

PASO FINO HORSE ASSOCIATION, INC.

SHOW MANAGEMENT AND SECRETARY HANDBOOK



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This handbook is designed for Show Management and Show Secretaries. We hope it will be useful for both the beginner and the "veteran". The information contained in this book is not how everything must be done---it is an offering of suggestions and a direct breakdown of what the Paso Fino Horse Association requires for an approved, pointed show. For complete show rules, please refer to the current PFHA Rule Book, especially Chapters Two, Three, Five and Six.

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SHOW PROCEDURE OUTLINE

To have a Paso Fino Horse Association (PFHA) sanctioned show, the show must be sponsored by one of the PFHA Regions. Chapter Two, Association Sanctioned Shows

I. Regional Group Sponsored Shows B. Show Applications 1-7

Before a show date may be sanctioned by the Association, and Reserved, the following must be received by the Association office: Ch 2. D. 14 (page 75 and 76)

14. Designate a Show Secretary. A reputable person may act in the capacity of Show Secretary who is capable through ability and experience and is familiar with PFHA rules. The specific region holding the show is responsible for all actions of the Show Secretary.

It is the Show Secretary's responsibility to:

a. Accurately maintain and record both entries and show results, including verifying exhibitor and horse eligibility.

b. The Show Secretary shall be held responsible for collecting entry fees, office charges, etc., and for any fees collected for membership on behalf of PFHA or the region.

c. It is the responsibility of the region to submit complete and accurate show results to the PFHA, postmarked within 15 days from the last day of the show. If Open Classes are held during a show, the Show Secretary must break each entry down by age and sex, and then place the horses into the correct PFHA class number prior to submitting the show results to the PFHA.

d. Show results must be identified with Show Number, Judge(s) and the date of the show.

e. If submitting show results on disk use one disk for each show. Each show consists of one set of Judge's results even if classes are split between two (2) days.

f. Show results must contain PFHA class numbers, class placements, horse registration numbers, horse's names, owner's PFHA number, owner's name, exhibitor's PFHA number and exhibitor's name.

g. All forms necessary to report show results will be supplied to the Show Secretary upon receipt of the show package.

h. Incomplete or inaccurate show results from any show can cause deserving horses and/or exhibitors to lose a part of or all their points earned at the show.

i. In the event the Show Secretary does not fulfill requirements "a" through "h", above, the Regional Group which sponsored the show will be subject to an appropriate fine.

A. Show Applications.

1. Initial Application

a. PFHA Application for Approval, signed by the designated person of the sponsoring Regional Group, obtainable from the Association office, sent to show@pfha.org containing:

- the date of the show
- location
- Show Secretary's name and address
- classification (AP, AP/USEF, AP-I, L, L/AP, AB, AB/USEF) and

- contact person

2. Approval of Show. Before a show date can be approved by the Executive Director, the following must be submitted by the contact person or President of the sponsoring Regional Group and received by the Association:

- a. The names of the Judge (s) and Steward (s) in writing, and
- b. List of classes. The Association must receive the items required under subsections 1 and 2, above, **at least sixty (60) days before the scheduled show date**; if not received by that date, show fees will be doubled. Notice of show approval or disapproval, signed by the Executive Director, will be sent to the contact person for the sponsoring Regional Group.

Note: Any PFHA sanctioned events must have pre-approval from the PFHA office prior to any Advertisement

3. Show Date Approval. To assist in giving each sponsoring Region Group the same opportunity to receive show date approval, each Regional Group should make application for proposed shows for the current show year by the first Board of Directors meeting of that show year. Approval for AP shows and dates will be granted by the Executive Director.

4. Limits on Shows. Each Regional Group shall be allotted two (2) weekends of shows which may be AP shows. Except for the limit on L shows, as provided in subsection 4.4.b., above, there are no limits on L or AB shows. This rule will only apply to shows for which applications are submitted by the first Board of Directors meeting of the current show year. Regional Groups may apply for additional AP shows after that time and shows may be approved as long as they do not conflict with these rules

5. Apply to show@pfha.org for Show Date (Application for Approval)

Information needed:

- Date
- Location
- Show Classification
- Responsible Contact Person
- Appropriate fees
- Class schedule
- Signatures of Show Management
- Names of Judges, Stewards and Show Secretary

See **Chapter Two. B. Applications**

B. 90 Days Prior to Show

If you plan to use a Guest Judge (Non PFHA), the request must be received by the office 90 days prior to the show. **Chapter Five. III. D. Guest Judge**

An individual of special talent and judging experience may be granted a special Guest Judge card by the

Judges and Stewards Committee. This Judge may not officiate at more than two (2) shows in a five (5) year period and must officiate with a PFHA Senior Certified Judge, (except at an AB Show). Guest judges must attend a PFHA clinic the year prior to judging a PFHA show. Guest judging may count as Learner judging provided a questionnaire is completed by a Senior Certified Judge observing the Guest Judge. Each application for a Guest Judge card must be made to the Judges and Stewards Committee at least ninety (90) days before the show in which the Guest Judge will officiate.

C. 60 Days Prior to Show

Deadline for the following information: Judge(s), Steward(s), Show Secretary, Show Contact and a List of Classes. Show officials may be advertised only after PFHA approval of show is received and approval of officials has been granted from PFHA.

D. 30 Days Prior to Show

Show packet sent to Show Secretary by PFHA Office.

E. Week Prior to Show

Enter and check all Pre-Entry forms. Make sure all entries meet all requirements. Prepare class sheets, Judge(s) cards. Designate a Show Hearing Committee. **Chapter Two I. D. 10.**

F. Day of Show

Make sure all entries meet all requirements. **Chapter Two I. D. 14.** Do not hand out back numbers until this information is complete. Give out Steward's report form prior to show start.

G. First Day After the Show – Chapter One, VI. Funds Due to PFHA, Chapter Two, E.

- **Fees Due the Association**

Mail to PFHA all new and renewal memberships obtained during the show and the appropriate fees to the Association office.

The show secretary for each show shall be required to have membership applications and renewal forms available at each show and shall accept applications, renewals and related payments. The officers of such region, and individuals responsible for the collection and disbursement of such funds shall be personally liable and, in addition, shall be subject to the rules pertaining to violations and disciplinary procedures.

H. Within 15 Days Following Show Deadline for mailing show results and fees to PFHA office, **including Judge Cards.**

Reminder: Completed Show Results **MUST** be Postmarked no later than Fifteen (15) days of the completion of the show. Verify if all the Results are entered for each Class using "Results Verification" option from PasoKey. **Chapter One, VI. Funds Due to PFHA and Chapter Two. I. E.**

TYPES OF SHOWS

1. USEF-PFHA AB Sanctioned Shows. (\$50 per set of points)

Chapter Two I. A. 5. AB Shows

An All-Breed ("AB") show shall be: (a) a show with no more than twenty (20) Association recognized classes, or (b) a show which is part of an AB show with the majority of the classes being non-Paso Fino classes.

Chapter Two I. A. 1. AB Shows

a. A show with no more than twenty (20) Association recognized classes, or b. A show which is part of an AB show with the majority of the classes being non-Paso Fino classes and said AB show shall not be a USEF sanctioned show

USEF-PFHA sanctioned shows shall be judged by a USEF/PFHA certified Judge.. USEF-PFHA sanctioned shows shall be stewarded by one Steward with both USEF and PFHA certification or by one USEF Steward or by one Guest Steward. A USEF Licensed Steward may fulfill the requirements and duties at a PFHA/USEF A.B. Sanctioned Show with thirty-five (35) or fewer horses. The count is to be determined by the previous year's steward's report. This steward must enforce all applicable PFHA rules and submit a PFHA Stewards Report to the Association. A Guest Steward Card is required; application must be made at least ninety (90) days before the show. In USEF-PFHA sanctioned shows when any PFHA Rule conflicts with an USEF Rule, the USEF Rule will prevail. Thus, even if class specifications differ, USEF Rules will be followed and PFHA points will be recorded for that class

2. "AP" Shows and "AP/USEF" Shows. (\$150 per set of points)

Chapter Two I. A. 2. AP Shows

Each Regional Group shall be allotted two (2) weekends of shows which may be AP shows. Chapter Two I. B. 4. Limit on Shows

An All Paso (AP) show shall have at least thirty (30) Association recognized classes taken from CHAPTER Three. AP Shows may also be sanctioned by USEF. USEF sanctioned AP shows shall be judged by a USEF/PFHA certified judge. They may be stewarded by one steward with dual certification or by two separate stewards, one for PFHA and one for USEF. In USEF sanctioned shows when any PFHA rule conflicts with a USEF rule, the USEF rule will prevail. Thus, even if class specifications differ, USEF rules will be followed and PFHA points will be recorded for that class.

3. "AP-I" Shows. Chapter Two I. 3. AP-I Shows All Paso International (AP-I) shows shall follow the same guidelines as an AP show except the Classic Fino classes will follow the rules for International Fino Chapter 3, Section III.C. International Fino.

4. "L" Shows. (\$50 per set of points) Chapter Two I. A. 4. L Show

A Local ("L") show shall be either:

- A show with (i) no more than twenty (20) Association recognized classes, (ii) which is part of an All-Breed show the majority of the classes of which are non- Paso Fino classes and (iii) which is not an USEF Regular Member

Show; or

- A show held in conjunction with a Regional Group clinic, an Association judges and stewards clinic or a training clinic. There is no limit on the number of classes. There will be no USEF affiliation.
- A show with a maximum of 30 Association recognized classes and which is not a USEF sanctioned show. There is no requirement for other breed classes or a clinic to be held in conjunction with this show, although those would be optional. There will be no limit to the number of this type of L show which a region may hold in a given year.

5. **“AB” Shows.** (\$50 per set of points)

USEF Lite Shows

USEF and PFHA have entered into an agreement to offer a new partnership show. Competition Lite is a new type of USEF competition with the goal to be less restrictive for all participating shows and more inclusive of smaller shows within the given breed/discipline. There are several benefits to lite, they are less expensive to the host show and do not require drug fees to be charged. For further details on USEF Lite Shows, contact the PFHA Office.

Point Award System

All classes recognized by the Association will have points awarded to the entries placing first through sixth in regular classes and first through fourth in Championship classes unless the class is specified as "non-pointed". If a horse is disqualified, it is not to be placed, regardless of the number of horses in the class, but counts as an entry in the class.

Points shall be awarded at all Association sanctioned shows and the Association National Championship Show according to the placement of the horse and/or rider as follows:

	<u>Points Awarded:</u>			
	National Show	All Breed Show	Any USEF Show	All Paso/ Local Show
Placement: _____				
First	12	12	12	12
Second	10	10	10	10
Third	8	8	8	8
Fourth	6	6	6	6
Fifth	4	4	4	4
Sixth	2	2	2	2

Points awarded in Youth and Championship classes shall be double the points shown above.

SANCTIONING SHOW DATES

For a show to be sanctioned by the Association, the designated person of the sponsoring Regional Group shall make initial application for show approval with the Executive Director of the Association **on forms obtainable from the Association office (Application for Approval Form)** and which contain the following information:

1. Sponsoring Region's Name
2. Classification of Show ("AP", "AP/USEF", "AP-I", "L", "AB", "AB/USEF")
3. Dates of Show
4. Location of Show
5. Show Secretary's Name and Address
6. Name and Contact Information of the Show Contact/Manager/Chair
7. Designated Regional Persons signature (per Regional by-laws)

8. Appropriate Fees

SHOW APPROVAL

In order to **APPROVE** the show, the Association office must have, along with the above information, **in writing**, the following:

1. The name of the Judge(s) & Steward(s)
(If using a Guest PFHA or USEF Guest Judge, a copy of their approval letter from PFHA Judge & Stewards Committee and/or USEF)
2. Class List (see below)

Chapter Two. I. The Regional Group that sponsors any Association show is required to:
D. 8. Use an Association Certified Judge and Steward

The above information must be in the Association office at least 60 days before the scheduled show, otherwise your show fees may be doubled.

If there is a conflict/error regarding show approval, the respective Region will be notified of any problems so they may be corrected.

Once all requirements have been met and all paperwork has been received by the Association office and the requested show is approved, the Regional President and show secretary of the sponsoring region will receive a letter acknowledging the approval of the show with a copy of the Application for Approval Form showing the PFHA assigned show numbers.

Show numbers are assigned by the PFHA office for each show, and individual show numbers per judge. These show numbers are **important and should be placed on your electronic results file as well as the judges' cards and paperwork as they distinguish to the Association office which set of results belong to which specific judge.**

Chapter Two. I. F. Penalties. The Regional Group that sponsors an Association approved show shall be subject to a penalty or fine for failure to conduct a show in accordance with Association rules, for failure to meet show requirements or for failure to file the necessary reports in a timely manner.

CLASS SCHEDULE

The Class List must be submitted with Show Approval Application (Chapter Two. I. B. Show Applications 2. Approval of Show b. List of classes.

Recognized classes to be held at a show must be from among those listed in Chapter Three

The Class Schedule will be reviewed by the Show Steward, the Show Secretary and the Events Committee for accuracy of sanctioned classes and to confirm that all criteria is met for appropriate Show Classification.

SELECTING JUDGES, STEWARDS, AND GUEST JUDGES

Chapter Two. I. The Regional Group that sponsors any Association show is required to:

D. 8. Use an Association Certified Judge and Steward

It is the responsibility of the President (or another Board member at the President's request) of the sponsoring Region to communicate directly with the respective Judge(s) and Steward(s) selected by the membership of said organization for a particular show.

Chapter Five. IX. I. When contracting with Judge(s) for your show, please make sure that the judge has not already contracted to officiate within 200 road miles within 30 days (before or after) of your show in accordance with Rand McNally Road Atlas.

The President may request that the Show Secretary/Show Manager make this communication. A list of current Judges & Stewards can be obtained from the Association office or on the Association website, www.pfha.org.

Guest Judges:

An application to obtain a Guest Judge's card must be made to the Association **at least** ninety (90) days before the show in which the Guest judge will officiate. The Guest Judge Application is available upon request from the PFHA office. The application must be fully completed. In addition to the application, please send the following documentation:

1. Application Fee (\$80 per application)
2. Bio or Resume of Guest Judge (in English)

A Guest Judge is an individual of special talent and judging experience who has been granted a special Guest Judge's Card by the Judges and Stewards Committee. This judge may not officiate at more than two (2) shows in a five (5) year period. Guest judging may count as learner judging provided a questionnaire is completed by a Senior Certified judge observing the Guest judge. Per Board Policy passed on 10.20222 guest judges must attend a PFHA clinic the year prior to judging a PFHA Show.

The application for a Guest Judge's card will be sent to the Judges and Stewards committee, who will review the request and make a decision whether to approve or deny the request. The Regional Representative and Show Manager will be contacted when the decision is finalized.

Guest Stewards:

An application to obtain a Guest Steward's card must be made to the Association at least ninety (90) days before the show in which the Guest steward will officiate. The Guest Steward Application is available upon request from the PFHA office. The application must be fully completed. In addition to the application, please send the following documentation:

1. Application Fee (\$80 per application)
2. Bio or Resume of Guest Steward (in English)

A USEF Licensed Steward may fulfil the requirements and duties at a PFHA/USEF AB Sanctioned Show with thirty-five or fewer horses. This steward must enforce all applicable PFHA rules and submit a PFHA Stewards Report to the Association.

The application for a Guest Steward's card will be sent to the Judges and Stewards committee, who will review the request and make a decision whether to approve or deny the request. The Regional Representative and Show Manager will be contacted with the decision is finalized.

USEF Guest Judges must be approved by USEF before your show may be approved. USEF Guest Judge Applications may be obtained from USEF (859) 225- 6971/6948, Licensed Officials.

ADVERTISING OF SHOWS

Sponsoring Regions are responsible for publicizing show notices. Per the Association Rule Book, Chapter Two. Section I. C. 5. List of Officials. **"The sponsoring Regional Group will not list a Judge or Steward in the published information before the invitation to serve has been accepted and approval of those officials has been granted by the PFHA"**.

Any PFHA sanctioned events must have pre-approval from the PFHA office prior to any Advertisement. Policy 01/2020

Email information to SocialMedia@pfha.org so the PFHA can support your show through our Social Media.

Prize List: Chapter Two. I. C. Prize List

It is recommended that the Prize List be submitted to the PFHA office for review prior to release

SHOW BOXES

After a requested show has been approved by the PFHA Executive Director, the Show Department will mail to the Show Secretary, approximately thirty (30) days prior to the date of the show, the show packet. The packet will contain the following:

1. Entry Forms (if needed. Also available on PFHA.org , [Forms and Fees Tab](#))
2. Membership Applications
3. Amateur/Owner Applications
4. Affidavits
5. Judge's Cards
6. Judge's Confidential Evaluation Report
7. Steward's Confidential Evaluation Report
8. Steward's Evaluation Report
9. Financial Statement for Show Results
10. Financial Statement for Memberships
11. PFHA Class Code Listing
12. Junior Judging Cards (if applicable)
13. PFHA Judging Cards
14. Silver Medal(s) (if applicable)

Upon receipt of your show box, please review the contents to make sure you have received everything listed above. If something is missing, please contact the Paso Fino Horse Association show department as soon as possible.

WHEN ENTRIES ARRIVE

Entries will begin arriving for the scheduled show quickly, depending on the Pre- Entry Date established by the Region. When you begin receiving entries the following information should be provided to you:

1. Completed Show Entry Form. (Signatures required on back)
2. Copy of Front and Back (if Transferred) of Horse Registration Certificate.
3. Copy of Membership Cards for Owners, Exhibitors, Trainers, and/or Youth Riders.
4. Copy of Amateur Cards, if applicable.
5. Current Coggins and Health Certificate as deemed necessary by State Laws.
6. Any appropriate show fees.
7. List of stall requirements, if applicable

NOTE: ALL owners listed on the registration certificate; exhibitors; agents; lessees; and trainers **must be current members of the PFHA.**

Please double check the following on the entry forms, as they seem to be common errors:

1. If the entry is for Amateur classes, make sure the exhibitor a. has a current Amateur card OR b. fill out an Amateur application to avoid loss of points
2. The registration number of the horse on the entry form matches the number on the registration certificate.
3. If a horse is listed as a gelding on the entry form, double check that the registration papers say gelding. **If not, the original papers must be mailed to the PFHA office within two days of the close of the show and the owner must file an affidavit at the show.**
4. Check ages of all horses to insure they are entered in the correct class. **Youth riders **must** have Junior and date of birth indicated on their membership card. To determine exact age of a Youth rider, subtract the Date of Birth from September 1st of the year preceding the year of the Grand National Show.** The PFHA Show Year extends from September 1 through August of the Grand National Show year.
5. Show secretaries must provide show results that contain **all** horses and exhibitors to include, placements, honorable mentions, excused and dismissed horses and exhibitors, including all handlers in Bella Forma classes. The format in which we need the results will not change, however the placements will need to be denoted as 1, 2, 3 etc., through the placing of horses and honorable mention will be denoted as 7 whether in a Class or a Championship. Any other horses that did not place will be denoted as 0.

Chapter Two. II. A. To be eligible for entry and exhibition in a show, a horse must be registered with the Association or have a valid PFHA Show Validation Certificate and must be entered and exhibited under its full registered name and registration number or certificate number. All participants (owners, agents, lessees, trainers, riders, exhibitors and handlers) must be current members of, and in good standing with the Association. A PFHA Show Validation Certificate is good for one year and the fee will be determined by the Finance Committee.

Chapter Two II. A. 1. A cloned horse, as defined in Chapter Eight, Section IV. A. 1., is not eligible for participation in any PFHA sanctioned show or event.

If current membership cards cannot be provided, suggest that they complete and pay for a membership application at the show, or complete an affidavit. BE SURE

ALL NAMES LISTED ON THE REGISTRATION CERTIFICATE ARE CURRENT MEMBERS OF THE ASSOCIATION.

AFFIDAVITS: These forms may be used to state that certain credentials exist but are not in a person's possession at a particular time. An affidavit can be used for the following: 1) to state ownership of PFHA Membership card (or a Membership Application can be filled out at the show), 2) Amateur card not in possession (although it would be easier to have the member fill out an Amateur application to avoid loss of points and costs nothing), 3) forgotten horse registration papers of already registered horses, 4) Castrations and 5) lease agreements and/or Affidavit of Sales Contracts. There is a fee attached to Affidavits which must be charged at time of signing.

An example would be someone who is a current member but does not have their membership card with them. They may complete an affidavit stating that they are a current member, but do not have their membership card available for the show secretary or steward. AFFIDAVITS are not to be used as a way of getting around the rules. If a horse is not registered, an owner cannot complete an affidavit stating that they do not have a certificate because the registration is pending and still show the horse. **You must submit Affidavits to the Association office with the results of the competition.**

****To avoid misunderstandings (exhibitors sometimes confuse regional membership with PFHA membership) always make them fill out a PFHA Membership form with credit card info if PasoKey says they are not current. The show secretary for each show shall be required to have membership applications and renewal forms available at each show and shall accept applications, renewals and related payments.**

AFFIDAVIT OF SALES CONTRACT: This form is used to notify the Paso Fino Horse Association that the horse has been purchased by the buyer. This affidavit does NOT change the recorded owner maintained in the PFHA records. In order to change the recorded owner, the ORIGINAL Horse Registration Certificate for the horse being sold or transferred to the buyer must be submitted to PFHA. Complete the "Transfer of Ownership" block and the "Signature" block on the back of the ORIGINAL Horse Registration Certificate. Please remit the \$55.00 (U.S. dollars) fee to transfer ownership for the horse. A filing fee of \$40.00 is due when filing this affidavit, payable to PFHA.

In the event a person files a fraudulent affidavit, the Association may levy an appropriate fine. If the Regional Group sponsoring the event does not obtain the required documents, that Regional Group may be fined an appropriate fee.

STALLS

The arena management can provide a barn layout of the stalls. Make several copies of this layout as stall assignments usually cannot be “put in concrete” on the first go around. Some exhibitors will have special needs and others will have special requests. It is the Show Committee and Show Secretary’s decision on what requests can and will be honored, however it is usually best to assign stalls on a first come, first served basis.

ADMINISTRATION

As a suggestion, you may assign folders or large envelopes to each entry or group of entries (if one person enters several horses). By doing this you may write the requirements needed to complete the entry on the outside of the folder or envelope and once those requirements are met you can give them their back numbers. **A GOOD MANAGEMENT TOOL WOULD BE: NOT TO HAND OUT BACK NUMBERS UNLESS ALL REQUIREMENTS HAVE BEEN MET.** You must return to the exhibitors their Coggins or health certificates but make sure you’ve written on their entry form you were shown those documents. This is a decision to be made by the Regional Show Management Committee, as the Paso Fino Horse Association Office does not require this information be returned with the show results.

Refer to the Welcoming Environment Document for Accessibility tools
<https://pfcfdn.ntercdn.com/wp-content/uploads/2021/01/Welcoming-Environment.pdf>
and include the following language in your Prize List:

Welcoming Environment: It is important to PFHA that everyone involved in our shows and events has the best experience possible. If you have any needs which we could address in advance to make your experience better, please contact the show chair _____ . If you have any ADA accessibility issues, you can reach the show facility here: _____ (add in website or telephone number)

BACK NUMBERS

When assigning back numbers, be sure to immediately write the back number on the show entry form and write the information about the class, horse name and rider on the back number. Back (entry) numbers should not be given to exhibitors unless all required information is complete and correct. (Labels can be printed from PasoKey)

Back numbers must also be written down the left side of the Judge’s Card. Make sure you head each Judges Card appropriately. When you receive the cards from the

Association office, they are not complete. It is your responsibility to complete the class name and include the entry numbers. Once you have noted the entries on the Class Sheets and Judges' Cards you should then assign stalls. (Judges Cards' labels can be printed from PasoKey)

SHOW OFFICE

A day or two before the show you will set up the show office. Exhibitors will be arriving to pick up their back numbers and stall assignments, the steward may be present checking entry information, and the telephone will be ringing off of the hook, therefore organization is a must. Make sure to have extra forms, pens, clipboards, etc. It is a good idea to have a cooler with ice and drinks in the show office for staff.

EMERGENCY CONTACTS

Post emergency phone numbers (Vet, EMT's, Farrier, etc.) outside your show office in a very visible location. This may stop a crowd in your office requesting these numbers. You might also want to include these in pre-event communication.

ANNOUNCERS

One of your many duties will be to work closely with the announcer(s). Announcers will need a script and a schedule to follow. Write down event announcements and when you want them made in the script. You will be the person transferring the placements from the Judge's Cards to the Class Entry Sheets. Remember that the entries into the Championship Classes will come from the qualifying classes in each division. **Make sure you know who is riding each horse in the Championship classes.** An exhibitor may have qualified several horses and, of course, he can only ride one. You will be responsible to make sure the announcer(s) has the correct information when calling out the placements. It is very important to make sure that the information you transfer from the Judges' Cards to the Class Entry Sheets is correct as this could affect points being awarded to the wrong horse(s) or exhibitors.

THE DAY OF THE SHOW

On the first day of the show, the steward will arrive approximately an hour to half an hour early to be available and help get things started. **MAKE SURE YOU GIVE THE STEWARD THEIR REPORT FORM BEFORE THE SHOW STARTS.** Your paddock area helpers should be in place, the announcer(s) will be arriving. Exhibitors will still be arriving to pick up their back numbers, so you will need someone to help you in the

show office after the show starts so you can assist the announcer(s). A few suggestions are listed below:

- a. Make sure you have extra clipboards available
- b. Extra pencils and pens
- c. A stapler
- d. Helpful volunteers to help the Judge(s), Steward(s), Paddock area helpers & ribbon presenters, etc.
- e. You may want to suggest to the Region to purchase a message board (the cork board type) to use as a "Message / Information Center" at their regional shows. This will allow for messages or advertisements to be posted without the need for tape. Also, if you have exhibitors expecting telephone calls, and you wish to take messages you can tell them that all messages will be posted at certain times to alleviate an interruption. Show breaks can also be posted in this area.
- f. Give evaluation forms to the Judge and Stewards.
- g. You will also want to have some Horsemanship patterns ready for the judge(s) to choose from –telling them the approximate age of the youth riders if we have little ones

In shows not offering Amateur classes, the Amateur may compete in the regular appropriate class, and any show points awarded to such Amateur shall be computed and credited as Amateur points in the appropriate class **if requested in writing by the Amateur at the show**. The said written request shall be *submitted with* the show results and the class placing, with notations by the Show Secretary, when the Show Report and results are transmitted to the Association office. This also pertains to Sub-junior and junior riders. If youth classes are not offered, and the youth participates in the appropriate class and wants their points awarded to them, not the horse, please submit this request in writing to be sent along with the show results.

AFTER THE SHOW

If you have "open" classes - **separate** the horses into their correct categories, with placements, on the result sheets.

Please be aware that completed show results **must be postmarked within fifteen (15) days of the completion of the show.**

Complete show results must contain the following:

1. Make sure all the Judge Cards are entered into PasoKey and once validated , Click on Confirm results to PFHA
2. Make sure the results are marked with the correct show number
3. Judges' Cards
4. Affidavits
5. Affidavits of Sales Contract
6. Financial Forms
7. Confidential Judge Reports (to Show Management)
8. \$1.00 Per Entry Awards Fund>Former Payback Fee (All classes except Champion, Equitation & Walk Corto-Leadline)
9. \$2.00 Entry Fee (Per paid entry for each class)

SHOW RESULTS

The following information MUST be included in the show results.

- a. Date of Class
- b. PFHA Class Number
- c. Placement
- d. Entry Number (Back Number)
- e. Horse Name
- f. Horse Registration Number
- g. Owner(s) Name(s)
- h. Owner(s) Membership Number(s)
- i. Exhibitor's Name
- j. Exhibitor's Membership Number

NOTE: If holding "Open" classes, each entry must be broken down by age and sex and placed into the correct PFHA class number on your results before submitting to the Association office!

All of the above information is **IMPERATIVE** for accurate reporting. Show results not containing the above information will be returned to the Show Secretary for correction!

It is important that you carefully enter the correct PFHA horse registration number and exhibitor's membership number. These numbers are primarily used to process results and transposed numbers will result in a different horse.

Show results which are not postmarked within the allotted time (within 15 days after the show) **OR** if all information (including any fees) are not received with the results, an appropriate fine will be levied to the sponsoring region. If your show is an USEF sanctioned show also, you have only ten days to get a copy of the results to the USEF office.

Once the results are received by the Association, the office takes over to finalize the show points and input the information you have provided, therefore accuracy in reporting those results is a must, otherwise the results will be returned to you for correction. You may be asked to assist in correcting any errors which delay the official posting of results. In the meantime, you can direct participants to the homepage of PFHA.org to check out the [Preliminary Results](#) for any show. Please feel free to call the Association show representative if you have any questions.

Board approved policy as an addition to the existing show approval process. 8/2020.

Due to the decline in membership and show attendance in the past several years, the fact that regions are bidding for the same exhibitors, vendors, spectators and sponsors, it seems necessary to put in place guidelines to assist the Executive Director with a consistent and fair process of approving shows to minimize conflicts and assure the highest possible exhibitor participation at all PFHA sanctioned shows.

Show Application Approval Guidelines

1. Consideration to longstanding (traditional) shows and dates
2. Conflicts with other competitions
3. Consideration to smaller regions - taking into consideration that smaller regions may need the revenue to remain solvent
4. Number of shows that each region wishes to host for present show year taking into consideration size of show, number of horses and number of entries
5. Number of shows that each region hosted previous show year taking into consideration size of show, number of horses and number of entries to provide a precedent
6. Consideration to region location and the distance members of that region would have to travel for competition if region does not host a show