

General Check List for SRCHA Show Hosts

Facilities:

- 1) Arena: Minimum arena (working rectangular arena surface) size is 60 feet wide by 120 feet long. It is definitely better to have at least 70-80 feet wide by 150-180 long however. Large arena width (100+ feet) is less desirable, especially for ranch cutting; and lengths over 280 feet are less desirable for working cow horse classes (arena size can be scaled down with panels). Walls should be at least 5 feet high and must be suitable to safely contain cattle. Rounded corners are recommended (panels can use used to round off square corners). Tarps are recommended on the corners and back wall, especially if cattle pens are immediately against the back wall. Arena in/out gates must have secure latches. The arena ground must be worked, right to the edge of the arena wall, to provide safe footing for competitors (not too shallow or too deep) with no large rocks or debris. Equipment must be available to work the ground as needed during the day(s) of the show. Flags or marker tape must be able to be affixed to the arena walls (pylons on arena floor are not recommended to use as markers).
- 2) Cattle handling facilities: Secure pens for cattle will be required at the end of the arena; we recommend at least 3 pens (one for fresh cattle, one for used cattle and one for sorting). Pens should be large enough that cattle are not over-crowded and handlers can work in safety. In-gate to arena suitable to release one cow at a time should be on the short wall of the arena. Loading and unloading chutes must be appropriate for the type of transport vehicle used (ie. Semi trailers usually need a ramp chute). Cattle must have access to water. The SRCHA Cattle Committee member or SRCHA appointee will work with the show host to resolve any issues with cattle, or cattle handling facilities.
- 3) Horses: Pens or stabling for horses is an asset for 1 or 2 day regional shows. Access to water must be provided. Sufficient space will be needed for trailer parking. If no stabling is available, there should be enough space to have room around trailers for safely tacking up and/or tying to trailers overnight.
- 4) A location for the show office must be provided near the arena – preferably out of the weather. An announcer’s stand/office area combination is acceptable. Access to electrical power is a great asset. Tables and chairs must be provided.
- 5) A location to post dry-work patterns and judge’s score cares will be required (a building wall where staples can be used is acceptable) but this should be a place where riders may approach on horseback with sufficient room to congregate.
- 6) Judges and scribes will require a safe and comfortable location to be seated with good view of entire arena, preferably mid-long wall, off of the arena floor for working cow horse class. A truck parked on arena floor as the judge’s box will be required for ranch cutting classes. Provide at least 2 chairs per judge.
- 7) An on-site concession for food/drink is recommended, but this can be a catered system with food available at pre-set times.
- 8) Toilet facilities are required.
- 9) Camping and/or hotel accommodations in reasonable proximity are appreciated and may be necessary for 2 day events.

Judges:

- 1) It is the show host's job to hire a suitable Judge(s) and to pay the per diem fee plus expenses for the Judge from show revenue. The judge(s) must be selected from the pre-approved list of recommended Judges maintained by the SRCHA. If a show host wishes to hire a Judge(s) not on the list, they must notify the SRCHA Executive and request that the judge(s) be approved prior to the event.
- 2) Judges must use the official SRCHA score cards provided by the SRCHA. Note proper diplomacy: Prior to start of each discipline, a judge may *choose* to give riders instruction and/or answer any relevant questions. A rider shall make an honest effort to comply with the judge's instructions. Please note: this is the only time when a competitor may approach the judge. Exhibitors shall not contact or attempt to contact the designated judge pertaining to his/her judging of any horses at that show. Further, exhibitors shall not approach a judge for any reason prior to the completion of the judging *unless the SRCHA Rider Rep is present*. Any request to speak to a judge must be made through the *SRCHA Rider Rep*. When an exhibitor makes a request through the *SRCHA Rider Rep* for the judge's opinion concerning the exhibitor's horse, it is urged that the judge will give his/her opinion courteously and sincerely in the presence of the *SRCHA Rider Rep*; however, there will be no fraternization between the exhibitor and a judge during the show. To make a formal complaint against an SRCHA approved judge, such complaint must be in writing, signed by the complainant, and contain specific facts giving rise to the complaint, and be received by the Association within a reasonable time from the date of occurrence. Any complaint or protest must be accompanied by a \$100.00 non-refundable fee. By filing this complaint, the complainant may have to attend a hearing conducted with the Association.
- 3) It is recommended that the show host provide regular offerings of hot or cold (non-alcoholic) beverages to the judge(s) and scribe(s) and volunteers during the show.

Support Staff/Volunteers:

- 1) Scribe(s) will be required to assist the Judge(s). At least one scribe per judge must be available for the entire event. Scribes may be changed out during the day, however once a class has started that scribe must complete that class.
- 2) An announcer will be required to call competitors to the ring in a timely fashion, report placing and general announcements, etc. (sound system to be arranged by show host).
- 3) Cattle handling/sorting people will be required. At least 2 or 3 people, comfortable and capable of properly handling stock, are recommended.
- 4) Gate-person: It is encouraged to have a volunteer available to open and close arena gates for competitors, at least during the working cow horse classes.
- 5) Show Secretary: It is the show host's responsibility to book a Show Secretary from the pre-approved list maintained by the SRCHA. This should be done at the beginning of the show season to be sure a secretary is available at that time. Secretary fees are paid by the SRCHA. A program is appreciated but not required. An order of go should be posted where competitors can easily access it on horseback.

- 6) Runner: It is recommended to have at least one volunteer available at all times to run judge's cards back/forth to the show office, etc.
- 7) If possible, it is encouraged that an Emergency Medical Responder be present at the event. However, at the least, the EMT, Ambulance and local Veterinarian phone numbers must be available at the show office on grounds. A First Aid Kit should be available.

Cattle and Stock:

- 1) It is the show host's job to provide and cover expenses for suitable fresh cattle for all SRCHA events. A portion of entry fees is made available to the show host to help cover these expenses as detailed below in Financial Details.
- 2) Fresh cattle are defined as those that have never previously been used for recreational or competition purposes.
- 3) It is recommended to have 2 cows per competitor in ranch cutting in all classes except youth, novice non pro rider and rein-box. The same cattle can be used for the fence work in working cow horse. The show host must discuss cattle numbers with the SRCHA office after entries close to ensure that a suitable number are made available.
- 4) Inhumane treatment of horses or cattle strictly prohibited. NRCHA Rule Book: Inhumane treatment is the exhibition of a crippled or injured horse, or a horse with any other health abnormality which could thereby result in the horse's undue discomfort or distress. Abuse includes excessive jerking, spurring, whipping, slapping, or any other act intended to cause trauma or injury to a horse. Any act of abuse or intent to abuse a horse in the show arena or on the show grounds which could also potentially endanger the safety of other persons or animals, will be dealt with in the strongest possible manner. Cattle must be safely handled and housed, with access to feed and water. **The SRCHA standards for Livestock Handling must be posted in a visible location at each event.**
- 5) The SRCHA Cattle Committee or appointees shall inspect the cattle immediately upon their arrival and prior to the start of competition. Any animal that is injured, unsound in sight, air or limb must be sorted off and remain un-used and reported to the cattle contractor. Cattle that are unsound at off-load will not be paid for.
- 6) In the event of cattle death or injury during competition, the SRCHA Cattle Committee shall work with the show host and the cattle contractor to determine what value, if any, is to be made by the SRCHA in restitution to the owner of the cattle. The show host is not responsible to pay any such restitution. Cattle injury or death during transport is the responsibility of the cattle transporter and not the SRCHA or the show host.

Financial Details:

Show Hosts must provide a minimum of \$500 per day in added money, which will be paid in full to the competitors as additional jackpot money. The host may acquire all or part of the \$500/day from sponsors and can make suitable arrangements for sponsor promotion during the event.

- 1) Competitors must be current members of the SRCHA and should pre-enter all SRCHA events according to deadlines posted. Fees will be collected at the show for regional events.
- 2) The entry deadline for each show is 9 pm on the Monday before the show. Pre-entry is done online through the SRCHA Website. Late entry at the show may be allowed at the show host's discretion, but will be charged a \$30/entry/day, retained by the SRCHA, and go to the bottom of the draw. A "No Show" penalty of cattle fees (\$60, \$80 or \$90/entry/day) will be levied for anyone who pre-enters but fails to attend, without a medical or veterinarian certificate to confirm either the horse or rider is unfit to show. "No Show" penalty fees are to be collected at the next event attended by that person, and once collected are forwarded to the show host of the event which was not attended.
- 3) It is strongly recommended that the show host arrange, through their own insurance company liability insurance for their event. The SRCHA will have SHF Insurance coverage for the event which may or may not cover the needs of the individual show host.
- 4) A show host must pay judges, cattle and facility costs. SRCHA entry fees are established to provide income to the host to offset these costs, but no guarantee is made that income will be sufficient to cover all costs.
- 5) In 2015, entry fees are structured to provide \$60/youth entry, \$80/entry for Novice Non Pro and both Rein/Box classes and \$90/entry in all other classes to the show host. *If the cattle/hauling fees will exceed what is covered by the entry fees, a cattle surcharge may be added. The surcharge must be pre-approved by the SRCHA Directors by submitting a signed "Contract for Livestock Suppliers". This surcharge needs to be posted as soon as possible on the website so competitors have time to determine if they will be able to compete at that show.*
- 6) The SRCHA will advertise all scheduled shows on the website calendar of events and annual poster circulated across the province. Any other advertising of the event shall be at the show host's expense.
- 7) Show hosts may obtain sponsorship to provide special prizes or added cash to jackpots at their discretion, but any overall awards should be discussed in advance with the SRCHA Board of Directors so that the awards can be properly distributed according to SRCHA standards as well as the event show secretary so that they can be prepared to properly tabulate points.

Miscellaneous:

SRCHA representatives will endeavor to inspect facilities prior to an event to assist show hosts in determining any improvements or changes which should be made to facility set up.

Show photographer – may be arranged for by the show host but is not mandatory. Note: all youth must wear helmets in competition.

Show hosts should have at least a \$100 cash float available; with quarters, dollar and 2 dollar coins, five and ten dollar bills available to assist in making change.

SRCHA Show schedule will be advertised early in the year – so dates must be confirmed by mid-February in order to meet early print ad deadlines.

It is recommended to get all appropriate information regarding stabling/directions, etc. in to the SRCHA office well in advance of the show date to be posted on the website in a timely manner.

The SRCHA Board of Directors will work together with the show host to determine a suitable 'Rider Rep' that will be acceptable to both the board and the show host. An SRCHA rider rep will be appointed for each individual show. The SRCHA Rider Rep will act as liaison between the SRCHA/competitors/show hosts in the event that any issues or disputes may arise either during or after the show.

For the current list of approved judges and secretaries please contact the SRCHA office.