

## Checklist for RIHA Affiliated Horse Shows

### BEFORE THE SHOW:

- \_\_\_\_\_ Become an RIHA member.
- \_\_\_\_\_ Contact the RIHA Secretary (as listed in the rulebook) for available RIHA show dates.
- \_\_\_\_\_ Send the Show Affiliation Application form to RIHA Secretary and include a check made out to RIHA for application fees.
- \_\_\_\_\_ Read the RIHA rulebook. Keep it accessible during the show.
- \_\_\_\_\_ Hire the following:
  - \_\_\_\_\_ Experienced Show Secretary
  - \_\_\_\_\_ NEHC or USEF-rated Judge
  - \_\_\_\_\_ NEHC or USEF-rated Steward
  - \_\_\_\_\_ Licensed EMT
  - \_\_\_\_\_ Blacksmith to be on-call for Hunter/Jumper shows or on-site for Open shows
  - \_\_\_\_\_ Vet to be on-call
  - \_\_\_\_\_ Announcer (with PA system if show grounds does not have one already)
  - \_\_\_\_\_ Concession Stand Operator(s)
  - \_\_\_\_\_ Knowledgeable Ringmaster
  - \_\_\_\_\_ Jump Crew
- \_\_\_\_\_ Obtain one (1) million dollars in general liability insurance and mail the certificate to the RIHA Secretary two (2) weeks prior to the show. RIHA must be named as “additional insured.”
- \_\_\_\_\_ Ensure that the show ring has two straight parallel sides, round ends and the minimum dimensions should be approximately 100' x 185' and shall have both in and out gates (that can shut) if possible. It should be free and clear of anything other than the jumps that will be used during the competition. Footing should be safe for horses and adequately groomed (i.e., no holes or ruts). Extra rails should be on-hand in case they get broken.
- \_\_\_\_\_ Ensure that the show grounds can provide adequate, safe, clear water for the horses.
- \_\_\_\_\_ Ensure that the show grounds can provide a safe schooling area with at least a cross rail, a vertical, and an oxer.
- \_\_\_\_\_ Ensure that the show grounds can provide adequate, clean bathrooms.

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- \_\_\_\_\_ Ensure that the show grounds have sufficient trash cans on the property to contain all trash generated during the show.
- \_\_\_\_\_ Order ribbons (and prizes), exhibitor numbers, and judge's cards.
- \_\_\_\_\_ Ensure that all judge's cards have complete specifications for the classes clearly printed on them.
- \_\_\_\_\_ Create a prizelist (see rulebook for specifications) with entry form.
- \_\_\_\_\_ Send the prizelist to the Prizelist Editor (as listed in the rulebook) 45 days prior to the show and BEFORE printing and distributing.
- \_\_\_\_\_ Make recommended changes to the prizelist and submit it to the Prizelist Editor. Repeat until accepted.
- \_\_\_\_\_ Request mailing list/labels from RIHA Secretary.
- \_\_\_\_\_ Mail prizelists to members and trainers.

### **AFTER THE SHOW**

- \_\_\_\_\_ Submit a Show Return Form to RIHA Secretary within seven (7) days of the show.
- \_\_\_\_\_ Ensure that the Show Secretary submits results, associated fees, and a prizelist to RIHA Secretary within seven (7) days of the show.
- \_\_\_\_\_ Ensure that the Show Secretary keeps all entry forms, judge's cards, class sheets, and all other associated documentation for the show for three (3) years in a SAFE location.