



# **Organising a Western Horse Show**

## **A Guidance Note**

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## Introduction

This guide was first published to members of WES in 1999. Since then interest in Western Riding has grown and the number of shows has increased dramatically. We have also seen the introduction of two day shows and affiliated classes at some of the Breed Shows.

This is great for the sport of Western Riding and gives western riders a vast array of competitions to attend. However, shows need staffing and as the number of shows increase the need for volunteers also increases.

In recent years it has been clear that only a small number of individuals have actually organised events. The need for fresh blood is now very real otherwise some of the regular events will disappear.

In my original guide I advised that the thought of organising, or even helping with an event fills most people with dread, yet in reality it can be the most rewarding experience enabling individuals to interact with people they don't know and in the main it is a most enjoyable, if tiring experience.

The guide is only one way of organising a horse show and these ideas are not set in stone. What is accepted by anyone organising a show is that it needs to be well planned in advance to be a success.

We should point out to anyone wishing to organise a show that you will need to start planning up to a year in advance if you wish to use the venues and Judges you would like as bookings are now taken that far ahead.

Finally, horse shows are not guaranteed to make money. Before you make that commitment show managers need to be sure that they can cover all costs. Bad weather, lame horses, dates clashing can all have an impact on income and there is no guarantee that you'll cover your costs.

In addition to this guide anyone wishing to hold a WES event should be familiar with the rules of the Society.

Good luck

David Brindley – Show Guide Editor

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## Where to start

Before embarking on any project it is important to establish who is likely to attend. It is necessary to determine therefore;-

- Are there enough riders in your area to make a show viable?
- Are there riders from other areas who are likely to attend?

The cost of a show can vary considerably and depend upon a variety of factors not least is the cost of a venue. As the standard of shows has increased so has the expectation of competitors and it is important therefore to be aware of what these are;-

1. Fair competition
2. Good facilities which allow the competition to be held without unnecessary inconvenience or risk to either horses or riders
3. Accurate information within the schedule and on the patterns
4. Timely operation of the classes
5. Entry fees kept to a minimum – particularly applicable to Western as competitors tend to enter multiple classes and will have a budget for the show.
6. Sympathetic Judging to meet the criteria of competition
7. Sensible and realistic show patterns
8. Refreshments available at sensible prices
9. Helpful show staff to assist competitors
10. Awards to reasonable levels in each class and High Point wards for Novice, Youth Open and Amateur categories
11. In the case of WES Championship Qualifiers the facilities **must** have adequate working in areas.

Without competitors there is no show. If competitors go away disappointed due to problems with any of the above they are unlikely to return and indeed they will put off new competitors.

## ***How much will it cost?***

The cost of a show can vary considerably from several hundred pounds for a small show to several thousand pounds for a major two day event. Typical costs for a one day show are as follows (2005 rates)

Venue -	£150 - £600 a day
Judge - £75 minimum charge plus expenses so say	£125
Catering for Judge and helpers	£20
Printing – schedules	£20
Rosettes – Allow £1.25 for each rosette and you'll need around 6 rosettes for each class – most show will run around 20 classes so total cost £150. After your first show you'll never buy a full set again as you'll always have some left over!	

So for a basic show you are looking at costs in the order of £500. That's not as daunting as it may seem. To cover this cost if you set entry fees at £8.00 you'll need 65 entries. As most people tend to enter on average three classes you are going to need around 20 horses to make the show pay or have the event subsidised by sponsorship.

For the more ambitious a large two day show can cost around £4,500 and that is without expensive trophies, prize money or international Judges, so start small and progress! The WES Championships cost £15,000

## ***The next step***

So you've decided to proceed what is the next step?

## ***Date***

The date is very important. Check with other Areas and the Society Show Co-ordinator to ensure you are not going to clash. There are now several well established shows that have a good following so try to avoid them.

There are now three types of show, Practice, Approved and Affiliated.

## ***Practice Show***

A practice show will be run more or less along the lines of a clinic, possible with an approved judge or experienced member acting as a judge so that novice horses and riders can gain some experience in a show environment without the added pressure of an 'official' show.

For a practice show organisers will be covered by WES insurance.

## ***Approved show***

Approved shows are held for WES members only and organised by Areas, the organisers are covered by WES insurance, and the points accumulated at these shows go forward to the WES Annual Hi Points.

- WES members only
- Organised by WES Areas and Organisers are covered by WES insurance
- Approved WES judge only
- No charge made by WES
- Championship qualification in Open classes
- Points accumulated during show season count towards Hi Points.

## ***Championship Qualifier***

- Competitors at an Approved shows can qualify for the Championship Show however the following conditions apply:-
- The period for qualification is between 1<sup>st</sup> August and 31<sup>st</sup> July.
- The number of competitors qualifying will be restricted as detailed below (This is based upon the WES rulebook for those competitors gaining points at a WES Show. Basically if you are awarded a full point you will have qualified)



Number of Entries	Number of Competitors Qualified
Over 16	1 <sup>st</sup> to 9 <sup>th</sup>
14 – 16	1 <sup>st</sup> to 8 <sup>th</sup>
11 – 13	1 <sup>st</sup> to 7 <sup>th</sup>
8 – 10	1 <sup>st</sup> to 6 <sup>th</sup>
7	1 <sup>st</sup> to 5 <sup>th</sup>
6	1 <sup>st</sup> to 4 <sup>th</sup>
5	1 <sup>st</sup> to 3 <sup>rd</sup>
4	1 <sup>st</sup> & 2 <sup>nd</sup>
3	1 <sup>st</sup> qualification
2	No qualification
1	No qualification

### ***Affiliated show***

Affiliated shows are organized by outside bodies and are open to non-WES members. They are not covered by WES insurance; only WES member's points go forward to the Hi points.

- Open to non WES Members.
- Organised by other Societies/groups and Organisers not covered by WES insurance.
- Approved WES judge only.
- Affiliated fee required, 1-5 classes £10, 6 classes & above £15, payable to WES.
- First place rosettes supplied from central funds.
- Only member's points go forward to the Hi points.

### ***Procedure***

The following information is produced as the procedure to follow for show secretaries/area reps wanting to run a Show under WES rules.

1. Apply to Show co-ordinator for approval/affiliation forms depending on what type of show you are going to hold. Approved shows are held for WES members only and Organised by Areas with the approval of the Area Representative and are covered by WES insurance. The points accumulated at these shows go forward to the annual Hi points. Affiliated shows are open to non-WES members, and are not covered by WES insurance; only WES member's points go forward to the Hi points. Applications should include a draft copy of a schedule, and a WES approved judge must have been booked by the organiser. Affiliation fees must accompany your request.
2. Applications must be submitted at least 30 days before the show, failure to do this could result in the show not being approved.
3. Once the show has been approved, a letter of acceptance will be despatched to the show secretary listing the classes, which have been approved. Please check this to ensure you the classes you wish to approve are correct. After approval your show date will be published on the WES web site ([www.wes.uk.com](http://www.wes.uk.com)), in the next edition of WES News, & added onto the Show database.
4. For Affiliated shows, 30 days prior to the show date the Show Co-ordinator will despatch a show pack out to the show secretary which will contain: - Class entry sheets, for each class, judge's evaluation sheet, WES rulebook, and first place rosettes.

5. With Effect from 2007, Areas will be responsible for keeping their own stationery for shows e.g - Class entry sheets for each class, Judge Evaluation sheet, Risk Assessment form, and an Accident Report Form . The rulebook can be downloaded from the WES website. Judges should bring their own result cards with them.
6. Following your show it is the secretary's responsibility to ensure the results are returned to the Show Co-ordinator within 14 days of the show date. This will ensure that the points are input regularly and the results can be broadcast, via the website, WES ENews, and any other interested magazines. Results must be submitted electronically using the Points Calculator.

## **Checklist**

To run a successful show you will need the following;-

### **1) Show Team**

Show Manager	Has overall responsibility for the show. Can also act as Show Secretary
Show Secretary	Takes entries before and handles general administration on the day. Can also act as Show Manager
Ring Steward	To assist the Judge
Announcer	To give results and generally keep the event moving
Collecting Ring Steward	To ensure the competitors are ready for each class
General stewards	Rosettes, Judges cards and general ring crew

These duties are outlined in more detail later in this guide.

### **2) Venue**

Check Costs	Ensure that the hire cost quoted includes all the facilities you need including lights.
Opening Times	Competitors travelling long distances may be arriving late at night or early in the morning. Ensure that access is available for the period of the hire.
Type of Arena	Most shows try to use an indoor arena. With the vagaries of the British weather and the fact that some competitors travel long distances and are competing all day an indoor school is more attractive than an outdoor event, This should not however exclude using an outdoor venue. What is important is having a warm up area. For WES Championship Qualifiers it is important to have a warm up arena with a suitable surface
Secretary's facilities	Is there an area which can be used by the show secretary that is under cover and if entries are computerised electric power. If not



then either a horsebox or trailer may have to be put into service.

Stables	Are stables available for anyone wishing to stay overnight? Are day stalls available? What bedding is available - is both straw and shavings possible. If restricted stabling ensure this is made clear in the schedule.
Toilets and Showers	Toilets are a must. If there are no toilet facilities then temporary WC's must be provided under Health & Safety requirements. Showers would be a luxury but if they are available make this known in the schedule.
Water	Water should be available for horses
Parking	Adequate parking is essential. Nothing puts off competitors more than if they have problems accessing the venue and parking. This must however be balanced against competitors selfishness in some instances who want to park as close to the rings as possible to the detriment of others. It does pay to keep an eye on the parking so that routes are not obstructed or restricted either for general access or for emergency vehicles.
Trade Stands	Ensure that if trade stands are being invited that the venue is prepared to have them on site and will not be making their own charges for their attendance. A number of venues have recently started to charge for trade stand being on site and this could make it unviable for the trader. Check beforehand
P.A. System	Smaller shows can operate without a P.A. system but it does result in show staff having to chase competitors. A suitable system not only aids the smooth running of the show but also informs spectators and generally adds to the atmosphere of the event. Larger venues have a P.A. system installed – check if that is included within the hire costs. Smaller venues will not and a system will have to be provided. Several WES areas have invested in systems. Area 6 has a professional standard system whilst other areas have purchased Karaoke machine which are suitable for smaller venues and cost around £100.
Layout Plan	For larger venues a layout plan posted in various areas showing the location of the various facilities would be useful – it saves the secretary constantly being asked where the toilets are!
Local Accommodation	If competitors are likely to stay over try and provide a list of local Hotels & B&B. Larger venues will have already compiled such a list but for smaller venues it may be necessary to do some research. The Judge may also need accommodation and this needs to be convenient to the venue.

Check if the venue is happy for lorries and competitors to be on

site overnight and if caravans and tents are allowed. Some venues may not have adequate facilities particularly if it has only been hired for a day show. If that is the case then it may be necessary to find facilities for these competitors locally

Vet cover	Vet cover on site is not a requirement but the details of a local vet should be on hand (and have been contacted to agree beforehand) to provide cover in an emergency. Horses can become ill or injured during travelling or get kicked or injured on the showground.
Farrier	Perhaps the most difficult to arrange cover for but if possible try to get agreement from a Local Farrier to see if they would attend if there was a problem
Emergency Services	<p>WES does not yet have a requirement for trained paramedic to be on site during a show as the risk to riders in Western competitions is relatively low. However accidents do happen and WES does require that a competent First Aider is available on site with a First Aid at Work certificate.</p> <p>Be aware that WES has used the Air Ambulance at the Championship Show twice and numerous Area shows have had an emergency.</p>
Arena equipment	Cones, poles gate, bridge – see equipment schedule for each class later in this guide
Arena Maintenance	<p>Arenas should be harrowed prior to the competition. Check if the arena can be harrowed during the day and before any reining competition</p> <p>Also check general maintenance issues particularly for a two day show – will waste bins be emptied, spectator area swept.</p>
Two Way Radios	Communication between the show team is considerably enhanced by the provision of two way radios. These can now be purchased from most electrical stores quite reasonably or hired for the event.

### **3) Putting together a schedule**

Your schedule is in effect your sales brochure and should contain as much information as possible to encourage competitors to come to your show.

Classes to provide	<p>Only classes from the WES approved list can be provided within a WES show. You should look at the following categories</p> <p>Open Amateur Intermediate Amateur Novice Horse Novice Rider</p>
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Youth  
Novice Youth

Scheduling	Perhaps the most difficult issue for a show is scheduling the classes. Try to avoid lumping classes of the same type together i.e. all the Pleasure, then all the Horsemanship. This can make it boring for spectators and frustrating for competitors particularly those in Open categories who have to wait for ages to compete. In some cases putting classes together makes sense – e.g. trail in order to reduce the amount of work necessary setting up and removing the courses. There is no formula for this it just comes with experience and to be honest it's something that will never suit everyone.
Disclaimers	<p>The following disclaimers should be included within your schedule</p> <p><b><i>“Horse Riding can be a dangerous sport”</i></b></p> <p><b><i>“The Western Equestrian Society has taken all reasonable steps to ensure the Health &amp; Safety of spectators, competitors and everyone else present. For these measures to be effective, everyone must take all possible precautions to avoid and prevent accidents occurring and must obey the instructions of the organisers and stewards”.</i></b></p>
Withdrawals	Consider adding a further disclaimer that any scratched entries must be paid for unless accompanied by either a vet's certificate or doctors note
Directions	Try to provide reasonable direction to the venue and include a post code. Many competitors use the internet to get directions so a post code is useful
Times	Try to give an indication of times for breaks
Details of Judge	Include the details of whoever is judging
Conditions of entry	<p>The schedule should include conditions of entry and the procedure for any complaints. A sample of conditions is given below:-</p> <ol style="list-style-type: none"><li><b>1. Neither the Western Equestrian Society nor X Arena, nor the show management shall be held responsible for any loss, damage or expense incurred to any person or horse at the show from whatever cause arising. All entries shall be at the sole risk of the competitor</b></li><li><b>2. All objections must be made in writing to the show manager, and must be received on the day of the show, accompanied by a deposit of £10 which will be</b></li></ol>

returned if the objection is sustained.

3. The organisers, at their own discretion, may at any time, before, or during the show the show, reject any entry whether the same has been accepted or not, and their decision in this respect, without giving any reason, shall be final. The organisers shall have the power to eject from the showground any person whose behaviour they consider to be objectionable.
4. No unauthorised person may enter the ring.
5. All competitors must be conversant with the rules of the Western Equestrian Society. Neither the Society, nor the organisers will be held responsible for the failure of any competitor in understanding the rules.
6. All competitors must have third party liability insurance and by entering are stating that they have such insurance in force.

Passport details      A request for details of the horses passport could be included within the schedule and on the entry form but be aware that only Trading Standards Officers are allowed by law to insist on seeing a horses passport

Entry Fees            What to charge for entry fees is another difficult area but the show must cover its costs. Fees of between £5.00 and £10.00 are acceptable and do bear in mind that competitors do enter several classes so they generally have a budget for entries.

Awards                Details of placings for rosettes – i.e. Rosettes to 6<sup>th</sup> place, and any high point awards

WES rosettes can be obtained from:-

Direct Rosettes, The Beild, Gargunnoch  
Stirling FK8 3BN. Tel/Fax: 01786 860439  
Email:admin@directrosettes.co.uk

Rosettes direct, The Old Chapel, York Street, Oswaldtwistle,  
Accrington, Lancashire BB5 3NU  
Tel 01254 393711/397880 Fax 01254 394839/233716  
Email [www.rosettesdirect.com](http://www.rosettesdirect.com)

(This firm also supplies trophies)

**if orders are placed before 28<sup>th</sup> feb 5 % discount is given**

WES Logo no P3303.  
RE2 Gold edged rosettes  
1st Blue/Saxe,  
2nd Red/Shocking pink,  
3rd Yellow/ Lemon,



4th White/Saxe,  
5th Cherry/Shocking pink,  
6th Emerald/ Green.

We don't think Showprint systems are now trading

#### 4) Entry Forms

WES Now has a standardised entry form. As attached

Name of Rider	The name of the person competing. In WES we do not need the name of the owner but if you are going to produce a programme this may be of interest.
Name of Horse	This needs to be the registered name of the horse not the pet or stable name.
Membership Number	Only applicable to WES approved shows where all participants must be members. You can if you wish ask for a photocopy of the membership card (This is a requirement of some Societies) but otherwise just ask to carryout random checks
Registration Number	From the Registration booklet or a temporary number is given
Expiry date	Please ask for the membership expiry date so you can check if the membership is valid on the day of the show.
Address	Contact details so you can send information both for this show and perhaps future shows
Telephone Number	Probably more useful than an address so if there are queries with the entry you can contact the competitor before the day.
Specific requirements	Under the Disability Discrimination Act as an organiser you are responsible for making 'Reasonable Adjustments' for competitors and spectators who have specific requirements. It can be useful to know this beforehand. Hearing and visual impairments are not unusual with competitors within WES .
Stabling	If you have a show with stabling then this needs to be on the form together with a note of the type of bedding required. <b>Always put a disclaimer that you cannot guarantee the type of bedding available.</b>

#### 5) Booking a Judge

Judges List Details of WES Judges are contained within WES News and are also shown on the WES website.

When contacting the Judge provide details of the classes you are

expecting them to judge, likely number of competitors and whether you are going to provide patterns for the classes or ask the judge to provide them.

WES has a minimum fee for an Approved Judge but ensure you have checked travelling expenses etc.

Confirm details of the booking in writing either by letter or email.

Catering Ensure that refreshments will be available for the Judge. If there will not be a catering facility on site then arrange for someone to have the facility to make hot drinks. Food should be provided and check any dietary requirements the Judge may have

## 6) Miscellaneous Requirements

Competitor numbers **Remember two sets of numbers are required one for each side of the saddle**

Accident Report Form Accident report forms should be available in case there is a reportable injury

Entry forms Class entry forms either hand written or computer generated

Office equipment Adhesive tape, staples, drawing pins, safety pins, pens etc.

Show Pack Affiliated shows only Ensure you receive your show pack, which will be sent to the show secretary approx. 30 days before your show date. This should include: - Class entry sheets, Judges evaluation sheet, a rulebook, and 1st place rosettes.

## 7) Publicity

Publicity is always an unknown quantity. A great deal of money can be spent on pre-publicity for any event without any real impact on attendance. It is important therefore to keep any costs to a minimum and so there are a number of ways you can promote your show without incurring major costs

Local Press If it's your first show you'll stand a good chance of getting local coverage but be warned they'll try to 'Cowboy' it up so just grin and bear it – no amount of objections will stop them.

Free Press Always looking for fillers so you may get lucky

Local Radio As with the Local Press you may get lucky if there is a slow news week but be careful of send ups.

Equestrian 'free' papers There are a large number of trade papers and magazines produced at a local level promoting local events. Some will include your dates free, others will make a small charge.



WES Website

Don't forget to ensure full details are passed to the Show-co-ordinator and then your event will feature on the Website

Other Horse Mags

Liaise with the WES Press and Publicity officer to incorporate your events on publicity being forwarded as part of the WES publicity in magazines such as Horse & Hound, Your Horse etc.

Local Riding Clubs and the Local BHS

Local Riding Clubs and the Local Branch of the BHS are always looking for space fillers for their magazines and Newsletters so find out who your local Secretary is and contact them. This can pay dividends in other ways as they may well look to having a demo some time in the future

Posters

Finally the good old standby – produce some posters and then get members to put them in local tack shops, feed merchants work notice boards, local libraries where ever you think they'll be noticed.

## Clinics

Clinics are very similar to shows in some respects with the exception of numbers attending. It is important that the same procedure is followed in connection with selecting a venue and the costs of booking a venue. Obviously you will be booking an instructor rather than a Judge but you will not require as many helpers.

The cost of a clinic can vary considerably but there are generally two types of clinic

## Self Help

A group of members get together and help one another. No one gets paid and the only cost incurred is the venue. These are ideal for such things as trail but are not as effective for some other disciplines unless more experienced riders are available to coach the more novice individuals.

## Clinic

The clinics with an instructor either a WES or other approved instructor may be used if it is to be an 'approved' WES clinic. The Societies insurance will cover the organiser but the Instructor **must** have their own liability insurance to teach. **Be aware that an increasing number of instructors are insisting that hard hats be worn during the clinic as this is a requirement of their own insurance.**

If you are organising a group clinic then ideally no more than 4 riders should be in a group and around an hour is sufficient at any one time. This should be the basis for your charges.

Venue – say	£150
Instructor -	£250 a day
Instructor travelling	£50
Refreshments for instructor and helpers say	£30
Total costs	<b>£480</b>

If you are running the clinic for 8 hours then you need to take £60 per hour. With a group of 4 that's £15 per session.

Be aware that it is very difficult to have a fully booked clinic. People will always let you down so make sure you take the money first and don't give refunds!



## Duties and responsibilities of the Show Team

The show team represent the Society when performing their duties. It is a difficult task and it will be a long tiring event. Members of the show team should ensure they are prepared and correctly attired for their activities. The Show Management and Arena Stewards should be smartly dressed in a manner similar to the Judge whilst the arena crew should dress appropriately.

### 1) Show Manager

The Show Manager is the person officially in charge of the show. This means co-ordinating all pre-show preparations, the show itself and the post show work. This does not necessarily mean that the manager must do all the tasks but is certainly responsible for seeing they are done. In an ideal situation the show manager would ensure all duties are delegated which would then enable the manager to be available to act as a pressure valve whenever necessary. The main duties are as follows:-

- Overall responsibility for the show
- Show costings
- Hire of arena
- Purchasing rosettes
- Obtaining judge
- Produce Schedule
- Stabling
- Main Link
- Arrange catering
- Parking
- Arrange accommodation
- Ensure Health & Safety are adhered to.

### 2) Show Secretary

The Show Secretary is the person officially in charge of the show office, accepting entries, processing entry sheets, detailing show points, sending results and general show administration including:-

- Submit application form to show co-ordinator
- Produce show schedule
- Update class entry sheets
- Record results
- Receive entries
- Check membership & horses identification
- Submit results to show co-ordinator
- Allocate numbers
- Obtain sponsorship
- Pay expenses
- Post patterns
- Can include items listed under Show Manager if one and the same

As competitors arrive ensure correct numbers are allocated and that the horses entered are correct. Please check correct registered names have been used for horses not stable or pet names as this can cause havoc with the show points database.

If competitors join on the day then ensure the details are correct and monies for the membership fee are kept separate from the entry fees so that the membership can be passed to the membership secretary.

There is no requirement at present for Show Secretaries to check Horses passports but you should be aware that each horse should have a passport whilst travelling.

Check Judges cards have been signed and dated and with class numbers entered. – it helps if cards are prepared prior to the show with the show name, class, and date so the judge only needs to enter the results date and number in class.

After the show the secretary is responsible for forwarding the results to the Show Co-ordinator. This involves submitting the show entry sheet and the results cards.

The show secretary must also establish if any of the competitors have a disability that the Judge and Ring Steward need to know about and for which 'reasonable adjustments' need to be made under the Disability Discrimination Act.

Youth entries under the age of 14 must wear a hard hat to BS EN1384:1997 and PAS015 fitted with a three point harness. Youth riders aged between 14 and 19 **May** wear a western hat subject to a disclaimer signed by parent or guardian being handed to the secretary of the show prior to the youth's first class. If they do not they should not ride – **If they do you will be personally responsible if they are injured and subsequently take action for negligence because you did not enforce the rules.**

### 3) Ring Steward

The Person officially in charge of all activity within the arena, acting as mediator between judge and exhibitors.

- Score for judge
- Call paces in rail classes
- Co-ordinate everything in ring
- Generally look after judge
- Liaise between secretary & judge

Probably one of the most important jobs on the showground during showing. A good ring steward can move the show on quickly and smoothly. The steward should liaise with the judge and ensure all equipment is available when required. This not only covers such things as bridge and gate but also clipboards, pens and rulebook.

- The ring steward is responsible for ensuring everything and everyone is safe within the arena ensuring competitors are in the correct locations and nothing dangerous is happening particularly in Novice Pleasure classes.
- Check all numbers are displayed
- Ensure signals for the various gaits are agreed with the commentator



- Good communication between the Ring Steward, Collecting Ring Steward, and Announcer is essential so the use of two way radios is recommended.
- Ensuring the results are passed to the commentator either by hand or by radio
- Ensure the Judges cards are completed correctly before being passed to show secretary.
- Notify management and commentator when judge needs to take a break
- Ensure lines of communication are in place – radio's work – with announcer and management team.

#### 4) Collecting ring steward – gate personnel

As with the ring steward a good collecting ring steward can add considerably to the smooth running of a show and their contribution must not be underestimated.

- Ensure entrants are ready at start of class.
- Control collecting ring activities.
- Assist competitors, checking appropriate tack etc.
- Ensure the area is safe i.e. no spectators in the collection ring.
- Notify commentator and ring steward when all competitors have entered the arena.
- Check numbers are displayed

Some shows are now run by computer, so class entry lists are printed off and passed to the collecting ring steward. This can result in that steward being constantly bombarded by queries from competitors as to running orders, numbers to go etc, this can be overcome by the provision of either a blackboard or whiteboard upon which the running order can be displayed these are also very useful if a computer is not being used. At larger shows a secondary P.A. system for the collecting ring is most useful.

#### 5) Announcer

An announcer can keep the show moving and help keep competitors and spectators informed of what is going on. As one class is complete i.e. lining up, start to call for the next class to be ready. When passed results if any numbers are unclear **ask** do not guess. If horses have difficult names try to find out how to pronounce them before the show starts and write them down phonetically.

- Call gaits – ensure correct terminology is used – Walk, Jog & Lope. When reverse is asked for request the reverse at the gait 'Reverse at the walk, etc'. If you think a gait has been missed advise the ring steward.
- Give out results – always use exhibitor number, horse's name, owner and exhibitor.
- Keep the show progressing
- Thank staff and competitors
- Thank sponsors
- Thank trade stands and advise of their location.
- Be aware of emergency procedures

Don't forget to switch the microphone off as soon as announcements are complete. Overheard comments can be embarrassing. The announcer must retain their cool throughout the day and must not indicate frustration or annoyance through the tone of voice

## **6) Rosettes steward**

- Total responsibility for rosettes at show - including presenting them in ring. Or arrange for sponsors to present them.
- Trophies & prize money.

## **7) Course builders/Ring Crew**

- Ensure equipment is to hand.
- To set up and dismantle trail classes.
- On hand to re-set course during class

## **8) Stable Manager**

For large shows with stabling a person responsible for supervising the stable allocation and ensuring stables are left clean at the end of the show



## Arena Sizes and Equipment

The following arena sizes and equipment are recommended for approved classes as follows

**Showmanship** This can be run in a standard 20 x 40m arena depending upon the number of entries. If a large turnout of more than say 10 horses then the class could be run on an individual basis i.e. only one horse in the arena at a time.

Equipment required – Cones

**Pleasure** This class can be run in a standard 20 x 40m arena depending on the number of horses entered. In Novice Horse and more particularly Novice Rider Classes if more than 6 to 8 horses have entered then more room is required or the class can be split into go-rounds.

No equipment necessary

**Trail** This class can be run in a standard 20 x 40m arena as competitors enter the area individually.

At least six obstacles must be used three of which are mandatory as follows:-

Gate

Ride over at least 4 poles

Backing obstacle

In reality you will need around 12 poles, a gate – rope gates are acceptable which can be made with two jump wings and a length of rope and a number of cones. If practical a strong board to act as a bridge or even better if someone has a purpose built bridge.

Organisers are strongly advised to notify the Judge as to what equipment you have available to allow a course to be designed. If you design the course yourself then a copy of your pattern should be sent to the judge so he can prepare score sheets and check if the pattern falls within the rules.

The judge has the right to alter, adapt or remove any obstacle which is considered inappropriate.

**Western Riding** This class requires a reasonable size arena in order to give competitors a fair chance to complete the pattern. The sizes noted below are the minimum sizes recommended for the arenas. Exact distances are noted within the WES Rulebook.

Novice Rider – 25m wide x 34m long (min)

Equipment 5 cones and a pole

All other patterns – Arena 25m wide x 45m long (min)  
Equipment 10 cones and a pole

**Horsemanship** This class can be run in a standard 20 x 40m arena as competitors work the arena individually. If the arena is only 20 x 40 care will have to be taken in respect of the patterns. Competitors will be asked to work on the rail as a group but only those placed need be worked if space is short.

Equipment cones and possibly a pole.

**Reining** Arena 20m x 45m (min)

Equipment 6 cones

Please note Reining can only be run on a suitable surface. If in doubt check with the Show Co-ordinator. Grass is not suitable nor is deep bedded arenas.

**Versatile Horse** This class requires a reasonable size arena in order to give competitors a fair chance to complete the pattern. The sizes noted below are the minimum sizes recommended for the arenas. Exact distances are noted within the WES Rulebook.

Novice Rider and Novice Youth – 25m wide x 34m long (min)  
Equipment

3 cones  
4 walk-over poles  
4 poles for back through  
Gate

All other patterns – Arena 25m wide x 45m long (min)  
Equipment 5 cones and poles/gate as above



## HEALTH & SAFETY

*“Horse riding can be a dangerous sport”*

*“The Western Equestrian Society has taken all reasonable steps to ensure the Health & Safety of spectators, competitors and everyone else present. For these measures to be effective, everyone must take all possible precautions to avoid and prevent accidents occurring and must obey the instructions of the organisers and stewards”.*

There appears to be a lot of legislation to comply with regarding Health and Safety and we have all heard horror stories of litigation and therefore it may seem to be a daunting responsibility when running a show. In reality its basically common sense. If all potential risks are evaluated then it will help the show run smoothly and the likelihood of an accident happening will be reduced.

### **Youth Riders**

Youth entries under the age of 14 must wear a hard hat to BS EN1384:1997 and PAS015 fitted with a three point harness. Youth riders aged between 14 and 19 **May** wear a western hat subject to a disclaimer signed by parent or guardian being handed to the secretary of the show prior to the youth's first class. If they do not they should not ride – **If they do you will be personally responsible if they are injured and subsequently take action for negligence because you did not enforce the rules.**

### **Risk assessment – what you need to do**

WES has produced a risk assessment form for you to use. Although this may seem lengthy it has been designed to cover all possible situations and there may be many areas that are not applicable to your show.

The show manager or the health and safety steward should complete the risk assessment before the event opens. There are some sections that should be considered when developing your show layout plan and therefore it is recommended that you read the risk assessment form when planning the show.

The first step is to have information available for the show secretary, this should include a telephone number for the nearest on call doctor, the address of the nearest accident and emergency unit and when in a rural location it is particularly important to have a grid reference for you location to assist emergency services.

The assessment form is divided into areas such as car parks, arenas, stabling and toilets etc. Potential hazards to be aware of are listed with recommended control measures (solutions). For example in the Tacking up and warm up areas the potential hazard is the close proximity of people and horses with the possibility of accidents such as kicking, being stepped on etc happening, the solution is obvious and easily achieved – signage warning pedestrians/spectators and also the provision of a steward in this area. Simple and effective.

As you work through the risk assessment you will need to tick that you have considered the potential hazard and put control measures in place or mark them as not applicable if the area does not exist at your show – for example if your show is in July it is unlikely that you will have ice in the car park and therefore this should be marked N/A. There is space for you to add any comments that you want to make others aware of.

Most of the potential hazards are obvious and you will have considered them subconsciously when planning the show, if you haven't then the risk assessment is there to jog your memory.

Once complete the form should be returned to the show secretary who should then post it to the Health and Safety Officer after the event closes, hopefully accident free.

## ***Accidents***

We cannot remove all risks otherwise we would not have shows and would not be riding at all. It is probable that there will be an accident at one show during the season and therefore we all need to be aware of the process for responding and reporting.

For larger shows it would be of benefit to notify the local Ambulance Service control centre giving the exact location and grid reference, this will speed up ambulance response time if it is necessary to call them.

## ***First aid provision***

WES does not yet have a requirement for trained paramedic to be on site during a show as the risk to riders in Western competitions is relatively low. However accidents do happen and WES does require that a competent First Aider is available on site with a First Aid at Work certificate. This person should be identified on the risk assessment form.

The first aider should be equipped with a first aid kit, mobile phone and if possible a two way radio. The first aider also needs to be given full address and grid reference location details before the event so that they can give this information to the emergency services.

It is the responsibility of the stewards to inform the show secretary of the need for the first aider to attend a specific location. The show secretary should then contact the first aider. The first aider will decide whether an ambulance is required and will call them whilst staying with the injured person. If needs be the call can be delegated to a steward under the direction of the first aider.

To ensure that delays are limited Stewards at the entrance to the show should direct the emergency services to the location of the accident.

## ***Accident reporting***

It is a legal requirement that all accidents are recorded; this includes minor injuries such as cuts. WES has produced an accident report form, which should be used. When holding a show it is worthwhile to ensure that you have several copies available for use. This report is for WES only and under the data protection act copies cannot be made of completed forms on site, even for the injured person. Copies may be requested from the WES Health and Safety Officer at any time. Copies may be forwarded to the Health and Safety executive and the police if necessary.

Once complete the form should be sent to the WES Health and Safety Officer.

Patrick Smith  
22 Chestnut Avenue, St Athan, Vale of Glamorgan. CF62 4JP.  
Tel 01446 751140



## Show Approval Application Form

Before a Western Performance show can be approved by the above Society the following information must be given in full not later than 30 days before the show date. With effect from 2008 The show team must consist of a minimum of one qualified person, who has attended the Show Managers seminar.

Name of Show: ..... Date of Show: .....

Show Location:.....

Show Secretary: ..... Tel. No.: .....

Show Secretary's Address:.....

Email:..... **Qualified members Name**.....

.....

### Classes for approval

1		2		3		4		5		6	
7		8		9		10		11		12	
13		14		15		16		17		18	
19		20		21		22		23		24	
25		26		27		28		29		30	
31		32		33		34		35		36	
37		38		39		40		41			

A copy (or draft copy) of the show schedule must be attached to this form.

Name of Judge: ..... Type of Surface: .....

**The show management/organisers of shows approved by the Western Equestrian Society are automatically covered by the Society's public liability insurance.**

This application form should be returned to:

**Mrs. Lynne Stanley, Southwood House, Pudford Lane, Shelsley Beauchamp, Worcs. WR6 6QL.**

If you have any queries, please contact Lynne, telephone 01886 812682. The Society's decision will be given in writing within 14 days of receipt of this application.

The organisers of shows successfully obtaining approval are required to pay any fees agreed as well as travelling expenses to the official Western Equestrian Society Judge(s).

**Judges are NOT to be expected to set up ring equipment.**

If, on arrival at an approved show, it is found that false information was given on this application, the Western Equestrian Society reserve the right to withdraw the approval. In this event all WES officials will be withdrawn and travelling expenses will be sought.

Declaration: I accept the conditions of The Western Equestrian Society and agree that approved classes will be run in accordance with the rules of the aforementioned Society and declare that the information given above is accurate.

Area Rep's Signature:..... Date:.....

Contact address:.....

Telephone Number:.....Email : .....

**Appendix B**



**Show Affiliation Application Form**

Before a Western Performance show can be affiliated to the above Society the following information must be given in full not later than 30 days before the show date. A copy (or draft copy) of the schedule must be attached to this form.

Name of show: .....Date of Show : .....

Show location: .....

Show secretary:.....Tel no:.....

Email:.....

Classes to be affiliated (**Shows promoting games or rodeo type events will be refused affiliation**).

1		2		3		4		5		6	
7		8		9		10		11		12	
13		14		15		16		17		18	
19		20		21		22		23		24	

Do you intend to include classes at your show (ridden with western tack) which do not conform to the current WES rulebook: YES / NO (Delete inapplicable answer)

If yes, please state type(s) of events: .....

**The appointed WES judge must NOT be asked to judge classes which do not conform to the current WES rule book**

**Name of Judge:** ..... **Type of Surface:**.....

(The judge must be confirmed before this form is sent to the show co-ordinator)

The Western Equestrian Society places a charge for affiliated classes: 1-5 classes, £10; more than 5 classes, £15. This application form and a cheque (made payable to The Western Equestrian Society) which is non-returnable whether or not the application is successful, should be returned to: **Mrs.**

**Lynne Stanley, Southwood House, Pudford Lane, Shelsley Beauchamp, Worcs. WR6 6QL.** If you have any queries, please contact Lynne, telephone 01886 812682. The Society's decision will be given in writing within 14 days of receipt of this application

The organisers of shows successfully obtaining affiliation are required to pay any fees agreed as well as travelling expenses to the official Western Equestrian Society Judge(s). **At least TWO**

**STEWARDS MUST be provided by the show management** for the Western ring. Judges are NOT to be expected to set up ring equipment.

**Competitor numbers must be displayed both sides of the horse.**

The Society will provide official WES rosettes for the first placed in each successfully affiliated class. If, on arrival at an affiliated show, it is found that false information was given on this application, the Western Equestrian Society reserve the right to withdraw the affiliation. In this event all Society officials will be withdrawn and travelling expenses will be sought. Declaration: I accept the conditions of The Western Equestrian Society and agree that affiliated classes will be run in accordance with the rules of the aforementioned Society and declare that the information given above is accurate.

Signed: ..... Date: .....

Contact address:.....

## Western Equestrian Society Classes

Enter the number of each class to be approved or affiliated in the boxes provided on the relevant form

	Walk/ Jog	Novice Youth	Youth	Inter. Amateur	Novice Rider	Prelim.	Novice Horse	Amateur	Open	Freestyle
<b>Showmanship</b>		1101	2101					8101	9101	
<b>Horsemanship</b>		1102	2102	3102	4102			8102	9102	
<b>Pleasure</b>	7103	1103	2103	3103	4103	5103	6103	8103	9103	
<b>Trail</b>		1104	2104	3104	4104		6104	8104	9104	
<b>Western Riding</b>		1105	2105	3105	4105		6105	8105	9105	
<b>Reining</b>		1106	2106	3106	4106		6106	8106	9106	7102
<b>Versatile Horse</b>		1107	2107	3107	4107		6107	8107	9107	

## Western Equestrian Society Classes

Enter the number of each class to be approved or affiliated in the boxes provided on the relevant form

	Walk/ Jog	Novice Youth	Youth	Inter. Amateur	Novice Rider	Prelim.	Novice Horse	Amateur	Open	Freestyle
<b>Showmanship</b>		1101	2101					8101	9101	
<b>Horsemanship</b>		1102	2102	3102	4102			8102	9102	
<b>Pleasure</b>	7103	1103	2103	3103	4103	5103	6103	8103	9103	
<b>Trail</b>		1104	2104	3104	4104		6104	8104	9104	
<b>Western Riding</b>		1105	2105	3105	4105		6105	8105	9105	
<b>Reining</b>		1106	2106	3106	4106		6106	8106	9106	7102
<b>Versatile Horse</b>		1107	2107	3107	4107		6107	8107	9107	

## Western Equestrian Society Classes

Enter the number of each class to be approved or affiliated in the boxes provided on the relevant form

	Walk/ Jog	Novice Youth	Youth	Inter. Amateur	Novice Rider	Prelim.	Novice Horse	Amateur	Open	Freestyle
<b>Showmanship</b>		1101	2101					8101	9101	
<b>Horsemanship</b>		1102	2102	3102	4102			8102	9102	
<b>Pleasure</b>	7103	1103	2103	3103	4103	5103	6103	8103	9103	
<b>Trail</b>		1104	2104	3104	4104		6104	8104	9104	
<b>Western Riding</b>		1105	2105	3105	4105		6105	8105	9105	
<b>Reining</b>		1106	2106	3106	4106		6106	8106	9106	7102
<b>Versatile Horse</b>		1107	2107	3107	4107		6107	8107	9107	



# Western Equestrian Society

## Accident report form

This accident report form **should be completed for all accidents however minor** by the event manager or health and safety steward. Any areas of concern should be discussed with WES Health and Safety Officer Clair Parfrey who can be contacted on 01788 833885 if not present. In order to comply with the data protection Act no copies may be taken but a request may be made to the WES Health and Safety Officer by the injured person if they require a copy.

Name of event ..... Event Manager .....

Location of event ..... Event First Aider .....

Date of accident ..... Health and Safety Steward .....

Doctor ..... Hospital .....

### 1 About the person who had the accident

Name .....

Address .....

..... Post code .....

Occupation .....

### 2 About you, the person filling in this record

Name .....

Address .....

..... Post code .....

Role .....

### 3 About the accident

When did it happen? Date ..... Time .....

Where did it happen? State event and accident location.....

.....

How did the accident occur? .....

.....

Was the person who had the accident injured if so in what way? .....

.....

Where any other individuals involved? If so please complete their name and contact details.

.....

.....

.....

.....  
.....

Where any animals involved? If so to whom did they belong and were they injured?

.....  
.....  
.....  
.....  
.....

Signature .....

Date .....

## JUDGE EVALUATION FORM

Name of Show: \_\_\_\_\_

Venue of Show: \_\_\_\_\_

Date of Show: \_\_\_\_\_ Name of Judge: \_\_\_\_\_

	<u>Poor (1-3)</u>			<u>Average (4-6)</u>			<u>Good (7-9)</u>			<u>Excellent</u>
The judge arrived on time?	1	2	3	4	5	6	7	8	9	10
The judge knew class rules?	1	2	3	4	5	6	7	8	9	10
The judge had good class procedures?	1	2	3	4	5	6	7	8	9	10
The judge was dressed properly (western attire including hat and boots)?	1	2	3	4	5	6	7	8	9	10
The judge performed his/her duties in a timely and efficient manner?	1	2	3	4	5	6	7	8	9	10
The judge had a good attitude? (Objective in his/her judging duties, and courteous, professional and helpful in dealing with show management and exhibitors)	1	2	3	4	5	6	7	8	9	10
The judge presented him/herself as a good representative of WES?	1	2	3	4	5	6	7	8	9	10

*Please circle one number only and explain any scores "5" or below:*

Comments (please use back if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Circle one of the titles that best describes you:

Show Secretary

Show Manager

Ring Steward

Exhibitor

Spectator

Other (explain)

Show management must complete and return this form to The Show Co-ordinator along with the class entry sheets and judges results card.

