

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.