



## Show Manager Guide

**Purpose:** To create a helpful guide for all show managers, to include roles and responsibilities, timeline, class list suggestion, facility requirements, etc.

This guide contains some excerpts from the Gypsy Vanner Horse Society show rules. The show manager should become familiar with all the show rules contained here in, and in the full set of rules which can be found on the GVHS website or you can request a copy be emailed to you.

### **Roles and Responsibilities:**

**Show Manager** is the overall director of the show from the day of initial preparation to the final wrap-up meeting. The person filling this position should be a well-organized self-starter who is friendly, diplomatic and able to delegate.

**Show Secretary** is as important to a well-run show as the organizer. The two are partners, the organizer dealing with the overall organizational responsibilities and the secretary dealing with specific duties, such as correspondence, records, entries and communications within the show personnel.

**Announcer** keeps the show moving and needs to be comfortable with a microphone and GVHS procedures. It will help the announcer to see a list of competitors and horses before the show to familiarize themselves with the names and find out how to pronounce unusual ones. They announce the competitors as they enter as well as placings and gratitude for sponsors, lunch breaks, etc.

**No Competition Officials (as defined in GVHS show rules A.4. #4) or Competition Staff (as defined in GVHS show rules A.4#3)** or member of the Competition Officials' family, Competition Staff's family, judge's family, nor any cohabitant, companion domestic partner, housemate, or member of Officials, Staff's or judge's household nor any of the Officials, Staff's or judge's clients, employer or employees or employers of a member of the Officials, Staff's or judge's family may compete as trainer, coach, exhibitor, rider, driver, handler, owner, lessor, or lessee unless the relationship is terminated 60 days prior to the competition.

No Competition Officials, or Competition Staff's or judge's trainer nor any of the Competition Officials, Competition Staff's or judge's trainer's clients may compete as trainer, coach, exhibitor, rider, driver, handler, owner, lessee, or lessor in any class unless the relationship is terminated 60 days prior to competition.

No horses trained or owned by a Competition Official, Competition Staff member or judge, or the Official's, Staff Members or judge's family may compete in any class unless the relationship is terminated 60 days prior to competition.



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### Important requirements of a GVHS points approved show:

- **NEW STARTING 2023:** The GVHS has added an Amateur Owner Exhibitor division. There are AOE classes that must be included at a show in order to be approved for points. See the GVHS Points Show rules document for that list.
- No youth may show a stallion in any class, for any reason
- Youth and amateur classes may only be combined in a performance class if there is only a single youth entry in that class. **Cannot be combined** in a halter class or if more than one youth in a performance class.
- **Horses may not** cross enter between WT/WJ and WTC/WJL in the same division (as an example, A horse **may** show WTC/WJL division with one rider in the open division and then show in the WT/WJ amateur or youth division with a different rider)
- A youth is considered any individual who has not reached their 18<sup>th</sup> birthday as of Jan 1<sup>st</sup> of the show year. Once they turn 18 during their last year as a youth they will still be considered a youth for the remainder of that calendar year and will still be held to all rules and regulations therein.
- The GVHS will allow up to two judges per show. A show can choose to have more than two judges if they wish but only the points from two of those judges will be counted for points. If a show manager chooses to have more than two judges they need to notify the GVHS office which two judges will be the point judges when the show request form is sent in.
- Shows are to use GVHS carded judges. There may be an exception for a new show that is in conjunction with another breed in order to get the new show established. Each is considered on an individual basis, and not considered a precedent set. Contact the GVHS to discuss this if it applies to your new show.
- A non-carded judged will not be approved for GVHS points as a second judge.
- Shows with two judges **must** announce both judges placings and place horses separately. Placings shall not be combined.
- The GVHS will provide the show manager for all approved shows a template to submit all placings from the show to count towards GVHS Points. This form **must** be used in order for points to count and **must** be submitted no later than 14 days after the close of the show. Correct registered name and number of the horse must be recorded.
- Only 5 GVHS approved point shows will be approved per state in a show year.
- A GVHS show year runs from January 1<sup>st</sup> through the National Show in November. No shows will be approved after the National show.
- A show manager must provide or post the detail show results for all exhibitors. The GVHS will not provide this information to the exhibitors.
- If an exhibitor is banned by a show manager for cause, either temporary or permanent, the show manager must notify the GVHS in writing, provide the reason, and the proof for their action.



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- All shows requesting show approval from the GVHS will abide by the following when naming the horse show event. The GVHS encourages the use of the breed name, Gypsy Vanner, for your show, but no show is to include the word(s) Vanner Nationals(s), Vanner World, Vanner International or combinations there of without the approval of the GVHS.
- Notify the GVHS annually of the address where magazines, banners or other materials can be shipped well in advance of the show.
- A Show may be eligible to receive sponsorship. Notify the GVHS of the contact person and address annually.
- The GVHS reserves the right to decline recognition of a show for points. Some of the reasons may be: request sent in too late; low entry each year, not enough point classes; location or date conflicts with another event/show; already the limit of classes in the state; negative feedback on show management.

### Presentation at Halter

The pattern for halter classes **will be designated by show management** one hour prior to the show. During the pattern, horses may be required to be presented at a walk and trot. Exception: Some Specialty Classes such as color Classes, Grooming & Conditioning, lead line, and In Hand Costume are not required to trot.

**Pattern One:** Horses will walk to the judge one at a time. As the horse approaches, the judge (s) will step to the right (left of the horse) to enable the horse to trot straight to a cone placed 50 feet away. At the cone, the horse will continue trotting, turn to the left and then continue trotting. The judge may ask for any further individual examination he feels is needed. It is acceptable for the judge to inspect horses' teeth and testicles if needed as the horse approaches the judge. After trotting, horses will be lined up head to tail for individual inspection by the judge. The judge shall inspect each horse from both sides, front and rear. (see diagram next page).

**Pattern Two:** All horses are to enter the ring at a walk counter clockwise on a loose lead to a designated point. The designated point will be marked by a cone approximately 20 feet from the gate. They will then proceed at a trot past judge(s) (to be viewed from the side in motion). Judging will begin at the cone. Exhibitors will line up horses head to tail along the rail. From the line-up, walk to judge(s) and trot back to end of line. Either side of the arena may be used. (see diagram next page) Second looks from judge(s) will be from head to tail line-up on rail. (see diagram on next page).

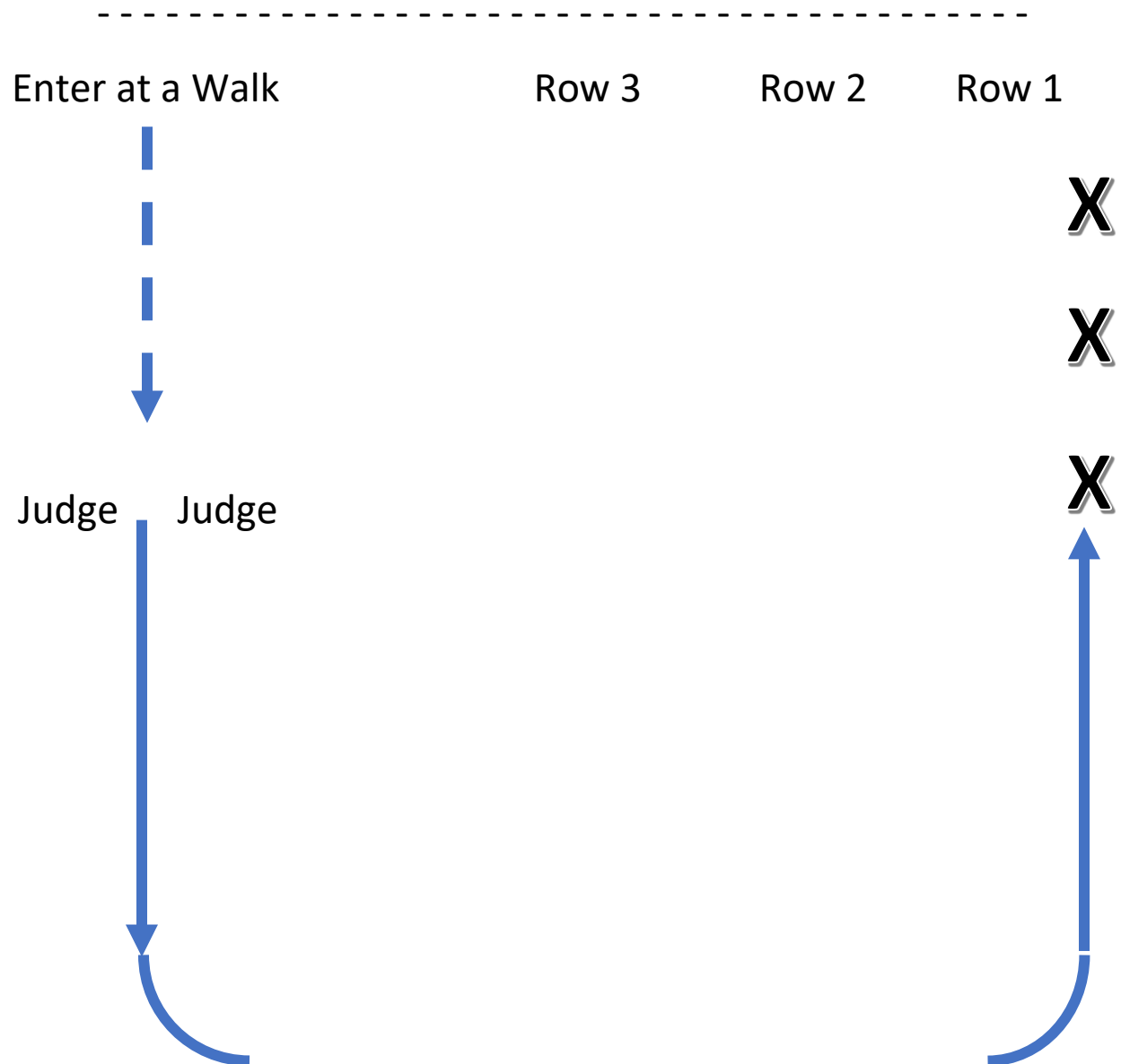
It is important that show management ensures that the ring steward and the judge are aware of the pattern that will be used for presenting halter horses. It is often helpful to place cones where turns should be made.



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(Halter Class Pattern 1)

Holding Area





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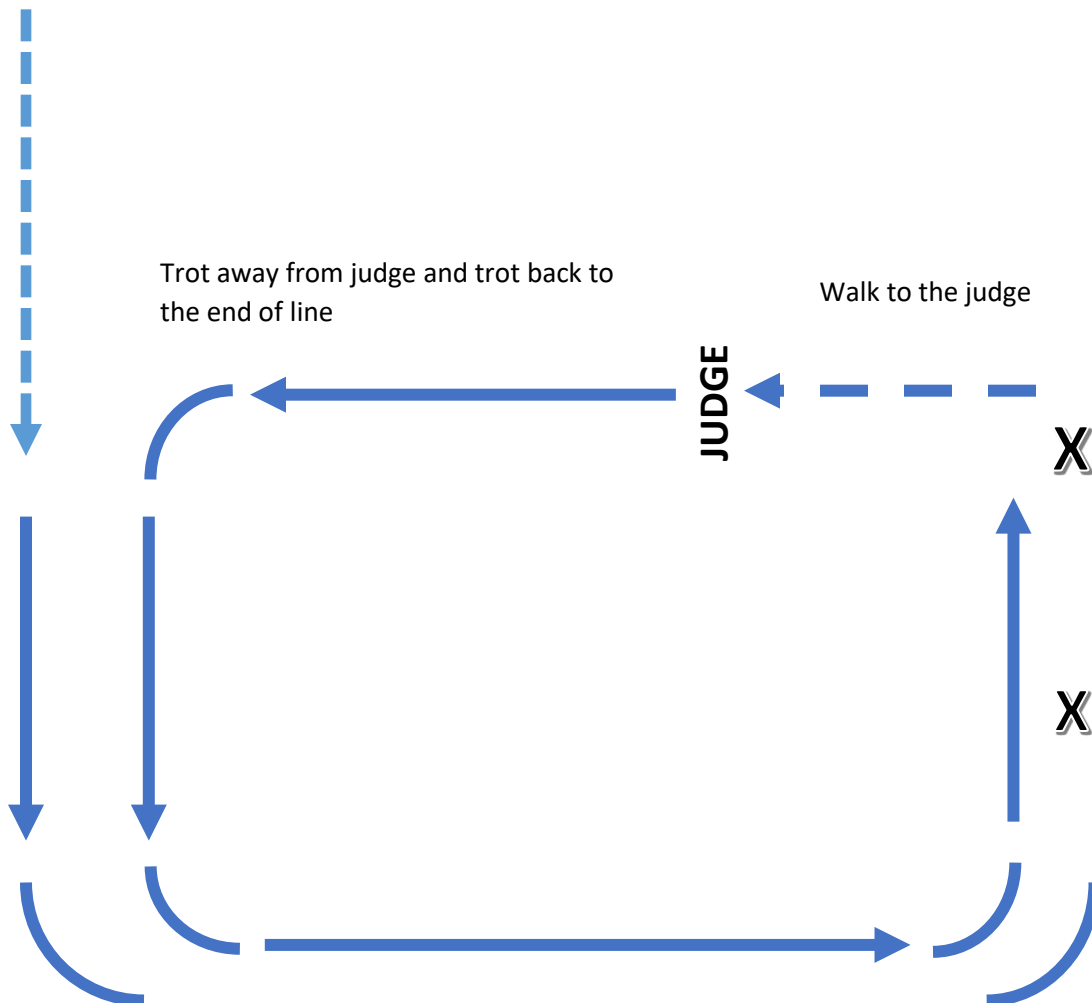


Holding Area

(Halter Class Pattern 2)



Enter at a walk





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### **Show Planning Timeline:**

#### **1 year prior to show:**

- Create a projected budget for the show
- Find and book facility
  - Determine insurance requirements and/or any other legalities of the site
  - Confirm number of available stalls/wash racks/rv accommodations/etc.
  - Confirm move in/out dates along with parameters for early arrivals and late departures
  - Confirm arena use policy (warm up days prior to the show, etc...) including tractor usage/sound system/etc.
  - Is there a designated warm up arena and if so is that cost included
  - Does the facility allow outside shavings or must they be purchased from the facility
  - Pay facility deposit and confirm with remaining balance is due
  - Hire judge(s)

#### **6 months prior to show:**

- Create class list
- Create show premium and entry forms
  - Define class fees, office fees, drug fees (if applicable in your state) and any other fees
  - Decide on a close date for entries and a post entry fee for entries received after that date
- Define high point divisions and which classes will be counted towards each division
- Create contracts for judges
- Hire/recruit show officials/Staff
  - Ring steward
  - Gate person
  - Awards presenter
  - Additional office staff
  - Announcer
  - Barn manager (getting exhibitors settled into their stalls, handling shavings orders, etc...)



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- Show photographer (Define rates, packages, specials, etc...)
- Get show approved with the GVHS
- Start reaching out to possible sponsors
  - Define sponsorship levels and what the perks are for each level
- Start marketing your show, update website and/or social media

### 4 months prior to show:

- Order ribbons and awards
- Confirm that all contracts are signed and in order
- Contact local hotels to book blocks of rooms for exhibitors and show staff
- Make that hotel information available to exhibitors
- Start working on the show program if you will be providing a printable version at the show
  - Sell advertising
  - Find print company
  - Work with a graphics designer on layout options

### 90 days prior to show:

- Deadline to submit your show checklist to the GVHS for pointed show approval

### 2 months prior to show:

- Determine list of possible options of food vendors for show staff and competitors
- Conduct on site walk through
- Develop possible alternate weather plan

### 1 month prior to show:

- Request patterns from judges so they may be posted for exhibitors
- Have show premiums printed
- Do an inventory count on all awards
- Confirm with all show staff and make sure flights, hotels and rental cars are reserved
- Make sure you have a printed copy of the GVHS rule book for the show office so that judges and show staff may easily refer to it as needed during the show
- Print out judges cards and score sheets (at the end of this handbook you can find class definitions that may be printed on labels and placed on the back of the judges cards for easy reference)

### After Show Completion:



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- Tear down and clean up grounds
- Review and submit GVHS points no later than 2 weeks after completion of the show
- Post the results or have ready to provide to the exhibitors.
- Send any remaining payments to show staff or facility
- Finalize show budget, e.g. profit and loss statement
- Schedule wrap up meeting and discuss and future show dates
- Send thank you notes

### Class Lists:

The Gypsy Vanner Horse Society website offers a list of the classes that GVHS will count toward the GVHS Show Points Program, as well as the Legion Program (lifetime) achievement awards. You can use this as a guide when you are building your class list. Reach out to your projected exhibitor base and ask if there are specific classes they would like to see on the class list.

### Core classes:

- Halter
  - Age/sex divisions (Mares, Geldings, Stallions), Champion and Supreme
  - Bred in North America
  - International Bred
  - Color
  - Showmanship
  - Bred by Owner
- English Pleasure (WT & WTC)
- English Equitation (WT & WTC), for Youth and Amateur
- Dressage suitability (WT & WTC)
- Western Pleasure (WJ & WJL)
- Western Horsemanship/Equitation (WJ & WJL), for Youth and Amateur
- Ranch Riding (WJ & WJL)
- Trail (in hand and under saddle)
- Driving

### Specialty Classes:

- Freestyle
- Costume
- Dressage Suitability In Hand
- Hunter Under Saddle
- Hunter Hack
- Lead Line
- Liberty





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### Core Divisions:

- Open WT/WJ
- Open WTC/WJL
- Amateur WT/WJ
- Amateur WTC/WJL
- Youth WT/WJ
- Youth WTC/WJL

### Classes that count towards Gypsy Vanner Horse Society High Point and Legion Program (Lifetime) Achievement Awards:

**Halter:**(at smaller shows, some of the below classes may be combined, such as Mares 2-4 years old, Mares 5 and over, etc.)

Weanling and Yearling Stallions  
2 Year Old Stallions  
3 Year old Stallions  
4 Year Old Stallions  
Stallions 5 years old and over  
Champion & Reserve Stallions (1st & 2nd place stallions all ages compete)  
Weanling and Yearling Geldings  
2 Year old Geldings  
3 year old Geldings  
4 year old Geldings  
Geldings 5 years old and over  
Champion & Reserve Geldings (1st & 2nd place geldings all ages compete)

Weanling and Yearling Mares  
2 Year old Mares  
3 year old Mares  
4 year old Mares  
Mares 5 years old and over  
Champion & Reserve Mares (1st & 2nd place mares all ages compete)  
Supreme Champion (Champion Stallion, Mare, Gelding compete)  
Bred and Shown by Owner  
North American Bred  
Internationally Bred

### WT/WJ Performance:

Trail Obstacles under saddle WJ/WT  
English Pleasure WT  
Suitability for Dressage under saddle  
Western Pleasure WJ  
Ranch Riding WJ  
Ranch Rail WJ

Ranch Riding WJL  
English Pleasure WTC  
Suitability for Dressage under saddle  
Ranch Rail WJL

### WTC/WJL Performance:

Trail Obstacles under saddle  
Western Pleasure WJL

### Driving:

Pleasure Driving  
Pleasure Driving Working  
Ladies Driving  
Gentlemen's Driving  
Obstacle Driving  
Obstacle Ground Driving



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### Specialty Classes:

Trail Obstacles in Hand  
Freestyle Riding  
Hunter Hack

Hunter Under Saddle  
Working Hunter  
Jumping

In addition to classes listed above the following classes, Amateur and Youth classes can be added for the respective divisions and gaits. Amateur and Youth classes do not count toward lifetime achievement or horse points, but toward GVHS Amateur points:

Trail Obstacles Under Saddle  
English Pleasure  
Western Pleasure  
Suitability for Dressage

Obstacles in Hand  
Driving  
Hunter Hack

Hunter Under Saddle  
Working Hunter  
Jumping  
Freestyle Riding  
Equitation  
Horsemanship  
Showmanship  
Halter

### Some classes that do not count towards GVHS Points in any division:

Color  
Dressage Suitability in Hand  
Costume  
Liberty  
Driving Turnout  
Lead line  
Reinsmanship  
Ground Driving

### Points Calculations:

1<sup>st</sup> place = 6 points  
2<sup>nd</sup> place = 5 points  
3<sup>rd</sup> place = 4 points  
4<sup>th</sup> place = 3 points  
5<sup>th</sup> place = 2 points  
6<sup>th</sup> place = 1 point  
Champion = 5 points  
Reserve Champion = 3 points  
Supreme = 5 points

### Show High Point Division

Some shows choose to award high point at the show. Following are some examples of divisions that can be considered to be awarded for Show High Point Awards.

Open High Point WT/WJ



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Open High Point WTC/WJL  
Amateur High Point WT/WJ  
Amateur High Point WTC/WJL  
Youth High Point WT/WJ  
Youth High Point WTC/WJL  
Overall Show High Point (Can be split into WT/WJ and WTC/WJL)

### **Championship and Supreme Classes:**

These classes are free to exhibitors and may not be entered prior to the show. Entry into championship classes is earned by placing 1<sup>st</sup> or 2<sup>nd</sup> in the respective age/sex halter classes. Supreme classes are made up of only the Grand Champion Mare, Stallion and Gelding.

#### Example:

The 1<sup>st</sup> and 2<sup>nd</sup> place mares from the following classes may enter the Grand Champion mare class:

Weanling & Yearling Mares  
Mares 2-4 years old  
Mares 5 years old and over

### **Budgeting to consider for a successful show:**

- Cost of facility
  - Arena
  - Stalls
  - Equipment rentals (Trail course, dressage court, cones, tables, chairs, sound system, etc.)
  - RV/Camping spots
  - Haul in fees (for exhibitors coming in for the day and not requiring a stall)
  - Costs for working the arena footing
  - Insurance
  - Ask for any additional fees
- Judges and staff
  - Day rate
  - Flights
  - Car rental
  - Meals
  - Office supplies
  - Additional expenses
- Awards
  - Ribbons
  - Champion, Supreme and High point awards



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- 1<sup>st</sup> place prizes (Could be sponsored by local tack shops, grooming product companies, etc.)
- Marketing
  - Printed show program
  - Advertising costs
  - Banners