the discretion of the individual Show and Distance Event Commissions.

National show entries will be accepted on the final entry date listed in the Omnibus or the first day the show office opens, whichever is later.

Horses that qualify before the closing of entries and enter after the closing of entries will pay late (post) entry fees.

Horses that qualify at a Regional, Pacific Slope, East Coast, and Eastern or Western Canadian Breeders Championship Show who are not previously qualified at the official close of entries will be accepted on the final

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entry date listed in the Omnibus, or the first day the show office is open (whichever is earlier). These entries will not be charged the post-entry fee.

These dates will be stated clearly in their prize list with no exceptions to be granted.

Entry Refund Policy:

All National Show fees, except the office fees, USEF fees, and EC fees, will be refunded with a veterinarian certificate postmarked no later than 40 days prior to the first day of the show. Only the class entry fees will be refunded, with a veterinarian certificate postmarked between 40 days and 21 days prior to the first day of the show. **No fees will be refunded for requests postmarked between 20 days and the first day of the show.**

Additional refunds will be considered by each show commission upon receipt of a suitable veterinarian certificate attesting to illness or injury, along with a letter from the exhibitor explaining the circumstances.

All National Distance Events fees, except the office fee, will be refunded with a veterinarian certificate received or presented directly after pre-ride veterinarian check-in.

In the case of a death of a horse, a substitution may be made after the announced date of the closing of entries. All applicable entries fees and late fees apply.

Non-Qualified Entry Refund Policy:

All fees for non-qualified National Show and Distance Event entries will be refunded, with the exception of office fees and the stall fees for National Shows. If the horse is entered in multiple classes, a refund will only be issued for the non-qualified class(es).

Standard Class List:

The classes/rides at all National Shows and Distance Rides will have a standard numbering system.

Exclusive Vendors:

Commission will set criteria for AHA staff to negotiate and hire exclusive vendors for that national show.

AHA Booth:

The designated AHA Staff coordinator of the AHA Booth will order, place and decorate the AHA Booth at the national shows subject to the approved budget and the commercial exhibit space given by each commission.

Qualifications:

Qualification issues will be resolved by the AHA National Events Department with the cooperation of all Commissioners.

Exhibitor Service:

All national show personnel must be exhibitor friendly, courteous and work in a professional manner. The commissioners shall see that the commission, volunteers, contract staff and AHA staff will work as a team to ensure that exhibitors will be served in a professional manner.

Patronships:

Submission of a signed patronship form constitutes agreement by signing party for a payment for patronship, of which 50% is nonrefundable if canceled after the close of show entries. If cancelled prior to the close of entries, then the original non-refundable deposit amount will be retained by AHA.

Commercial Photography Policy:

Commercial Photographers at all national shows are limited to PRESS PHOTOGRAPHERS ONLY. Press photographers (anyone taking pictures for newspapers or periodic publications) will be required to sign an agreement stating that they will abide by official AHA rules and any photographs they take are to be used for editorial purposes only and are NOT TO BE SOLD under any circumstances. Only one press pass will be issued per publication. Once an agreement has been signed, an official AHA Press Pass will be issued. Press passes can only be obtained from the Commission office. Requests for press passes can be made in writing to the AHA office 30 days prior to the show, or may be obtained at the show. Cameras with detachable lenses or lenses of more than two inches are prohibited. Any lenses greater than two inches is considered professional equipment and is not permitted in the arena buildings or into the competition arenas to include seating areas. The official show photographers are exempt from this policy. Professional photographers may not record the event with any kind of camera, or video equipment. This policy will be strictly enforced. Violation of the policy may result in removal from the show grounds. Commercial photographers found violating this policy will be assessed a \$1000 fee and escorted off the grounds.

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EXHIBIT IV, Continued

Prize Money:

Prize money will be paid to the party who is listed as the Recorded Owner of the horse on the current Certificate of Registration. Checks for prize money shall be mailed within 30 days after completion of the show. The Social Security Number or Federal Taxpayer Identification Number must be on file with AHA before AHA prize money is released. If this information is not on file or is not provided within 120 days after notification, all prize money will be forfeited.

FOR NATIONAL SHOWS ONLY

Section Changes:

Section change requests must be submitted to the Show Office on the official form at least one session prior to the session of the earliest section involved. This will be strictly enforced. Applicable fines will be assessed if form is not submitted within that time frame.

Advancing Section Requests:

Exhibitors advancing from an I/II/III section to a A/B section can request specific sections prior to the classes being sectioned. This can be requested ½ hour after the session the elimination class was held.

Show Office Forms:

Standardized Show Office forms must be uniform in content, color code and format for all national shows.

Announcer Book:

Each national show shall have an announcer's book that will contain all essential announcements prepared by AHA staff and approved by the designated commissioner.

Patron/VIP Lounges:

Patron/VIP lounges will be open to Patrons, Corporate and Event Sponsors, AHA Board of Directors, AHA Executive Vice President or designee, and National Show Commissioners.

Exhibitor appointments:

Farm/Trainer appointments for entries should be scheduled by the AHA staff at the Show Office of each national show.

Youth Activities:

Commissioners will work in concert with the Youth Coordinator, whose youth activities budget will include all

revenue and expenses for the youth activities at each national show.

NATIONAL EVENTS

PERSONNEL AND COMPENSATION

The National Events, in-so-far as possible, should be staffed with non-paid volunteers except for those that have per diem and fees as listed on chart. Suggested job descriptions are located in this Manual.

Judges & Stewards Per Diem and Fees:

All judges and stewards at each National Events shall be paid a per diem equal to a value of \$40/day. **Per Diem will not be paid for travel-only days.** At all National Events, each judge, will be paid equivalent fees. All stewards will be paid equivalent fees.

Judges' appreciation gifts given and/or presented by the Commission may be given at a cost not to exceed \$50 each.

National Events Employees Per Diem and Fees:

When the following positions are used by the National Events the corresponding Daily Fee and Per Diem guidelines should be followed. The Daily Fee and Per Diem for each event will be adjusted to the maximum Per Diem fee allowable by the IRS and/or the state or province in which the event occurs. (BOD 1/00) **Per Diem will not be paid for travel-only days.**

<u>LICENSED OFFICIALS</u>	<u>DAILY FEE</u>	<u>PER DIEM</u>
Judges	\$500	\$40
Specialty Judges	\$500	\$40
Alternate Judges	\$350	\$40
Stewards	\$250	\$40
Night Steward	\$250	\$40
Course Designers	Negotiable	\$40
<u>OFFICIALS</u>	<u>DAILY FEE</u>	<u>PER DIEM</u>
Announcer	\$300	\$40
Barn Night Manager	Negotiable	\$40
Barn Manager	Negotiable	\$40
Ringmaster	\$225	\$40
Veterinarian	Negotiable	\$40

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CONTRACT LABOR	DAILY FEE	PER DIEM
Drug Tester	Negotiable	
EMT/First Aid	Negotiable	
Farriers	Negotiable	
Photographer	Negotiable	
Music (D.J.)	Negotiable	
Videographer	Negotiable	
AREA STAFF	DAILY FEE	PER DIEM
Awards Room Manager	\$35	\$40
Awards Room Staff	\$20	\$40
Barn Staff	\$25	\$40
Catering Coordinator	\$25	\$40
Commercial Exhibit Staff	\$20	\$40
Dressage Coordinator	\$75	\$40
Dressage Staff	\$20	\$40
Gate Staff	\$20	\$40
Gate/Timer		
General Show Staff <i>(e.g. runners, floaters, general help)</i>	\$20	\$40
Grounds Manager	Negotiable	\$40
Grounds Staff <i>(e.g. Tractor operators)</i>	\$100	\$40
Grounds Asst.	\$50	\$40
Judges Coordinator	\$20	\$40
Lead Scorer *	\$150	\$40
Paddock Announcer	\$200	\$40
Paddock/Timer Staff	\$25	\$40
Patron Hostess	\$20	\$40
Ring Coordinator	\$150	\$40
Scribes	\$20	\$40
Scorer	\$75	\$40
Show Office Secretary	Negotiable \$75	\$40
Show Office Staff	\$40	
Show Office Staff Asst		
VIP Hostess	\$20	\$40

Security Manager	Negotiable	\$40
Operations Manager	Negotiable	\$40
DISTANCE		
LICENSED OFFICIALS	DAILY FEE	PER DIEM
AHA Ride Steward		\$40
OFFICIALS & CONTRACT LABOR	DAILY	PER DIEM
Veterinarian Judges	\$500-700	\$40
Treatment Veterinarian	Negotiable	\$40
Farrier	\$50	\$40
EMT	Negotiable	\$40
Videographer	Negotiable	\$40
Photographer	Negotiable	\$40
AREA STAFF	DAILY	PER DIEM
Ride Manager	\$20	\$40
Ride Secretary	Negotiable	\$40
Trail Master	\$20	\$40
Grounds Manager	\$25	\$40
Head Timer	\$25	\$40
Assistant Timer	\$20	\$40
Pulse Captain	\$25	\$40
Pulse Takers	\$20	\$40
Scribes/Judges	\$20	\$40
Recording Secretary		
Tabulator	\$20	\$40
Ride Publicity Chair	Negotiable	\$40
Drug Tester	Negotiable	\$40
Safety Coordinator	Negotiable	\$40
Drag Rider	\$20	\$40

* Paid from the 45-00 fund

Transportation/Lodging:

A uniform policy for transportation and lodging will be utilized for all National Events.

U.S./Canadian Funds:

All budgets are figured in U. S. funds, however daily rates and per diems may be paid in Canadian or U.S. funds adjusted for the conversion rate for the Canadian National Shows on November 1, of each year. (BOD 11\96)

Beginning with Fiscal Year 2009 Budget, the Canadian National Show budget will be figured at par.

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EXHIBIT IV, Continued

Volunteers:

Volunteer Manager, Information Booth, Program Sales, School Tours, Volunteer Staff, and etc. will follow the Volunteer Policies of AHA for volunteer personnel.

**GRATUITIES/ENTERTAINMENT/
CONFLICT OF INTEREST**

All national show personnel, i.e., volunteers, contractual personnel and AHA staff are subject to the policy on gratuities, entertainment and conflict of interest.

Gratuities/Entertainment:

Gifts, hospitality or entertainment given by an individual or company of \$100 or less in value per national show may be accepted by an individual as long as they are not meant to influence the event personnel's independence of judgment.

Conflict of Interest:

Purchasing transactions are to be avoided if the National Event personnel, a member of the family or relatives are owners or have a substantial financial interest in any company competing for the Association's business.

SUGGESTED JOB DESCRIPTIONS

The following job descriptions are provided to outline the positions. Not all Events will have all jobs listed. Job descriptions may vary slightly from show to show.

NATIONAL EVENT COMMISSION

Length of Term: Three years.

Number of Members: Six. (Canada and Distance five.)

Reports to: Members report to the Chair. Chair reports to the Board of Directors.
(Both oral and written reports given.)

Commission Description:

Six (five-Canada and Distance) members elected by the Board of Directors for three-year rotating terms. No more than two members elected per region (Canada no more than two members elected per region except Region 17 and 18.)

General Responsibilities:

Work all year with the other commissioners and AHA staff to coordinate and produce the National Events. Each Commission, as a group, is responsible for:

- Show/ride date application, budget, prize list, program, facility, all measurements, and etc.
- Hire and assure the eligibility of all officials
- Overall show/ride management.
- Creating and adhering to an annual budget.
- Production and operation of the show/ride and related commercial exhibit trade show.
- Additional activities as scheduled.

Commissioners assist with sponsorship solicitation and contract negotiations in conjunction with the Executive Vice President and/or related staff. Involves intensive communication including conference calls, meetings in Aurora, time at the show site and the AHA Annual Convention.

Several expenses are reimbursed but some out-of-pocket expenses up to approximately \$2,500 may be incurred. Once elected, responsibilities are divided among the commissioners for all phases of the event. Individual responsibilities could include several of the following:

- | | |
|----------------------|----------------------|
| Advertising | Officials Schedule |
| Automobile | Patrons Lounge |
| Awards | Patrons |
| Barns | Personnel Contracts |
| Budget | Personnel/Scheduling |
| Catering | Press Room |
| Cattle | Prize List |
| Center Ring | Promotion |
| Class Schedule | Pub Rel/Advertising |
| Class Sponsors | Radios |
| Comm. Exhibitors | Ring Preparation |
| Contract/Negotiation | Ringmasters |
| Cutting | Scheduling/Coord. |
| Decorations | Scoring |
| Dressage Ring | Security |
| Exhibitor Party | Show Manager |
| Exhibitors | Show Office |
| Facility | Show Production |
| Facility Contracts | Show Program |
| Fans | Show Prog. Sales |
| Farm Flags | Signage |
| Farrier | Special Events |
| First Aid | Spectators |
| Florist | Sponsors |
| Furniture | Tickets |
| Golf Carts | Trail Course Design |
| Hay/Feed/Bedding | Trail Course Setup |

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Hotels/Restaurants	Vendor Contracts
Hunt/Jump Setup	Veterinarian.
AHA Booth	VIP Lounge
Judges Escorts	Volunteer Coordinator.
Merchandise	Youth Activities
Official Vendors	

Time Commitment:

Several hours of phone calls and facsimile transmittals. The Aurora meetings last up to three days (usually Friday through Sunday). Show site meeting is usually held over a three-day weekend. Approximately 7 to 15 days on-site during the event. Various conference calls scheduled as necessary. Attendance at the AHA Annual Convention for required commission meetings, approximately six days (not reimbursed).

Education and/or Experience Required:

Experience in horse show management required. Should have experience at the regional and local show level as an event Show Secretary, Show Manager, paddock master or at the very least, worked at many shows. Business background and budgeting experience useful. People skills are essential. Must have 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. Exhibiting horses at AHA events is helpful.

**JOB DESCRIPTIONS
FOR NATIONAL SHOWS**

OPERATIONS MANAGER RESPONSIBILITIES

While each of AHA's national events and show commissions are different and unique, the following is outlined as a basis for relative responsibilities of the operations manager.

- The operations manager will work with the show commission and AHA staff in preparing a draft of the omnibus and class schedule.
- The operations manager shall work with the show commission, officials, staff, and exhibitors in insuring the show is conducted in a timely, efficient, and professional manner befitting a national championship. Officials include the judges, show Office Administrator, stewards, ring coordinators, course designer, announcers, photographers, ringmasters, farriers, veterinarians, stall manager, grounds manager, volunteers, etc. This function is

- very similar to being Technical Coordinator or an Assistant Manager at a horse show.
- The operations manager shall monitor all activities inside and outside the arena pertaining to the operation of the horse show. He shall be aware of both USEF and AHA rules to insure rules compliance working with ring coordinators and stewards as appropriate.
- The operations manager will work with the stall manager to assist in eliminating and anticipating any stabling problems. He shall also work with ring coordinators to insure all rings ring's signage, decorations, equipment, lounges, and systems are working properly and efficiently. He shall assist in insuring all rings start as scheduled and necessary paperwork and equipment are in place. The operations manager shall also work with the grounds manager seeing that the ring(s) are in top condition for showing horses and that warm-up rings are available, adequate, and in proper condition.
- The operations manager will be available for full time duty during the days of the horse show and days before and after the show as appropriate for each show. He shall also attend meetings throughout the year as available and participate in conference calls as necessary.
- The operations manager will monitor the operation of the horse show office. This includes seeing that score cards are scored correctly and posted as required. Also to insure that supplies are ordered appropriately.
- The operations manager will assist AHA staff and the Commission in preparing a worksheet for facility management detailing specific needs leading up to and during the course of the show and work closely with facility management, commission, and AHA staff during the show to insure its smooth operation.
- The operations manager will meet with the show commission during its meetings, or its key members, as necessary, assisting the commission and reviewing commission needs. He will work closely with the commission chairman and the AHA Event Coordinator in overall planning and conduct of the show's operations. He shall be available for comments and recommendations following the show and in preparation for the next year's show.
- He shall answer to both the Commission chairman and AHA Event Coordinator. He shall give each a list of observations and recommendations at the end of each show.

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EXHIBIT IV, Continued

SHOW MANAGER RESPONSIBILITIES

- Must be an Individual Senior Member of USEF and have a thorough knowledge of the USEF/EC/USDF/UPHA and AHA rules and is responsible to enforce them.
- Appoints the necessary committees for the show and continues follow-up to be sure all assignments are completed.
- Responsible for construction of all courses.
- Be aware and comply with the rules concerning stabling and facilities.
- Be aware and comply with the rules concerning the Veterinarian, Farrier, and Medical personnel and when they need to be on the show grounds.
- Be aware and comply with the rules concerning protests, charges and violations.
- Must be available throughout the duration of the show.
- Be prepared to contribute to a wrap-up report of the show to be used for the next year's event.
- Enforce all rules of the associations from the time exhibitors are admitted to the competition grounds until their departure.
- Ultimately responsible for 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.

SHOW SECRETARY RESPONSIBILITIES

- Must know the USEF/EC/USDF/UPHA and AHA rules that pertain to horse shows and the Show Secretary position.
- Must have a copy of the current USEF/EC Rule Book, USDF and UPHA, NRHA rules and the AHA Handbook for reference at all times during the competition.
- 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.
- Prepare for each session the specific items needed for those classes and for the staff that is working that part of the show.

- Assist in drafting the Omnibus.
- Process and supervise the processing of Show Entries at the competition.
- Prepare the required sets of Judges' Cards for each class; including the class specifications and specialty cards for all reining, trail, sport horse, working hunter & jumper, equitation, showmanship and dressage tests. May assist in preparing Pattern books as appropriate.
- Prepare Class Sheets for all pertinent show personnel during the show.
- Be available during show office hours as set out by the AHA.
- Reply to and keep appropriate correspondence related to the Show as appropriate providing copies to AHA trying to use email as much as possible. *(Routine basic correspondence will be done by AHA copying the Show Secretary; technical by Show Secretary.)*
- Produce and forward show results in the format and time frame required by the AHA, USDF, EC, USEF, and any other appropriate organizations. Show results will be sent electronically as able.
- Send copies of the show results, by electronic means whenever possible, to any magazine specified and approved by AHA or the Show Commission.
- Prepare and give to AHA binders with copies of the financial records including show program financials as of show end, owner records, horse records, stabling, show results and any other individual reports as agreed upon by the Show Secretary and AHA at the close of the show. A meeting between the Event Coordinator and Commission would be held the morning after the show is over.
- Comply with any other reasonable Show Secretary duties as requested by the Event Coordinator, Office Administrator, Show Commission, Ring Coordinators, or Stewards including insuring that patterns, cuts, Orders of Go, etc. are posted properly and timely. This includes working with all show officials in a manner normally associated with the duties of Show Secretary.
- Produce all necessary show office forms not normally supplied by AHA. *AHA is amenable to altering its forms as possible.*
- It is also agreed by all parties that any lists, correspondence, contracts or other documentation both computer or written remains the property of AHA and shall not be given, sold or used without the express written consent of AHA. The Show Secretary will give AHA a

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copy of all financial transactions, horse and owner information, stabling and show results as stated in Item 9.

DUTIES

SOME MAY BE UNIQUE TO THE NATIONAL SHOW

Coordinate with the Show Secretary on duties which might include but not limited to;

- Responsible for keeping the Class Book up to date
- Responsible for keeping the judges card file current and complete
- Coping session packets for each ring each session

Commission

- Central contact person for Commission
- Have binders with pertinent show information
- Other Secretarial duties as assigned
 - i.e. approving or denying section change request and/or gate holds

Volunteers

- Contact coordinators (except barn & hitching ring CN)
- May prepare volunteer name tags & packets
- Make & print volunteer info sheet
- Up date volunteer lists & give to coordinators & commission
- Welcome volunteers & give packet etc.
- Produce volunteer 5, 10, 20 yr Certificates if the show awards them.

Office

- Be prepared to sign USEF drug forms if designated by the steward(s).
- Direct set-up of office layout & decorating
- Stock supplies to counter & booths
- Make signs for posting boards & post
- May prepare & print all specialty judges cards & score cards

Orientation of Office Staff Volunteers

- Meeting to review office procedures & forms
- Train to give out exhibitor packets
- Direct exhibitor packet stuffing if not done in house
- Direct volunteers in doing office jobs such as
 - Posting Judges cards, Go Orders, Splits, Copying Schedules

Exhibitors

- Assist with any problems when picking up packets
- Assist with timing of sessions for any class conflicts, order of go etc.
- Try to answer any and all questions or refer to someone who can

Ring & Paddock

- Keep all ring staff up to date on any changes

Dressage/Sport Horse in hand

(does not apply to SH or USN) if there is no dressage/Sport Horse coordinator

- Assign ride and/or sport horse in hand times
- Prepares, copies & labels all Dressage Tests and/or sport horse score in hand sheets
- Organize scribe's clipboard in timed order

Other Duties

- Stats for everyone each day
- Make sure there are scribing clipboards for specialty classes
- Makes public announcements
- Generally available to all show personnel to help in any way possible.
- Help to keep moral up with humor, good comments & positive attitude.

SHOW OFFICE ADMINISTRATOR

Member of AHA staff. Must know the USEF/EC/USDF/UPHA and AHA rules that pertain to horse shows.

- May be involved in producing the prize list for the show along with the Show Manager under the direction of the Commission.
- Be prepared to accept entries up to six months before the show date. Accept all the entries into the show and sends 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.
- Is always available to the Show Steward and Show Management as needed. Answer questions from Paddock Announcer and the Announcer concerning class entries.
- Maintain complete files and is prepared for the Show Steward to inspect for signatures, membership numbers and 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.
- Open the Show Office as directed by the prize list.
- Send all reports as requested by Show Management and maintains a copy for the files.
- Store the show files at the AHA office for the next three years.

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ANNOUNCER

Good Announcers are the key to spectator interest and accurate exhibitor performance. They should know horse show language. They are the 'voice' of the show and it's management.

Attire: Casual/dressy or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, formal attire is required to mean an evening dress or tuxedo. Confirm with Show Management what the attire for this particular show will be and dress accordingly.

Initial check-in: Report to Show Management or Show Office in compliance with the contract.

Arrive daily: Report to Show Office at least 30 minutes prior to start of classes on first day, check-in with Ring Coordinator.

Be ready to start each performance promptly as scheduled upon the direction of the Show Management. Be prepared to make early calls so the exhibitors are ready on time, usually one-half hour before the show.

Be in ring at least 15 minutes prior to start of classes.

RESPONSIBILITIES

- Welcome exhibitors and spectators and introduce the Officials properly. Announce the National Anthem and any special events or important dignitaries that need to be introduced.
- Indicate the class number, the title of the class and welcome the horses into the ring. While they are coming in the class specifications can be announced.
- Watch the Ringmaster attending the call judge at all times in order to announce change of gaits promptly.
- Know and use proper terminology; for example: "Canter" in English classes and "Lope" in Western classes. Use the same tone, inflection and wording to obtain desired change of gaits.
- Study the program. Anticipate succeeding events.
- Time the announcement of winners in a manner which permits full identification of each individual place winner.
- Assure that the sponsor, trophies, and ribbons are ready to enter the ring promptly at the conclusion of each class.
- As the Judge completes their card and hands it to the Ringmaster for delivery to the Ring Clerk, start the announcing of the sponsor of the class.

- Verify the information that you have received concerning the individual who will make the actual presentation, prior to putting it "on the air".
- Maintain constant and detailed communication with the committee handling the awards and their presentation.
- Announce the placing, number of the horse, horse's name, owner's name and name of the rider.
- Announce all class, patron and corporate sponsors as listed for each class or as indicated by management.
- Call the following class into the ring promptly upon assurance that the Judge is ready.
- Watch the class in progress closely and be prepared to "Halt" the class in case of an accident.
- Become familiar with all "filler" announcements, special announcements, and sponsor announcements. Find out how often each should be read and deliver these announcements at the opportune times, such as an unavoidable delay or when there is a timeout or while horses are in the lineup awaiting results.
- Be prepared to call for medical assistance at any time: doctor, first aid personnel or the ambulance.
- Prior to the start of show, check the P.A. system to be sure your voice can be heard in all areas of the ring.
- Collect and review all special announcements so that you clearly understand them and can relate this information over the P. A. system in a well worded, precise and courteously stated manner. Be acquainted with AHA to promote the Arabian, Half/Anglo-Arabian and educate the spectators.
- Establish a system of signals with the Ringmaster that indicates the various changes of gaits and other procedures that requires visual communication. If walkie-talkies or wireless system is used, practice the communication with these instruments.

Check pronunciation of Arabian, Half/Anglo Arabian names and be prepared to announce them correctly.

AWARDS PRESENTERS RESPONSIBILITIES

- 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 picture taking.

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- 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 a designated time and place.
- Notify Announcer if the awards are somehow forgotten, so they can be picked up before 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 the schedule of classes is 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.
- Report to Show Management or Show Office with plenty of time to check all of the awards and have them in the prescribed area and ready for presentation.
- 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.
- Unpack all awards and check off of class list to ensure that all awards arrived. Make sure that the wording on all awards is correct. Contact the show coordinator if there are any missing or incorrect awards.
- Set up the awards room in a logical manner and as instructed by show management so that all awards are displayed in an attractive manner and are organized in such a way as to be able to find the correct awards quickly.
- Collect a class list or program from the Show Office so you can follow along with the commencement of the classes.
- Deliver the appropriate awards to be presented daily to each ring. Deliver awards prior to the start of the classes (10-30 minutes prior to the start is normally appropriate). Only the ribbons and garlands are presented at ring side. All plaques and trophies stay in the awards room for pick up by the exhibitors.
- Deliver the photo awards to each ring each day to be used for photographing of winners.
- Use the designated sign out sheet for pick-up of awards. Also, follow the designated criteria needed to release the award.
- Explain procedures for purchasing of duplicate awards to exhibitors. Provide appropriate form for duplicate awards and collect the money for purchases when necessary. All duplicate order forms are to be given with funds to the AHA Accounting person.
- Inventory and pack up the left over awards at the end of the show according to instructions given.

AWARDS ROOM COORDINATOR

Attire: Casual attire. Includes slacks, nice jeans, polo shirts, button up shirts, sweaters etc. Comfortable shoes.

Initial check-in: Report to Show Commission upon arrival on the show grounds on set-up day.

Arrive daily: Awards must be delivered to arenas by 10 minutes prior to start of classes each morning. Arrival 45-60 minutes prior to start of show or as sufficient to deliver awards to each ring each morning. Awards room to be open for awards pickup from start of classes until ½ hour after last class each day. Awards room may be closed for breaks and lunch as needed.

RESPONSIBILITIES

- Orient yourself to the awards room and the arenas to where the awards will be delivered upon arrival.

BARN MANAGER

Be a person who is organized, has stamina and a cordial attitude. The # 1 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.

Attire: Casual or Informal attire. Jeans, slacks, short sleeved shirts, long sleeved shirts, sweatshirts and sweaters are suitable.

Initial check-in upon arrival at the show grounds:

~~Report to~~ Check in at the Show Office and request any updated barn reports or other updated information regarding stalling,. Obtain forms for barn check-in regarding stalls received etc. Obtain a couple of show programs and updated schedules to put in barn office. Then check in with the Show Commissioner in charge of barns and review barn check-in procedures.

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Arrive daily: By barn office opening time.

RESPONSIBILITIES

- Set up the barn office.
- Be prepared to arrive several days early to accommodate early arrivals.
- Work in advance with the Office Administrator to get all the information you can about the exhibitors preference of where they want to be stalled and who they want to be stalled with.
- Follow any rules in the prize list that stipulate the order of stalling or any other pertinent rules and information about stalling.
- Stable stallions carefully.
- Be sure that all arriving horses have been checked in at the Barn Office for stall assignments before being put into any stalls on the grounds.
- Explain over P.A. if available, or tell individually where hay and grain may be obtained and where manure and trash must be discarded.
- Have stable charts posted in a well lit area and near an entrance or Barn Office for all to view.
- Have the Veterinarian's name, location on the grounds and phone number posted, so exhibitors have ready access if services are needed.
- Be prepared for re-stalling if an emergency should occur.
- Complete stalling forms for each barn/owner to verify number of stalls and to notify Show Office of any increases of stalls made by the owner, trainer or agent so that extra stall fees can be collected
- Be aware of where the Farrier is located and direct those who need service to this area.
- Coordinate with the bedding office for feed and bedding for arriving horses.
- Arrive at prearranged time to begin the stalling of horses. If stalls need work or signs need to be posted, allow time to accomplish these tasks.
- Keep a class list or program in the Barn Office for exhibitor information.
- At completion of the show, return stall charts to management.
- Supply electronic back up of stalling charts to AHA annually.

BARN NIGHT MANAGER

Attire: Casual or Informal attire. Jeans, slacks, short sleeved shirts, long sleeved shirts, sweatshirts and sweaters are suitable.

Initial check-in: Check in with the Event coordinator and/or Show Commissioner in charge of barns.

Arrive daily: As coordinated with the Commission and the other Barn Manager(s).

RESPONSIBILITIES

- Be sure that all arriving horses have been checked in at the Barn Office for stall assignments before being put into any stalls on the grounds.
- Explain individually to exhibitors where hay and grain may be obtained and where manure and trash must be discarded.
- Have stable charts posted in a well lit area and near an entrance or Barn Office for all to view.
- Develop a working relationship with the security staff. Make sure that security knows the proper persons to contact in case of a problem. Know who to contact if there is a problem with security such as a no show or security is ill or injured and needs a replacement.
- Must post the contact procedures for exhibitors when barn manager is on call and make sure that the night security has the contact procedures.
- Have the Veterinarian's name and contact numbers, including after hours numbers posted, so exhibitors have ready access if services are needed.
- Know who to call for security, EMT, veterinarian and other emergencies. Have the phone number to the facility night manager and know what procedures to follow if there is a problem such as power outage, water line break, etc. Always contact a Commissioner when there is an emergency at the grounds. Have the phone numbers/contact information for all Commissioners and for the AHA Event Staff.
- Know the proper procedures for calling the steward if there are any horse schooling issues. Know when schooling over fences is allowed and make sure that security enforces this rule as well.
- Be prepared for re-stalling if an emergency should occur.
- Complete stalling forms for each barn/owner to verify number of stalls and to note any increase or decrease of stalls made by the owner, trainer or agent so that extra stall fees can be collected.
- Be aware of where the Official Farrier is located and what hours the farrier works.

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DRESSAGE COORDINATOR

Attire: Casual or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, attire should be a dress, dark suit or tuxedo.

Initial check-in: Report to Show Office 60 minutes prior to start of classes on first day. Ring crew will be checking in with ring coordinator.

Arrive daily: Report to arenas at least 15-20 minute prior to classes starting

RESPONSIBILITIES

- If assigned by Show Commission, the Dressage Coordinator is responsible for assigning dressage times to the exhibitors. Coordinator will communicate with AHA office to receive all the dressage entries information and will work with the Show Commission to determine any necessary changes to the dressage schedule.
- Help direct the physical dressage ring setup if needed.
- Work with Show Commission to schedule time for exhibitors to warm-up in competition area and/or hand-walk the arena as appropriate.
- Pick up the ring supplies daily from the Show Office. This includes class sheets for that day.
- Verify that all necessary tests/score sheets, class sheets, orders of go, etc. are included in the session packets. If something is missing, call the Show Office to obtain the items, preferably before the session begins.
- Distribute supplies to each ring. Point out any special circumstances to the scorers and/or announcers as necessary.
- Orient all ring staff including scorers, scribes, gate crew, ring steward, paddock staff and technical delegates to what their positions are and what the show procedures will be. Make sure that enough copies of the ring schedule are available for all staff. Assign scribes to judges if not done so by Show Commission.
- Make sure that scorers and scribes are familiar with the tests and procedures. Explain all procedures for each type of class to make sure everyone has the same understanding.
- Be available by radio to each ring and promptly report to the ring when there is an issue.
- Communicate to Show Commission if show officials are not at their assigned posts at least 10 minutes prior to the start of the session.
- Check with the Paddock announcers to be certain that they are correctly reading all announcements required by show management including sponsor, activity and filler announcements. Make sure that the announcer's books are at each arena and that any new announcements provided by show management are placed appropriately within the announcers books.
- Make sure that the completed tests and official class sheets are returned to the Show Office after each class so that copies can be made and tests can then be distributed to the exhibitors.
- Closely monitor the paddocks and correspond with paddock managers/paddock announcers to ensure that the next class/exhibitors are ready and waiting. Try to prevent any delays in the show caused by late exhibitors or no show exhibitors by staying on top of what is going on in the paddock.
- Make sure that all awards necessary for the session are delivered to the ring including any special/high point awards to be presented that session. Communicate to show management or to the Awards Coordinator when there are problems.
- Double check that the correct awards are presented in each class, or appoint one other person in the ring crew to take charge of this duty.
- If applicable, coordinate with the patron coordinator for patron award presentations to Champions and Reserve Champions. Make sure that the announcer has the correct names of all presenters.
- Coordinate all special presentations to take place in the ring, including special sponsor presentations, flag presentations, exhibitions, etc. Coordinate with paddock, gate, presenters, and announcer to make sure everyone knows who is coming in when and make sure that the announcer has the correct announcements ready to read at the correct time.
- Coordinate with Show Commission to make sure that the rings are provided with refreshments/snacks as necessary. Make sure that ring crews/judges receive lunches if there is no lunch break.
- Coordinate lunches & breaks with judges. Make sure judges know when they are supposed to meet at the arena each day or after each break. Make sure that judges have transportation to and from the show grounds. Communicate judges requests/needs to Show Commission or event coordinator as needs arise.

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- Touch base with Technical Delegates to make sure their needs are met. Communicate needs to Show Commission.

GATE STAFF

Attire: Casual attire. Includes slacks, nice jeans, polo shirts, button up shirts, sweaters etc. Comfortable shoes or tennis shoes.

Initial check-in: Report ring at least 30 minutes prior to start of classes on first day, check-in with Ring Coordinator.

Arrive daily: Arrive at the ring at least 15 minutes prior to first class each morning.

RESPONSIBILITIES

- Obtain class sheets (normally distributed by Ring Coordinator or Paddock Announcer).
- Check in with paddock announcer/paddock staff to see if there are any issues with the upcoming class.
- Closely monitor horses competing in the arena. Open the gate for a horse to exit only when horse/rider has been excused by the judge.

PADDOCK – ANNOUNCER & MASTER

These two positions will work closely with each other to maintain order in the paddock area and to help the show run smooth.

Attire: Casual attire. Includes slacks, nice jeans, polo shirts, button up shirts, sweaters etc.

Initial check-in: Report to the Show Coordinator and/or show office to pick up equipment & supplies – radio's, stopwatches, golf carts etc.

Arrive daily: Start class calls 30-45 minutes prior to start of classes each morning.

RESPONSIBILITIES

General information for both or either position

- Horses in the next class have priority in the paddock

Paddock Announcer

Calls classes and keeps the exhibitors informed in the warm up ring and in the barns as to when and where things are happening. Assists the Paddock Master

- Make class calls to barn and paddock area to inform of status in arena. Give at least 30 minute and 10 minute class calls. Announce when the next class or next horse (in individual work classes) is entering the arena.
- During individual work classes, make calls into the paddock to inform who are the next several horses to go.
- Call out the Top Ten horses that are to return to the arena for awards presentations. Have horses line up in correct order (usually numeric order).
- Help maintain order in the paddock with safety being the primary concern. Keep order by directing the horses to be traveling either clockwise or counterclockwise when paddock has a high volume of traffic. Call out for reverses to make sure horses are allowed to travel both directions.

Paddock Master

Is the guy on the ground in charge of the paddock area and encompass all activities occurring in the paddock that have to do with showing horses. Assists the Paddock announcer.

- Maintain order in the paddock with safety being the primary concern.
- Enforce "no lunging" in the paddock while show is in progress.
- Obtain class sheets, order of go's and patterns from the Show Office at least 45 - 60 minutes prior to the start of classes.
- Post orders of go and courses for the classes that day (courses to be posted at least one hour prior to the classes).
- Check in horses to the class sheet as they arrive in the paddock or coordinate with paddock staff, if available, for this duty. Inform ring coordinator or announcer when;
 - All entries are present for the next class
 - how many horses to expect to enter the ring for the next class and
 - any changes on the class sheet
 - if there is a missing horse that is upcoming in the order of go.
 - Rider/driver/handler change
 - Scratches
 - No shows
 - Section changes
- Mark any changes on the class sheet that are returned to the office at the end of the session.

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- Notify Show Secretary if back numbers do not coincide with the class sheet. Make corrections to back numbers and note the correct number of horses to enter the class on the class sheets.
- Verify rider, driver and handler names and notify Show Secretary and Ring Coordinator of any discrepancies.
- Closely watch the order of go sheets to make sure the horses next to go appear ready.
- Monitor, if applicable, any practice jump obstacles in the paddock. Call for steward if there are any issues with the practice jumps.
- **At the conclusion of each session return the paddock class sheets to the Show Office.**
- **At the end of the show, return all items to the Show/Events Coordinator.**

PADDOCK STAFF/ DRESSAGE RING STEWARD

Attire: Casual attire. Includes slacks, nice jeans, polo shirts, button up shirts, sweaters etc. Comfortable shoes.

Initial check-in: Report to Show Office at least 45 minutes prior to start of classes on first day, check-in with Ring Coordinator.

Arrive daily: 30-45 minutes prior to start of classes each morning.

RESPONSIBILITIES

- Maintain order in the paddock/warm-up arenas with safety being the primary concern.
- 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.
- Enforce "no lunging" in the paddock while show is in progress.
- Horses in the next class have priority in the paddock.
- Closely watch the order of go sheets/Dressage rider times to make sure the horses next to go appear ready. Stay on top of what classes are running in ALL of the competition ring(s).
- 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.

- Stay on top of possible ring conflicts. Find out from Show Office or Ring Coordinator(s) what possible conflicts there may be for the day and communicate with exhibitors to keep them informed of how the arenas are running. Alert Ring Coordinator of status of possible gate holds. Make sure that exhibitors with conflicts have filed for gate holds or for changes in order of go with the Show Office ahead of time as necessary.
- Monitor any practice jumps in the paddock. Ensure that the obstacles are safe and are set at appropriate heights. Call for USEF steward if there are any issues with the 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 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.

PATRON HOSTESS

Attire: Casual/ dressy or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, attire should be a dress, dark suit or tuxedo.

Initial check-in: Report to patron's lounge by 8:00 a.m. on the day before the show. Patron check-in to begin that morning (exact time to be determined).

Arrive daily: Arrive 30-45 minutes before the beginning of breakfast to be available to the caterer or by the start of the show, whichever is earlier.

RESPONSIBILITIES

- First and most important duty is to be friendly to the patrons, making their show experience enjoyable. Be a resource for the patrons – have show programs on hand for use in the lounge, assist patrons in finding information that they need by calling to the show office and barn office as necessary.

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- Check-in patrons and hand out patron packages including tickets, pins, gift etc. If there is a patron balance owed, either collect the payment or refer the patron to the AHA Accounting or Event Sales Rep (as determined by the show).
- Explain procedures for car and/or golf cart pickup for patron.
- Work with caterer to ensure that food is brought to the patron lounge at the correct times and is set out in an attractive fashion. Food amounts/types are selected by Show Commission. Direct the setup of meals/snacks.
- Communicate to Show Commission if there is either an excess of food or insufficient food brought to the lounge at any time.
- Keep patron's lounge clean and well arranged. Communicate to Show Commission if there are janitorial needs or if the caterer is not doing their part of cleaning up after meals.
- Check for patron pins, punch meal cards, take drink tickets, etc. to ensure that only patrons are entering patron's lounge.
- Lock up valuables at end of day (such as patron pins, patron gifts etc.).
- Have patron's complete the award presentation forms for who is going to present the award for the class that the patron is sponsoring.
- Hand out next year's patron forms.
- Oversee the drinks/bar if required.
- Coordinate with the Event Sales rep regarding what the check-in procedures are and how to handle balance dues.
- Check to make sure all necessary supplies have been provided including pens, notepads, stapler, etc.

RING COORDINATOR

Attire: Casual or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, attire should be a dress, dark suit or tuxedo.

Initial check-in: Check in with Event Coordinator to pick up any required items, golf cart, radios etc. ~~Report to Show Office 60 minutes prior to start of classes on first day. Ring crew will be checking in with ring coordinator.~~

Arrive daily: Report to Show Office 60 minutes prior to start of classes. Ring crew will be checking in with ring

coordinator. Report to arenas at least ~~45-20~~ 20 - 30 minute prior to classes starting

RESPONSIBILITIES

- Coordinate with the Show Secretary the duties that are expected to be done.
- Pick up and distribute the ring supplies from the Show Office before the start ~~of classes each day~~ of the show for your ring. Point out any special circumstances to the scorers and/or announcers as necessary.
- Pick up at the Show Office at least one hour before the start of classes and checks that judge's cards and class sheets, score cards, cumulative score sheets, etc are ready and obtain a count of horses for the classes in the next session.
- Verify that all necessary judges cards, score cards, cumulative score sheets, class sheets, orders of go, patterns etc. are included in the session packets. If something is missing, call the Show Office to obtain the items, preferably before the session begins.
- Check the judges cards to make sure the correct number of placings are indicated for each class.
- Orient all ring staff including scorers, scribes, gate crew, ring steward, paddock staff and technical delegates to what their positions are and what the show procedures will be. Make sure that enough copies of the ring schedule are available for all staff.
- Assign scribes to judges if not done so by Show Commission.
- Make sure that scorers and scribes are familiar with the score cards or judges cards being used. Explain all procedures for each type of class to make sure everyone has the same understanding.
- Be available by radio to each ring and promptly report to the ring when there is an issue with center ring procedure.
- Make sure that the announcer's books are at each arena and that any new announcements provided by show management are placed appropriately within the announcer's book. Call the Show Office if any back numbers or rider/drivers/handlers do not correspond with the class sheet. Make corrections on official class sheet. Be alert at all times to correct riders names on the class sheet.
- Receive the card from the Judge and mark the class sheet for the Announcer if one Judge is used. Receive the results from the scorers if more than one Judge is used.
- Attach Judge's card or result form to official class sheet for return to the Show Office after each session.

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- *Make sure that the packets including the Judge's cards, score cards, cumulative score sheets, results forms, and official class sheets are returned to the Show Office after each session or after each class, as directed by the show office.*
- Communicate to Show Commission if show officials are not at their assigned posts at least 10 minutes prior to the start of the session. All officials are requested to be at the ring at least 15 minutes prior to start of classes.
- Closely monitor the paddocks and correspond with paddock managers/paddock announcers to ensure that the next class/exhibitors are ready and waiting. Try to prevent any delays in the show caused by late exhibitors or no show exhibitors by staying on top of what is going on in the paddock.
- Make sure that all awards necessary for the session are delivered to the ring including any special/high point awards to be presented that session. Communicate to Show Commission or to the Awards Coordinator when there are problems.
- Double check that the correct awards are presented in each class, or appoint one other person in the ring crew to take charge of this duty.
- If applicable, coordinate with the patron coordinator for patron award presentations to Champions and Reserve Champions. Make sure that the announcer has the correct names of all presenters.
- Coordinate special presentations to take place in the ring, including special sponsor presentations, flag presentations, exhibitions, etc. Coordinate with paddock, gate, presenters, and announcer to make sure everyone knows who is coming in when and make sure that the announcer has the correct announcements ready to read at the correct time. Make sure that ushers (ringmasters) are available to usher special presenters/sponsors to the correct positions in the ring. Make sure that all special signage (the "big check" or sponsor logo signs, etc.) are available and ready well before the special presentation.
- Coordinate lunches & breaks with judges. Make sure judges know when they are supposed to meet at the arena each day or after each break. Make sure that judges have transportation to and from the show grounds. Communicate judges requests/needs to Show Commission or event coordinator as needs arise.

- Coordinate with Show Commission to make sure that ring officials are provided with refreshments/snacks as necessary. Make sure that ring crews/judges receive lunches if there is no lunch break.
- Touch base with Steward to make sure Steward's needs are met. Communicate needs to Show Commission.

RINGMASTER

Responsibilities of a Ringmaster encompass all activities occurring in the show ring that have to do with showing horses, assisting the Judge 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.

Attire: Casual/dressy or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, formal attire is required to mean an evening dress or tuxedo. Confirm with Show Management what the attire for this particular show will be and dress accordingly.

Initial check-in: Check in with Event Coordinator to pick up any required items, golf cart, radios etc.

Arrive daily: Report to Show Office at least 30 minutes prior to classes. Be in ring at least 15 minutes prior to start of classes, check-in with Ring Coordinator.

RESPONSIBILITIES

- Have a thorough knowledge of the rules of USEF/EC/USDF/UPHA and AHA and an acquaintance with the customs, procedures and traditions of the show ring.
- 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.
- Check to see what specialty classes are being held in the ring and find out if scribing or timing will be required that day. Make sure that all appropriate equipment is in the ring and functional, including stopwatches.
- Usher horses into the ring when the gate is opened, making sure to direct horses so that no collisions occur.

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- Select a spot near the 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.
- In group classes, call the horses 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 Scorers.
- Be prepared to hand out the awards or to support the awards presentation if handled by a presenter.
- After the ring has been cleared and the Judge(s) are in place for the next class, communicate to the Announcer to open the gate for the next class.
- Confirm with Show Management what system will be used to communicate with the Announcer and who will provide the equipment, wireless mike, walkie-talkies, or will hand signals be used.
- Return any equipment to the Show Office after the session or day is over.

SCORER

Attire: Casual or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, attire should be a dress, dark suit or tuxedo.

Initial check-in: Check in with Event Coordinator to pick up any required equipment, computers, printers, golf cart, radios etc. ~~Report to ring at least 30 minutes prior to start on the first day, check in with ring coordinator.~~

Arrive daily: Report to arenas at least ~~15-20~~ 20 - 30 minute prior to classes starting

RESPONSIBILITIES

- 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 needed for the specific show.
- 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.
- Ensure that all necessary equipment is in place and functioning correctly. Make sure that Judges cards/tests, paper, calculator, calculator tape, pencils with erasers and other supplies are available.

- Become familiar with the schedule to determine the type of scoring that will be necessary. Check to make sure that all specialty scoring sheets and cumulative score sheets are included in the session packets as necessary
- Check the judges cards to make sure the correct number of placings are indicated. After cards are verified as being correct, give the cards to the judge for the next class coming into the ring. (Not applicable for individual work classes)
- Listen to the Announcer and be certain he/she is announcing the correct winners.
- If applicable, be available to explain how the Majority Opinion Scoring System results are derived when requested by exhibitors.
- **If applicable be available to explain how the Arabian Scoring System results are derived when requested by exhibitors.**
- Coordinate with and assist Show Management with the scoring function.
- Check horses off as they enter the ring and verify the number to the class sheet.
- Call the ring coordinator or the show office if the ring coordinator is not available, if any back numbers and/or riders/drivers/handlers do not correspond with the class sheet. Make corrections on official class sheet. Be alert at all times to correct riders names on the class sheets.
- 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.
- Receive the cards/score sheets from the Judges and pass the results to the announcer after the scores/placings 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/exh #'s 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 judges cards and/or verify the correct number of winners/ 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

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as being completed. Once all 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 official class sheet for return to the Show Office after each class
- Be sure that class results are provided to Show Office/Management in a timely fashion.
- Explain to Judges and Show Officials how the Majority Opinion Scoring System and Arabian Scoring System 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 AHA office.
- The Scorer will promptly report any equipment problems to the AHA National Event Staff.

SCRIBE

Attire: Casual or business attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc. If a formal evening is held, attire should be a dress, dark suit or tuxedo.

Initial check-in: Report to ring at least 20 minutes prior to start on the first day, check-in with ring coordinator.

Arrive daily: Arrive at least 15 minutes prior to the start of classes each morning.

RESPONSIBILITIES

- Obtain score cards for upcoming class (normally distributed by ring coordinator).
- Make sure all score cards are correct for the upcoming classes.
- Find out from judge prior to class what types of notations judge will most likely utilize, any preferences for scribing style etc.
- Make sure all notations and numbers are clear and easy to read.
- Deliver score cards to scorers after each go.
- For the Working Western division, total the scores for each horse.

SHOW OFFICE STAFF

Attire: Casual office attire or semi-dressy attire. Includes slacks, button up shirts, sport jackets, sweaters, skirts, blouses, conservative dresses, etc.

Initial check-in: Report to show office upon arrival.

Arrive daily: At least 10 minutes prior to show office opening each morning or as instructed by Show Secretary.

RESPONSIBILITIES

- 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 the exhibitor check-in procedures.
- Work the show office windows and/or take trainer check-in appointments during exhibitor check-in hours. Follow show office procedures regarding check-in. Always check with show secretary when there are questions regarding qualifications or entry payments.
- Receive section and go order change requests from exhibitors – process according to guidelines established for the show.
- Receive scratch forms, gate holds, handler change forms etc. from exhibitors – process according to guidelines established for the show.
- Perform public and non-public draws for orders of go as required. 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.
- File paperwork when time allows during check-in hours and finish all filing at end of day.
- Assist when necessary to make copies of class sheets, go orders, courses etc. to make up session packets for ring crews.
- Post go orders, class sheets, section splits etc. as necessary.
- Make copies of class results and post results.
- Make pages or announcements over the P.A. system as instructed by
- Answer questions from Paddock or Ring concerning class entries, know where to look up class entry information.

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STEWARD

The J&SC will assign a steward who will review the patterns and make any corrections in collaboration with the judge.

Attire: Business attire. Hats are appropriate if the rings are outdoors.

Initial check-in: Report to Show Commission upon arrival at least 1 hour prior to start of classes. Pick up radio, golf cart and class schedule.

Arrive daily: At least 30 minutes prior to start of classes.

RESPONSIBILITIES

- Should clearly understand that they have no authority in connection with the management or the judging of a competition but should point out in a diplomatic manner any instance where the rules are not enforced.
- Be available to judges, exhibitors and management at all times to clarify the application of the rules and investigate any situation where it is suspected the rules have-not been upheld.
- If Applicable, be available to oversee the jumper warm-up area on the day(s) that jumper classes are running.
- Should point out to Show Commission any instance where the rules are not enforced.
- Immediately report to the appropriate officials any violations of the rules which might invalidate a class.
- Report to the show commission any offense or violation of the rules.
- Investigate and act upon any alleged rule violations without waiting for a protest.
- Report to the show commission any misrepresentation or substitution of entry without waiting for a protest.
- Ascertain that all judges either are licensed in divisions to which assigned or that the competition has a Guest or Special card for the judge for the divisions not covered by his license.
- Supervise and record time-out, in the event of a horse casting a shoe or breakage of equipment, if an official timer or judge is not available.
- Check to see if hoof/shoe measurement tools are available for use. .
- Measure all animals required to be measured. Oversee measurement of hoof/shoes when required.

- Collect all medication report forms filed and send them with the steward's report to USEF.
- See that every rider, driver, handler, owner, lessee, agent and trainer is a member of AHA and USEF or EC and that their membership number appears on the entry blank, or in the case of USEF/EC the applicable non-member registration fee has been paid.
- Observe that competition has required each exhibitor, rider, driver, handler and trainer or agent to sign each entry blank.
- Make routine inspections of the stable area to insure that the stalls are in compliance.
- Take all steps necessary for the enforcement of the Drugs and Medications Rule.
- Bring the USEF Rule Book, USDF rules, the AHA Handbook, Drug & Medications Forms, and any other information and supplies pertinent to the show.
- Provide a written report to USEF/EC as to the conduct of the competition including any offenses or violations of the rules by the competition or any exhibitors, within three days after its completion.

TECHNICAL DELEGATE

Must inspect the courses and arenas to confirm that the technical details are in accordance with the rules and regulations.

Be sure the course is fair and at the standard of the level offered and that knowledge of local condition does not play a part.

Instruct the Show Commission to make any alterations to the course or arena or to any technical detail associated with the conduct of the competition which they consider necessary.

Attire: Casual/Business attire. Hats are appropriate since the rings are outdoors.

Initial check-in: Report to Show Commission upon arrival at least 1 hour prior to start of classes. Pick up radio, golf cart and class schedule.

Arrive daily: At least 30 minutes prior to start of classes.

RESPONSIBILITIES

- Oversee the paddock area to ensure that dressage exhibitors are following dressage warm-up rules.
- Ensure that warm-up procedures for the competition arena are appropriate and follow applicable rules.
- Be available to exhibitors who have questions regarding rules and procedures.
- Check the arena set up to ensure that it follows all applicable rules and is safe for the exhibitors.

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- Direct the checking of bits if deemed necessary to ascertain legality of an exhibitor.
- Should point out to Show Commission any instance where the rules are not enforced.
- Should immediately report to the Show Commission any violations of the rules which might invalidate a class.
- Should be available to judges, exhibitors and management at all times to clarify the application of the rules and investigate any situation where it is suspected the rules have-not been upheld.
- Protect the interests of exhibitors, judges and competition management.
- Investigate and act upon any alleged rule violations without waiting for a protest.
- Report to the show commission any misrepresentation or substitution of entry without waiting for a protest.
- Report to the show commission any offense or violation of the rules and refer charges against violators if the violation is not properly handled by the show commission.
- Provide a written report to USEF as to the conduct of the competition including any offenses or violations of the rules by the competition or any exhibitors, within three days after its completion.

JOB DESCRIPTIONS FOR NATIONAL DISTANCE EVENTS

RIDE MANAGER

The Manager is responsible for the conduct of the ride in accordance with all applicable rules and that each of the ride personnel is doing his/her job. It is the manager's responsibility to have emergency treatment equipment available at camp and all checkpoints. The Ride Manager must send a written report on the ride to AHA within 15 days of the ride with a copy to the AHA National Distance Commission and the Distance Committee Chair. The report should include pertinent data such as ride participation, problems encountered, solutions, and other items which could help to increase the integrity of the next ride. The manager will ensure that the judges and veterinarians are familiar with the AHA rules and score cards. The Ride Manager must be a current member of AHA.

RIDE SECRETARY

Sends out entry forms, receives and acknowledges entries, and ensures that horses and riders are qualified. This person is responsible for initial information on score cards (rider's name, horse, etc.), supervising the score tallying and placing of horses. The secretary must send the

original copies of score cards, the Ride Results Report, and other necessary paper work to AHA within 15 days after the ride. This paperwork should be sent by certified mail for Ride Results reporting, refer to Article 1133., 1517.

DRAG RIDERS

One or more riders or a vehicle must follow the competitors on the trail to assist any horse or rider in the event of an emergency. Local radio, CB, and REACT clubs may be used to coordinate with management and safety riders to ensure complete ride safety coverage. Uses the best method (Horse, vehicle, or foot) to follow the last rider on the trail, to ensure the safety of the competitors

DRUG TESTERS

Responsible for collecting samples and accurately testing horses for illegal substances.

GROUND MANAGER

Responsible for maintaining items such as but not limited to water troughs, port-a-potties, and overall cleanliness of the campgrounds

FARRIER

A farrier must be available during the ride.

PHOTOGRAPHER

Responsible for photographing participants and events at the National Distance Events.

PULSE CAPTAIN & PULSE TAKERS

Recruit, instruct, and organize all pulse teams and ensure that they are competent, efficient, and accurate in their findings and recordings. Pulse crews must use a 15-second count using stethoscopes or management-provided hand-held heart monitors. At any given pulse check, the same type of instrument (either stethoscope or heart monitor) must be used on all horses.

RIDE PUBLICITY CHAIR

This person shall coordinate publicity with the Communications Department. This position takes creativity, dedication, and hard work. It starts several months before the ride, continues through the event, and ends with ride coverage being sent to appropriate publications.

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RIDE STEWARD

The steward will be selected from the Recognized AHA Competitive Trail Ride and Endurance Stewards list. The steward should be available to the judges, veterinarians, competitors, management and staff at all times and shall interpret and explain the applicable rules of the ride when requested to do so. Other duties shall be, protecting the interest of competitors, judges, veterinarians, and management; investigating and acting upon any alleged rule violations; and pointing out in a diplomatic manner any instance where applicable rules are not being enforced. The steward must file a written report to AHA within 15 days of the event with a copy to the AHA Distance Committee Chair, AHA National Distance Commission, and the Ride Manager(s).

SAFETY COORDINATOR

Maintains safety for all aspects of the National Distance Events. Has authority over any participant not complying with safety measures.

SCRIBES & JUDGES RECORDING SECRETARY

Assigned to a judge to quickly, quietly, and accurately record all pertinent data involved in the judging. Since this material significantly influences final scoring and point assignment, well organized, accurate, and legible records are indispensable. The work begins with the pre-ride exam and ends only after the score cards have been tallied.

TABULATOR

Tabulates the score cards including pulse penalties and manners deductions. These scores may be tabulated by the secretary but may be processed quicker and checked by separate tabulators.

TIMERS

HEAD TIMER & ASSISTANT TIMERS

Must keep accurate records of starting and finishing times of all contestants and report any early or late finishers to the judges. A pulse timer must also keep an accurate record of the vet check times.

TRAIL MASTER

Shall plan, measure, and mark the official trail. Also responsible for maintaining trails and trail markers on the trail during the rides.

TREATMENT VETERINARIAN

The Treatment Vet is responsible for treating those horses that need care.

VETERINARY JUDGES

All National Distance ride must have Veterinary Judge(s) with distance riding judging experience. One judge (BOD 8/02) must reside a minimum of 500 miles from the ride site. All judges are required to score and judge the National Competitive Trail Ride in accordance with the AHA Competitive Trail Ride rules. All judges are required to score and judge the National Endurance Ride in accordance with AERC rules. It is recommended that the ride have two vet judges for the first 50 horses and one additional vet judge for every additional 25 horses.

VIDEOGRAPHER

Responsible for videoing participants and events at the National Distance Events.