

# 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.

### **SHOW INFORMATION CONTACTS**

**PFHA Shows & Programs:**

**Megan Martin**  
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(859)- 689-3700  
E-mail: [show@pfha.org](mailto:show@pfha.org)

**Paso Key Software Support:**

**V.SN.RAJU**  
CNT Infotech ([www.cntit.com](http://www.cntit.com))  
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**US Equestrian Federation:**

**Competition Department, (859) 225-6924**  
**Licensed Officials (859) 225-6948 4047**  
Iron Works Parkway  
Lexington, KY 40511  
(859) 225-6968  
Web-site: [www.usef.org](http://www.usef.org)

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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. Follow the procedures outlined below:**

**1. Apply to [Show@pfha.org](mailto: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, and names of Judges, Stewards and Show Secretary.

**2. 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.

**3. 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 by Regional show management.

**4. 30 Days Prior to Show**

Show packet sent to Show Secretary by PFHA Office.

**5. Week Prior to Show**

Enter and check all Pre-Entry forms. Make sure all entries meet all requirements. Do class sheets, Judge(s) cards.

**6. Day of Show**

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

**7. First Day After Show**

Mail to PFHA all new and renewal memberships and fees as per PFHA rules. Financial Statements for Show Results and Memberships and any Affidavit forms with the appropriate fee should also be sent to PFHA office.

**8. 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.

## TYPES OF SHOWS

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

#### **Page 39 – PFHA Rule Book**

An All-Breed ("AB") show shall have Association sponsored classes which are part of an All-Breed Regular Member show. The cosponsoring Association Regional Group is responsible to make sure that all required paperwork is received by the Association office in the required time.

USEF-PFHA sanctioned shows shall be judged by an 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 and one PFHA steward. 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)

#### **Page 39 – PFHA Rule Book**

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. "L" Shows.** (\$50 per set of points)

#### **Page 39 – PFHA Rule Book**

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

- a. 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
- b. 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.
- c. A show with a maximum of 30 Association recognized classes and which is not a USEF sanctioned show. There is no requirement for other breeds 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.

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

**Page 39 – PFHA Rule Book**

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.

**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:

	<b><u>Points Awarded:</u></b>			
	<b>National Show</b>	<b>All Breed Show</b>	<b>Any USEF Show</b>	<b>All Paso/ Local Show</b>
<b><u>Placement:</u></b>				
<b>First</b>	<b>12</b>	<b>6</b>	<b>12</b>	<b>6</b>
<b>Second</b>	<b>10</b>	<b>5</b>	<b>10</b>	<b>5</b>
<b>Third</b>	<b>8</b>	<b>4</b>	<b>8</b>	<b>4</b>
<b>Fourth</b>	<b>6</b>	<b>3</b>	<b>6</b>	<b>3</b>
<b>Fifth</b>	<b>4</b>	<b>2</b>	<b>4</b>	<b>2</b>
<b>Sixth</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>1</b>

*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. Type of Show ("AP", "AP/USEF", "L", "AB", "AB/USEF")
2. Dates of Show
3. Location of Show
4. Designated Regional Persons signature (per Regional by-laws)
5. 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. Name and contact information of the Show Secretary
3. Name and contact information of the Show Contact/ Manager/ Chair
4. Class List

\*\* Per Board policy established in April 2001, Regions will be permitted to use only one National Show Judge on any given show weekend. See page 5 for additional information in selecting Judges, Stewards and Guest Judges.

**Policy approved by the Board of Directors at the meeting on October 18, 1996, states that 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.**

### **SELECTING JUDGES, STEWARDS, AND GUEST JUDGES**

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. **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](http://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:

- a. Application Fee (\$80 per application)
- b. 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.



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:

- a. Application Fee (\$80 per application)
- b. 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, Sub-section 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".**

Email information to [SocialMedia@pfha.org](mailto:SocialMedia@pfha.org) so the PFHA can support your show through our Social Media.

## **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. To determine a horse's age, subtract the horse's year of birth from the year of the Grand National Show. **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 1<sup>st</sup> 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.

Per Chapter Two of the PFHA Rulebook, "To be eligible for entry and showing, horses must be registered with the Paso Fino Horse Association, Inc. and must be entered and exhibited under their full registered name and registration number." **"ALL PARTICIPANTS (OWNERS, AGENTS, LESSEES, TRAINERS, RIDERS, EXHIBITORS, AND HANDLERS) MUST BE CURRENT MEMBERS IN GOOD STANDING WITH THE ASSOCIATION" AT THE TIME OF THE EVENT OR POINTS WILL NOT BE AWARDED.** If they cannot provide you with a current membership card, 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/Owner 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.**

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.

## 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.

**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.

## 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 Owner classes, the Amateur Owner may compete in the regular appropriate class, and any show points awarded to such Amateur Owner shall be computed and credited as Amateur Owner points in the appropriate class **if requested in writing by the Amateur Owner *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**

Per PFHA Board policy established at the January 1996 Board of Directors meeting, all new or renewal member applications with fees must be returned to the Association office **the first business day after the show**.

If you have “open” classes - **separate** the horses into their correct categories, with placements, on the result sheets (Example: Bella Forma Open to Bella Forma Fillies, Geldings, & Colts Yearling, 2 yr. Old, & 3 yr. Olds classes).

**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.