IEA Show Host Guide

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1. **<u>Introduction</u>**

Your show date has been approved… now what? This guide will take you through the steps necessary to host a successful IEA show, whether you are a new show host, or have hosted IEA shows in the past. There are two versions of the Show Planning Checklist: an "At-A-Glance Checklist" and a "Comprehensive Checklist."   Also included are breakdowns of the tasks that will need to be done in preparation of your show with pertinent IEA rules cited and clarified, a handy "Key Participants" checklist and a suggested supply list.

Show hosts who have never hosted before must either co-host with a team that has been a show host previously, or have the Zone Administrator assign a show supervisor. If you are a new host, be sure you contact your Zone Administrator immediately, to either find a co-host if needed, or begin working with your Administrator to host the show alone. Zone Administrator listings can be found at https://www.rideiea.org/contact/

If you do choose to co-host, keep in mind that as a second year team you are only required to co-host one show, but as a third year team you will be required to co-host *two* shows to fulfill your membership requirements as outlined in the IEA rulebook. Please check rule G4203 in the current IEA Rulebook for more details. Remember, that as a co-host you are responsible for the success of the event as well.   All hosts should decide well before show day, exactly who is responsible for what.   Be proactive and write down information regarding costs and responsibilities ahead of time. Hosting an IEA show is a community effort, advance planning will ensure you have a successful show, and also prevent any confusion or hurt feelings between hosts.

Please note that this guide is designed to be an aide in organizing your IEA show. **Print and utilize the Comprehensive Checklist at the end of this document!** Show hosts are responsible for reading and following all of the rules of show hosting delineated in the current IEA Rulebook. If at any time you have questions, please contact your Zone Administrator, or the Membership Office at info@rideiea.org or 877-RIDE-IEA.

2. At-a-Glance Show Planning Checklist

Timeline	Action
More than 60 days before your show:	• Get show date approval from your Zone Administrator. • Submit a Show Hosting Application to the Membership Office • Primary host applications must include IEA Event Insurance Request form and fee • Create the prize list – email a copy to IEA Membership Office (info@rideiea.org)
Immediately upon show date approval:	Hire Officials *Remember- Stewards, secretaries and judges on provisional lists must be IEA members. Block hotel rooms for exhibitors and officials.
45-30 days before the show:	• Create the prize list. E-mail a copy to the IEA Membership office (info@rideiea.org) **at least 45 days before the show.** • Distribute to all coaches in eligible Zones AFTER approval by the Membership Office. • Secure horses (see Section 5). • Order rider numbers, ribbons, judges cards (www.hodgesbadge.com) • Secure extra awards or prizes (www.rideiea.org/shop/) • Organize food booth/catering, port-a-potties • Check in with co-hosts and develop a plan in writing.
14-3 days before the show:	• Process entries • Riders must be eligible on or before the closing date listed in the prize list to be eligible to show • Create show program
3-1 days before the show:	• Make copies of all office materials • Create horse assignment document • Prepare Horse Draw sheets • Check tack and other equipment • Design the course / Pick reining patterns • Prepare Team packets • Organize Horse Handlers • Check in with all volunteers • Contact all participating coaches to inform them of number of rides and any other important information for them to share with parents/riders of their teams.

Timeline	Action
Day Before Show:	• School ALL horses • Organize horse draw • Create a board to post team points • Email team coaches with ride counts for the show day, and any updated information • Set Course/Square and water/drag ring • Organize show office area • Make sure the facility is show ready
Day of Show:	• Have your team/volunteers arrive early. All non-member volunteers must be over the age of 12 per the IEA event insurance policy. • Post courses, warm-up course & board to note changes • Before schooling, be sure all non-member schooling riders have signed waiver • Receive point rider information, highlight point riders on the official program • Record horse assignments in official program • Draw horses and post • Calculate and post team results after each completed class. • Have steward and/or judge pick the horse of the show (Rule G4505) • Calculate and award team results • Collect signed steward reports • Send official results & fees to IEA Membership Secretary • **Remember to include winner of Sportsmanship Award & Horse of the Show in the Show Report**

3.   As Soon as You Have an Approved Show Date

- Rules

  As a show host, you have a responsibility to run your show according to the rules of the IEA. The complete rulebook is available to download at our website, http://www.rideiea.org. Familiarize yourself with the rules, in particular those that refer to show procedures and regulations. Please note that each year you may see a change to rules in relation to show hosting. Be sure to familiarize yourself with any changes regardless of how many IEA sanctioned shows you have been involved with.

- Hire Show Officials

  As soon as you have a confirmed date, hire your show officials. Rule G6000 covers qualification and duties of Show Managers and Secretaries, Judges, and Stewards. In order to officiate an IEA show, the judge must be licensed in the discipline they are to judge.   If a judge is not licensed per IEA qualifications, they may be added to a provisional officials list, which is established by the zone administrator in each zone.   Licensed judges may judge three times per region.   Judges on the provisional officials list may judge two times per region. A judge may only judge one show managed

by any particular event host coordinator within a competition season. (See rules G6200 for more details.)

Please be advised that the Judge(s), Steward(s), Secretary and official medical personnel must be secured and named in the prize list. In addition to these positions, you will also need an Announcer, a Schooling Supervisor, who ensures that the schooling pattern and rules are observed by all competitors, a Horse Master who is in charge of making sure that the appropriate horses are ready for their classes on time, and making horse changes where necessary, In-Gate, and other runners to tack horses, hold horses, and provide other support as needed. These roles should be secured well in advance of your show. Be sure to discuss compensation in advance, and whether or not there will be adjustments due to the number of hours the show will run. Contracts for officials are highly recommended. Here is a chart to help you organize the positions vital to running a successful IEA show:

Key Participants

FUNCTION	NAME	PHONE
Show Secretary		
Show Manager(s)		
Judge		
Steward(s)		
Course Designer		
EMT		
Announcer		
Horse Master		
Catering		
Warm-up Ring		
In-gate		
Ring Master/Scribe		
Ribbon distribution		
Jump crew		
Sanitation/Clean-up crew		
Parking Crew		

Optional:		
Port-A-Potties		
Photographer		
Prizes		
Raffle		

- Arrange Accommodations for Show Officials

  As show officials are confirmed you will need to consider overnight accommodations for those individuals who will be traveling. Be sure to cover this in every official's contract.

- Event Insurance

  As per rule G4209 every show must purchase event insurance from Equisure, Inc. The cost is $140.22 per day. This is part of the IEA Master Policy, which includes competition liability and accident coverage. The application for this insurance and a payment sheet are included with the Application to Host an IEA Horse Show.

4. At least 30 Days Before the Show Date

- Competition Entry Limits

  It is very important to know how many entries you will be able to accept before you send out your prize list. There must be prior approval from the Zone Administrator for a show to accept over 200 rides in a day. Coaches must submit the 200 ride approval form to the membership office when submitting their show application. All shows must be able to accommodate at least twelve (12) riders per class offered. Zones with regional splits must also guarantee one entry per class to each team in the host region before multiple entries from teams can be accepted, and/or the show is opened beyond the host region.

  Entry limits must allow for at least twelve (12) riders per class, and assure that guaranteed entries are accommodated. However, if your show receives less than twelve (12) entries per class, you will need at least three (3) riders in each class for the class to run, and three (3) teams for team points to be awarded. This is just an example of how to calculate your entry limits, but however you determine your own show limits, don't accept more entries than you will be able to see in one day! Once a team has fulfilled its hosting obligation to the region, it may consult with the Zone Administrator to approve additional shows limiting any entries in any fair and equitable manner. (Rule G4105.1)

  To determine what the maximum number of riders that your show will be able to host, first you must assess your horse herd. How many horses do you have that can do the different classes, and how many rides do you want them to do per day? The IEA is concerned about the welfare of our horses. Acceptable use of horses in IEA competitions is to schedule and use each mount no more than 5-8 times for each competition day. A horse may be used up to ten (10) rides per competition day if four (4) or more of those rides are beginner level walk/trot or walk/jog rides. Be sure that each class has at least one (1) available alternate horse for every six (6) rides. It is best to plan for additional horses due to unforeseen issues that could arise on show day.

Remember that according to IEA Rules, small and medium ponies may only be used in Futures classes. Conversely, extremely large horses might not be the best match for Futures classes. Horse providers and/or show management may set height/weight minimums (for larger horses) or limits (for smaller or more delicate horses), which must be noted on the horse description sheet.

Another consideration when planning your entry limits is your projected length of day. An IEA show must not run longer than twelve (12) hours from the start of the posted warm-up period until the last class is pinned. Determining the answers to the following questions should help plan out the pace and length of the show day.

1. How long do you want your day to be?
2. How long do each of your hunt seat courses / reining patterns / workout class patterns take to ride?
3. If hunt seat, will your warm up jumps be in the same ring as the course?
4. Have you accounted for mounting time in flat class rotations? (15-20 minutes per flat/rail class, including mounting time is about average.)
5. How many periods of horse warm ups do you have planned? How long will each take? How many horses in each? How many warm up riders do you have?
6. While planning courses, keep in mind that horses must warm up over the highest height they will jump, and in the same direction as the course.

- Prizelist

Using the template provided in this packet, create your show prize list. Rule G5100 outlines all the requirements for a prize list. Of particular importance is the indemnification statement – be sure you are using the generic prize list **for the current season**. Also, all hosts or co-hosts must be stated on the prize list. Determine your opening and closing dates – there should be at least two weeks between the opening date and closing date. You should give yourself enough time to finalize your horse list based on entries and create a program at least three days before the show. Adjust the schedule accordingly. Provide hotel and dining information for your area and the directions to your facility. Please remember, all prize lists are due to the membership office at least forty-five (45) days before the show.

If you plan to open your show to riders outside of your region/zone, state both opening dates (one earlier date for members of your area, and a later date for outside members) and the closing date for the show. Entries received before the opening date will be counted as having been received on the designated opening date for in Region or out of Region team.

Each show will be assigned a show identification number, which is to be listed on the official entry blank for that show. A valid entry must be filled out on that form, and received in hard copy with an original **coach** signature and payment.

Valid Entries are to be accepted in the order they are received. **Any host who accepts entries without membership numbers does so at their own peril. Ineligible riders must not be allowed to show.**

Upon completion of the prize list, a copy must be emailed to the membership office for approval. Please allow five (5) business days to receive confirmation back from the office that the prize list is ok to distribute. Once approved, the show host is required to distribute, either by mail or email, a copy of the prize list to each individual coach in all eligible regions/zone(s) seven (7) days before your opening date. Contact information will be provided by the Membership Office for this purpose once the prize list has been approved. Only accept entries that have the show identification number listed.

- Consider How Staff Will Communicate

  Now that the big questions have been answered about the number of rides and horses being planned for in this show, the next question that needs to be asked is how will the show staff communicate the day of the show. A well-run show is one in which any official or staff member can communicate at any time with confidence that their question or message will get through and that the equipment that they are using will not fail them.   Horses are often moving to and from the ring, which requires good communication between the ring and the barn.   It is also beneficial if the judges can talk to the stewards and vice-versa, and the horse show office can talk to the manager, etc. The IEA recommends using two-way radios or some other similar communication device.

- Order Awards and Rider Numbers

  You should now have a good idea of how many classes you will have. Rule G4500 specifies required awards and ribbons. Consider ordering 3-5 extra sets of ribbons.

  > Ribbons and Back Numbers: The IEA recommends Hodges Badge Company, Inc. for all of your horse show ribbon and horse show supplies. As an official supporter of the IEA, Hodges Badge Company, Inc. is our "Official Ribbon Supplier", and the only ribbon carrier that is licensed to use the IEA logo. Their entire stock can be found on the website: www.hodgesbadge.com or you can request a catalog by calling them at (800) 556-2440.

  > Prizes and Logo-Wear: Check out the IEA shop page for official IEA vendors to secure extra awards and prizes. (www.rideiea.org/shop/)

- Secure Food Vendor

- Start Securing Horse Providers

  We wouldn't have any IEA shows if it weren't for our wonderful horses!   Out of all the factors with planning an IEA show, having the right herd of horses takes utmost precedence.   No matter how beautiful your ring is, or how flashy the prizes are… people will remember the horses the most.   The following factors need to be taken into consideration when placing a horse in IEA: **safety, soundness/ body condition, and experience.**

  When in doubt on proper placement of horses, please reach out to your region president/zone administrator for guidance. If it is your first time hosting, you will be assigned a show supervisor that can guide you in the right direction.

  > **Safety:**
  > What makes IEA horses so special, is that we expect them to do their jobs safely with a variety of riders competing on them. IEA horses should be capable of performing in a busy environment with a variety of riders. Horses are not machines, but you should not plan to use any horses that are known for bad behaviors such as: bucking, rearing, dirty stops, or those that have a bad biting or kicking issue. Even the best horses may have a bad day, and they should be immediately pulled from competition if safety is a concern.

  > **Soundness/Body Condition:**
  > The IEA promotes horse welfare. All horses should be serviceably sound, and have an ideal body condition. A serviceably sound horse is a horse that is comfortable performing his job, and whose

level of soundness stays consistent. A horse showing signs of discomfort or noticeably off steps should not be used. Any horse that shows signs of lameness should be pulled immediately from the competition. Horses competing in the IEA should also have an ideal body condition and be in shape to compete. Any horse that is severely over or under weight should not be used in an IEA competition. The USPA BCS scorecard is an excellent resource on the ideal horse body conditions. Here is the link: https://www.uspolo.org/assets/docs/USPA-BCS-Chart.pdf

Experience:

IEA horses should be placed in the level that they can best perform. There is a complete difference in the level of an open/intermediate horse versus the level of a novice/beginner horse. Just because a horse is capable of jumping a cross-rail, doesn't mean that it is an ideal novice horse!

Keeping the horses' best interest in mind:

While planning your horse usage, please keep in mind what is best for each horse. Some horses love to jump, but are grumpy in the flat. There are horses that are happy to do as many trips in a row, while others need a few breaks thrown in. Plan your grid so that your horses are not working all day.

Keep the elements in mind! Horses should have shelter from extreme cold and heat. Make sure that your horses are covered with coolers/blankets in between classes to keep their muscles warm. Water should be available at all times.

5. 14 Days Before the Show

- Verify Equisure insurance certificate has been received by Membership Office. Any changes to your coverage must be communicated in writing to both Equisure and the IEA no later than the last business day before the competition. (Rule G4209)

6. 3-7 days Before the Show/ Post-Closing Date

- Update the membership office and coaches with the updated schedule, ride counts, and estimated start times on or before the Thursday prior to the show. Compile the Show Program and Team Packets.

- Compile the Show Program and Team Packets

The Show Program should list officials, a show schedule (taken from the prize list), division appropriate tests, horse description sheets and class listings as shown in the sample page provided. Be sure you have a place to write results.

Hunt Seat flat classes, Dressage Seat Equitation, and Western horsemanship classes must be split at 12 riders. Over fences, Dressage Test and Reining classes may be split at 12 riders. The show host will run, award ribbons, and issue points separately for each of the split classes, as though the class was not split. No split may run with less than 6 riders.

When there are less than three open riders in a class, they will drop down and compete in the intermediate class but points will be adjusted. (See rule G4304.2) If a class does not fill, it should be combined with another class of the same ability level. (Ex. 2 Future Beginner entries should ride with JV Beginner, and be pinned together). Print enough programs for each show official to have one and

for each team to have two copies. It is permissible to sell advertisement space in your program and additional programs to spectators.

As entries come in, make the team packets, and include numbers and string. A database of eligible riders will be provided to the show secretary – ineligible entries must not be accepted. After the programs and horse lists are finalized and printed, each packet should have two programs per team, a horse description sheet (noting height/weight limits and crop/spur options) and a point rider form. Tape a copy of the entry on the outside of the packet so that your show secretary can easily identify and quickly collect any monies due on the morning of the show.

- Prepare Judges Cards

- Design Courses/Pick Reining Patterns

- Check Tack and Other Equipment

- Arrange Appropriate Schooling Riders For Schooling Day Before and Morning of Show

    Schooling riders must be either IEA members who are not competing that day or riders over the age of 18 who have signed the Schooling Rider Waiver. IEA riders may only school their level and below. Open riders may school during regular season shows if they are competing with certain stipulations in place. (See rule G4404.4)

- Create Horse Description Sheet and Horse Usage List

    The Horse Description Sheet should list all of the horses being used in the show. The description should include the horses' size, color, any applicable height/weight limitations, special equipment needs (crop or spurs) and a brief description of the horse's preferred way of going.

    The Horse Usage List (or "grid") is a spreadsheet showing the horse usage in each class. By listing your horses down one side of the page and your classes (including sections) across the top, mark each use (including alternates) on the spreadsheet.   This will be invaluable if you need to rearrange horses during the show, will aid in tracking how many trips each horse has done, when they are needed and when they can go home. Allow ample time to prepare your grid, and ask for help if you've never created one before. Creating the ideal grid can take practice. Plan out usage that works best for your horses.

    From this list you will create the draw.

- Set up Safe Spectator, Horse Holding/Mounting Areas

    It is an accident waiting to happen if you do not develop and implement a plan of safe areas for your spectators, horses, coaches and riders. It is best to have an area where horse holding and spectators are completely separate.   Spectators do not always possess the knowledge to move safely around horses. When planning your set up areas, think about traffic flow, the amount of people, and areas that should be clearly marked so that all who are present know where they are allowed and not allowed to be. Safe spots for your judge, steward, and other officials should be clearly marked as well. The show steward should be in an area that is easily accessible by coaches, while your judge should be in their own area. Both the steward and judge need to have an excellent view of the show ring at all times.

    All horse handlers should be 100% aware of their surroundings at all times. It is smart to enforce a no cell phone rule while anyone is holding a horse. Horses should be lined up in away that emphasizes

safety. All hind ends should be facing the same direction, with minimal traffic walking behind the horses. As a show manager, it is your responsibility to make sure the horse handlers are wearing safe footwear, and aware of your expectations of what they can and can't do. It is imperative that you organize horse handlers ahead of time and assign them to horses.

- Parking

  Don't forget to have a parking plan! When deciding how many rides you can accommodate at a show, you need to keep in mind how many cars you can safely park. Have specific volunteers in place to help park cars and trailers. They should exactly where to park people, and guide all visitors to their spots. Things to keep in mind: how many cars and trailers can you accommodate? Where will trailers be? Do you have spots set aside for officials and those who may be handicapped? Do your parking accommodations work in inclement weather? It is best to let the team coaches know ahead of time if carpooling is recommended, and if it is a far walk to the show facility.

7. Day Before the Show

- School ALL Horses

  Each horse being used over fences must be schooled over all the fences in the appropriate direction and at the highest height over which they are scheduled to compete. Additional schooling may occur as needed.   Dressage, western and hunt seat flat horses should come out and be schooled where the flat classes will run. All horses should be well-schooled; there is something about IEA shows that can light up even the quietest critters!

- Horse Turn Out

  Every horse should be bathed/groomed so that they are sparkling and clean for the next day! Horses should look "show ready" and have clean tack, and tack that fits well.

- Organize the Draw

  Depending on how you intend to conduct your draw, preparation will vary. The most important thing is that the draw must be random and done after the morning schooling is complete on show day. Have a list of each class section with the horses numbered in the order of go for fences, reining and workout classes. Give each horse at least five trips between rounds if possible.

  Here are some different ways to do your draw:
  - ❖ Write the horse and order of go number on a snack-sized piece of candy. Put all horses in each class in marked baggies, and have the riders pick out of a basket. You can be creative with this – if you have a theme for your show, the item with the horse's name can play into the theme, and serve as a favor for each rider. This method of draw does require more manpower – a person for each section to hold the basket, and one to mark what rider is on which horse.
  - ❖ Print off the class draw sheets with the horses for each class listed on the sheet in their order of go. Have one person (a steward or other impartial party) read rider back numbers in random order for each section while another impartial party writes the numbers next to the horse's name working down the list. Print off several copies to post.

- Bathe Horses, Clean and Inspect All Tack

  All horses should be clean and presentable. All tack should be clean and in good condition.

- Lay Out Tack for the Morning

    It is good practice to have a smaller and larger saddle available, in the case that a rider does not fit the tack of the horse they have drawn. Make sure there are coolers/blankets available for horses appropriate to weather conditions, so that they stay warm in between classes.

- Create a Board to Post Team Points

- Get a Good Night's Sleep!

8. SHOW DAY!

- School Horses

    On the morning of the show all horses will need to be schooled by qualified riders. It is the show manager's responsibility to oversee schooling, or provide a designee to run schooling. The show steward must observe schooling, but is not responsible for organizing/running schooling. A qualified rider is **an IEA member or an individual who is at least 18 years old and who has signed an IEA Schooling Rider Waiver Form**. Please see Rules G4403 and G4404 in the IEA Rulebook for more specific details. Schooling riders should know their courses/patterns ahead of time, check in with the steward, and come into the ring with the correct aids. The intent of schooling is not only to showcase your horses to those attending, but also to prepare the horses that best prepares them for a successful day.

    Hunt Seat horses must school the courses and all jumps that they will see that day, at the highest height they will show over. It's easiest to do the schooling in groups by height, ending with the height that will show first. If a horse is behaving questionably, now is the time to make adjustments. You may school cross rail horses just before that class, but you will need to draw for the cross-rail classes following the schooling. Western and Flat Horses should come out and work briefly in the arena.

- Make sure water is available for all horses at all times

- Post Courses / Patterns and the Warm Up Courses / Team Board

- Post "Changes" Board

    On this board, the show steward can post any official substitutions of horse or changes to a horse's equipment. This board should be posted in a spot easily accessible to the steward, coaches and riders.

- Collect All Point Rider Forms

    All point rider forms must be in before the draw. Any forms not turned in will use the first rider listed in that team's entry for each class. Make sure these riders are highlighted in the official program.

- Conduct the Draw

    The in-gate, paddock master, announcer, master of horse, and manager all need copies of the draw sheets. It's also advisable to post these for the riders. Record horse assignments in the official show program following the draw.

- Start the Show

To make jumping classes run smoothly, always have 1-2 riders warmed up and on deck. Reining and Dressage Test classes should have 1-2 riders on deck and ready to do their pattern. For hunt seat shows, if you have only one ring, you can either have all riders do the 2 warm-up fences, then run the class, or have each rider do the 2 fences, then do their course. You may pin classes while the next is running or pin between classes.

For flat, DSE and horsemanship classes, riders in the following class may mount when the class in the ring has reversed direction. Flat Class riders will mount and ride the horse with no additional warm-up before entry into the competition arena.

- Collect Results

  The show secretary or designee runner should collect judge's cards following each class. Results need to be announced and/or posted shortly after the completion of each class. Make sure to record the results in the official program.

- Update Team Board

  The show secretary should update this board upon the completion of each class, in an area that is visible to participants. In order for a team to earn overall team points, they must earn at least one point during the competition. In the event of any ties at the completion of the show, consult with the show steward to ensure ties are broken as outlined in the rulebook.

9. After the Show

- Entering Results

  Show results must be in the database no later than 24 hours of the conclusion of the show. In the event an error is made while announcing ribbon winners, recording class placements, or tabulating team points, the event host/show secretary must notify coaches of riders whose placements and/or points were altered after being awarded. Whenever possible, corrections and notifications should be made the day of the show before teams depart. If that is not possible, then notification must be done via e-mail. Please be sure to include the Membership Office on these communications.

- Submitting Results

  The online IEA Show Report & show fees payment **(entry dues of $6 per entry payable to the IEA via credit card or PayPal)**, an official copy of the program with all add-drops and results written in, copies of the entries, the original judges' cards, point rider forms, notice of Sportsmanship & Horse of the Show Award winners and add-drop forms should be immediately sent to the IEA Membership Office Note that this $6 fee is per entry as of the closing date – even if the entry scratched. Substitutions are counted as one entry.

  Official show paperwork must be received by the IEA Membership Office no later than 7 days after the competition to be sure that points for the competition are valid. A copy of the official program should also be sent to the Zone Administrator of the teams represented. We recommend sending all documents in a traceable manner via Google shared folder, scanned PDF e-mail (info@rideiea.org) attachments, or 2-3 day Priority mail. Be sure to keep copies of all show documents. Whatever method chosen, please keep in mind that it is the responsibly of the show host to adhere to the timelines in place to avoid fines and penalties.

Horse Show Check List of Required Documents to E-mail or Mail

Official Show Program with results written in	
Add Drop forms	
Show Report (to be filled out online)	
Team Competition Results	
Judges Cards	
Entry Sheets	
Point Rider Forms	
Schooling Waivers (if applicable)	
Copy of Horse Draw/horse assignments in official program	
Ride Fee Payment ($6/ride) via credit card or Paypal	
The steward report is not to be collected. Stewards must send reports directly to their Zone admin and IEA membership office.	

10. Supply List

Poster Board (x4)
Safety pins
Sleeve protectors
Markers
Ruler
3-hole punch
Tape
Drop-box for used numbers
Pens
Highlighters
Clipboard x6
Laminating paper
Sharpies
Scissors
Name tags
Red ribbon
Staple gun for posting draw/courses/reining patterns/dressage tests
Calculator
Large Envelopes
Sanitation Supplies

11. Comprehensive Show Planning Checklist

Timeline	Action	Point Person	Status
More than 60 days before your show date:	• Get show date approval from your Zone Administrator. • Submit a Show Hosting Application to the Membership Office. • Primary host applications must include IEA Event Insurance Request form and fee		
Immediately upon show date approval:	Hire the judges and officials necessary for the operation of the show. These include the steward(s) and EMT to be named in the prize list prior to distribution. (See rule G6000 of the Rulebook for more information)		
No later than 45 days prior to show:	Create the prize list – email a copy to IEA Membership Office (info@rideiea.org) for approval at least 45 days before the show date.		
	Upon approval of prize list- distribute to all coaches in your region. Distribution lists will be supplied from the Membership Office.		
45-30 days before the show:	Secure horses and ponies (see Section 5)		
	Order rider numbers/ribbons/judges cards (http://www.hodgesbadge.com/)		
	Block Hotel rooms for exhibitors and officials (optional)		
	Arrange for catering/food booth (optional)		
	Arrange for porta-potties (optional)		
	Secure prizes (optional)		
14-3 days before the show:	Begin processing the entries and creating the show program. Verify that all entered riders are eligible to be entered. See rule G5307. Finalize the program.		
	Send an updated schedule and class counts to the membership office and coaches by the Thursday before the show.		

Timeline	Action	Point Person	Status
3-1 days before the show:	Make copies of all office materials - judges cards, add/drop forms, point riders forms (example forms are sent from the Membership Office with the show date approval)		
3-1 days before the show:	Create horse assignment document (excel spreadsheet works well for this) - For each horse create a list of classes that the horse will be used in. Laminate for pinning to the saddle blanket (helpful for horse holder)		
	Label judges' cards (class name, fence height, # riders) Be sure to update any changes day of.		
	Prepare Horse Draw sheets		
	Assign horse handlers		
	Create horse list with descriptions		
	Check tack and other equipment		
	Design and build the course / Pick reining patterns		
	Prepare Team packets including: • Attach copy of entry to the envelope • Numbers (w/ names & classes indicated) & strings • Point rider form • Scratch/Add form • Program for the team coach. • Horse descriptions - 2 in each envelope. • Course descriptions and/or reining patterns • Show Evaluation Form		
	Create any signs needed (parking, food, locations. etc.)		
Day Before Show:	• School ALL horses • Bathe horses • Prepare Name Tags • Clean and inspect tack • Organize all saddle pads and boots/ wraps		
	Organize horse draw		
	• Create a board to post team points		

Timeline	Action	Point Person	Status
	Prepare name tags for: • Coaches • Stewards • Judges • EMT • Secretary • Manager		
	Label ribbon sets (optional)		
	Contact all coaches with number of rides, and any important information they should know ahead of time to prepare their riders/parents for a smooth day.		
	• Prepare binder for official program, or similar official documents folder • Prepare stewards report forms • Print a copy of the IEA Rules for reference at the secretary desk • Print judges guide, class descriptions, and list of tests		
	Post courses, warm-up course and "tack change" board		
Day of Show:	Distribute to the stewards on a clipboard • Program • Nametag • Steward report • Horse Usage Grid • Courses • Horse descriptions Distribute to Judge on a clipboard • Judges Cards • Horse Descriptions • Courses • Show Evaluation form		
	Before schooling, be sure all non-member schooling riders have signed waiver		
	Distribute team packets. Remind coaches that all point rider and add drop forms are due before the horse draw.		
	Distribute name tags		

Timeline	Action	Point Person	Status
	Receive point rider information, highlight point riders on the official program		
	Mark the official program, steward's program, and announcer's program with scratches, additions, corrections and substitutions. Make sure all added riders are eligible to compete per the team roster. Adjust class splits if necessary, ensuring that all classes have at least 6 riders.		
	Familiarize the judges with the differences between IEA rules and share IEA Judges guidelines https://www.rideiea.org/library/show-host-hub/		
	Draw horses		
	Prepare duplicate sheets for horse draw for: • Show manager • Warm-up ring • In gate • Steward Secretary		
	Post Draw		
	Write all initial horse assignments in the official show program.		
	• At the end of each section of each class obtain the judges' cards and: • Mark the results on the official program • Communicate the results to the announcer • Post results if no announcer		
	• Calculate and post team results as the classes complete • In the event on a tie, consult the show steward to ensure ties are broken correctly.		
	• Distribute ribbons		
	• Provide judge and steward with food and drink throughout the day		

Timeline	Action	Point Person	Status
	Calculate and award team results. Determine and announce sportsmanship and horse of the day awards.		
	• Do not collect the steward's report. The steward must send the report directly to IEA and the Zone admin within 48 hours of competition.		
	• Input results in database within 24 hours of show completion. Be sure to select point riders, and include all adds/scratches.		
	• Complete Online Show Report, all official results & fees to IEA Membership Office. **Please remember to include the winner of the Sportsmanship & Horse of the Show Award with the Show Report***		

Congratulations, you did it!

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Many thanks to the show hosts who offered their show material to help improve this guide.