

IEA Show Host Guide



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1. Introduction

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 oversee their show. 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 www.rideiea.org/contact/chairmen.html. 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 2302 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. 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

Action	
More than 60 days before your show date (45 days for September shows):	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • Hire Officials • Remember- Stewards and secretaries must be IEA members. • Block hotel rooms for exhibitors and officials.
45-30 days before the show:	<ul style="list-style-type: none"> • Create the prize list – email a copy to IEA Membership Office (info@rideiea.org) at least 2 weeks before opening date. • Distribute to all coaches in your region 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.bescoawards.com) • Order caterer, port-a-potties • Check in with co-hosts and develop a plan in writing.
14-3 days before the show:	<ul style="list-style-type: none"> • Process entries • Create show program
3-1 days before the show:	<ul style="list-style-type: none"> • 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
Day Before Show:	<ul style="list-style-type: none"> • 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
Day of Show:	<ul style="list-style-type: none"> • 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 • Draw horses and post • Calculate and post team results after each completed class. • Calculate and award team results • Send official results & fees to IEA Membership Secretary • **Remember to include winner of Sportsmanship Award**

3. Comprehensive Show Planning Checklist

<i>Timeline</i>	<i>Action</i>	<i>Point Person</i>	<i>Status</i>
More than 60 days before your show date (45 days for September shows):	<ul style="list-style-type: none"> • Get show date approval from your Zone Administrator. • Discuss how many rides you can accommodate with your Zone Administrator. Factors such as: space for spectators, ring size, parking area, and budget should be considered. • Purchase IEA Event Insurance form online. Show application is not complete with event insurance complete with payment. • Submit a Show Hosting Application to the Membership Office. • Submit a 200 plus ride request if looking to host more than 200 rides. 		
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 prizelist prior to distribution. (See Rule 6000 pp. 33-37 of the Rulebook for more information)		
	Block hotel rooms for exhibitors and officials.		
45-30 days before the show:	Create the prize list – email a copy to IEA Membership Office (info@rideiea.org) for approval.		
	Upon approval of prizelist- distribute to all coaches in your region. Distribution lists will be supplied from the Membership Office.		
	Secure horses and ponies (see Section 5)		
	Order rider numbers (http://www.hodgesbadge.com/)		
	Order ribbons / Judges Cards (http://www.hodgesbadge.com/)		
	Arrange for food concession (optional)		
	Arrange for porta-potties (optional). Make sure there are enough bathrooms compared to the number of people who will be present.		
	Secure prizes (optional)		

<i>Timeline</i>	<i>Action</i>	<i>Point Person</i>	<i>Status</i>
14-3 days before the show:	Begin processing the entries, begin creating show program		
	Finalize programs - Copy programs for sale		
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)		
	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)		
	Prepare Horse Draw sheets		
	Create horse list with descriptions		
	Check tack and other equipment		
	Design and build the course / Pick reining patterns		
	Prepare Team packets including: <ul style="list-style-type: none"> • 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 location etc)		
	Set up safe spectator and horse holding areas		
Day Before Show:	<ul style="list-style-type: none"> • School ALL horses • Bathe horses, clean and inspect tack 		
	Organize horse draw		
	Create a board to post team points		
	Prepare name tags for: <ul style="list-style-type: none"> • Coaches • Stewards • Judges • EMT 		

<i>Timeline</i>	<i>Action</i>	<i>Point Person</i>	<i>Status</i>
	Label ribbon sets		
	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.		
	<ul style="list-style-type: none"> • 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 		
Day of Show:	Post courses, warm-up course and “changes” board		
	Before schooling, be sure all non-member schooling riders have signed waiver		
Day of Show:	School Horses		
	Distribute team packets		
	Distribute name tags		
	Receive point rider information, highlight point riders on the official program		
	Mark the official program, steward’s program, announcer’s program with scratches, additions, corrections and substitutions		
	Familiarize the judges with the differences between IEA rules and those of IHSA or USEF.		
	Draw horses		
	Write horse assignments in official program.		
	Prepare duplicate sheets for horse draw for: <ul style="list-style-type: none"> • Show manager • Warm-up ring • In gate • Steward • Secretary 		
	Post horse draw		
	Distribute to the stewards on a clipboard <ul style="list-style-type: none"> • Program • Nametag • Steward form • Horse Usage Grid • Horse draw 		
	At the end of each section of each class obtain the judges’ cards and: <ul style="list-style-type: none"> • Mark the results on the official program • Communicate the results to the announcer 		

<i>Timeline</i>	<i>Action</i>	<i>Point Person</i>	<i>Status</i>
	Calculate and post team results as the classes complete		
	Distribute ribbons		
	Provide judge and steward with food and drink throughout the day		
	Calculate and award team results Determine and announce sportsmanship award		
	<ul style="list-style-type: none"> • Send Show Report, all official results & fees to IEA Membership Secretary **Please remember to include the winner of the Sportsmanship Award with the documents***		

4. 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 6000 covers qualification and duties of Show Managers and Secretaries, Judges, and Stewards. Please be advised that the Judge(s), Steward(s), Secretary and EMT must be secured and named in the prizelist. 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. 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 Managers		
Judge		
Steward(s)		
Course Designer		
EMT		
Announcer		

Horse Master		
Catering		
Warm-up Ring		
In-gate		
Ring Master		
Ribbon distribution		
Jump crew		
Clean-up 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.

- **Event Insurance**

As per rule 4204.12 every show must purchase event insurance from Equisure, Inc. The cost is \$140.00 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.

5. 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 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.

Entry limits must allow for at least 12 riders per class, and assure that guaranteed entries are accommodated. However, if your show receives less than 12 entries per class, you will need at least 3 riders in each class for the class to run, and 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!

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. Be sure that each class has at least one available

alternate horse for every 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 ponies may not be used and medium ponies may be used only in middle school classes. Conversely, extremely large horses might not be the best match for middle school 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?

- **Prizelist**

Using the template provided in this packet, create your show prize list. Rule 5000 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.

If you plan to open your show to riders outside of your region/zone, state both opening dates (one earlier date for members in your region, and a later date for members outside of your region.) Entries received before the published opening date will be counted as having been received ON the designated opening date for in Region or out of Region teams. Rule 5303.

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. Entries must not be accepted without a team roster. **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 prizelist, a copy must be emailed to the membership office for approval. Please allow 3-5 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) 7 days before your opening date. Contact information will be provided by the Membership Office for this purpose once the prizelist 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 4509 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: Besco Awards is endorsed by the IEA as the exclusive supplier of logo-wear and merchandise. If you would like to purchase items for your show, please contact Besco at (800) 365-4862 or see their website at <http://www.bescoawards.com>.

- **Secure Food Vendor**

6. 14 Days Before the Show

- Verify Equisure insurance certificate has been received by Membership Office.

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

- **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 and Western horsemanship classes **must** be split at 12 riders. Over fences 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. 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**
- **Confirm with show staff and officials on show start time and number of rides.**
- **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. Open riders competing may school horses during regular season shows only on horses provided by their team. Open riders may not school during post season competition until they have completed all their classes. (Rule 4501.2.4.3)

- **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. From this list you will create the draw. While preparing your horse grid, keep in mind that horses may only be used 5-8 times including alternates.

- **Set up Safe Spectator and Horse Holding/Mounting Areas**

It is imperative that you create a safe environment for all. Designing a traffic plan that keeps horses and spectators separated is vital. A plan needs to be developed and marked (via signage, barriers etc.) that clearly presents where humans and horses need to be at all times. It is recommended to share with coaches what items spectators need to provide. Think of the following: Is the show indoors or out? Where will people park, and who will help park them? Will the weather affect spectators? Will chairs/bleachers be provided? Is the arena heated? Have you planned out an effective number of bathrooms and concessions provided? Are you breaking any fire codes with your set up?

The horse holding area should be organized in a way that keeps horses all facing in the same direction with their back end to the wall. You never know what may spook a horse, so it always best to keep their back legs facing away from traffic flow. The horse holding area should be 100% clear of spectators and traffic. Take into careful consideration where riders will be mounting horses, and the best ways to keep that area safe and clear of unnecessary traffic.

8. 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. 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. It is imperative that horse providers ensure their horses are looking their best. Tails should be free of shavings, and the coat should be groomed well with no visible stains.

- **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. The steward must supervise the draw, or designate an impartial party. (Rule 6701.9)

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**

- **Lay Out Tack for the Morning**

- **Create a Board to Post Team Points**

- **Get a Good Night’s Sleep!**

9. SHOW DAY!

- **School Horses**

On the morning of the show all horses will need to be schooled by qualified riders. 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**, or is otherwise qualified in accordance with IEA schooling rider rules. Please see Rules 4501 and 4502 in the IEA Rulebook for more specific details.

Hunt Seat horses must school the courses and all jumps that they will see that day, at the highest height they will show over in the appropriate direction. 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.

- **Post Courses / Patterns and the Warm Up Course**

- **Post emergency numbers for vet and hospital.**

- **Have show evaluations printed for exhibitors to complete.**

- **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 close to the steward and/or visible to participants to allow easy adjustments by the show ring.

- **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 steward, in-gate, paddock master, announcer, horse master, and manager all need copies of the draw sheets. It's also advisable to post these for the riders. Horse draw must be recorded in the official show program.

- **Start the Show**

To make the jumping classes run smoothly, always have 1-2 riders warmed up and on deck. Reining 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 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.

10. After the Show

- **Show Steward Reports**

Each steward must complete the included show steward report and return it to the Membership Office and send an additional copy to the Zone administrator.

- **Submitting Results**

The IEA Show Report, an official copy of the program with all add-drops, results and horse assignments written in, copies of the entries, the original judges' cards, point rider forms, notice of Sportsmanship Award winner and add-drop forms should be immediately sent to the IEA Membership Office **along with payment for entry dues of \$5 per entry payable to the IEA.**

Note that this \$5 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 10 days after the competition to be sure that points for the competition are valid, and to avoid any penalties and/or fines. 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. Be sure to make copies of all show documents.

Horse Show Check List of Required Documents

Official Show Program with results and horses included	
Add/Drop Forms (if any rider substitutions)	
Show Report	
Announced Team Results form	
Judges Cards	
Entry Sheets	
Point Rider Forms	
Schooling Waiver(s) (if applicable)	
Ride Fee Payment (\$5/ride)	

11. 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
- ◆ Calculator
- ◆ Large Envelopes



Congratulations, you did it!



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