MHSA Regional Program
Show Managers' Guide

60 Days Out Check List

- MHSA Show Application submitted
- Show manager MHSA membership renewed
- Prize list created and submitted to MHSA OR posted online for viewing
- Show must offer AT LEAST SIX (6) MHSA Regional Divisions
- Insurance submitted to MHSA Office
- MHSA or USEF Licensed Judges and Stewards hired
- EMT or Paramedic hired
- Double check that your show looks correct on the MHSA Calendar

Forms Available on MHSA website

- Regional and Rated Show Applications
- Regional and Rated Medal Fee Reports (submit after the show with payment to MHSA)
- MHSA Measurement Forms
- Membership Forms
- Steward's Report
- Competition Evaluations to be submitted directly to the MHSA Office by Exhibitors

Prize List Requirements

- **Exact Date and Location of Horse Show**
- **Names of Officiating Judges and Steward (MHSA Licensed or USEF)**
- **Names of other Competition Officials**
- **Name of Course Designer or responsible person**
- **Name and number of Veterinarian on call**
- **Statement as to entry fees, prizes offered in each class**
- **Description/Specs for all divisions/classes**
- **Tentative schedule of classes**
- **Statement as to which MHSA Medal Classes are to be offered**
- **Statement concerning how championships will be awarded and how ties will be broken**
- **The statement of "Every class offered herein which is covered by the rules and specifications of the current MHSA rule book will be conducted and judged in accordance therewith" must be included**
- **Statement for horse health record collection- Coggins within 12 months, Flu Rhino within 6 months**
- **Entry Blank**
- **Stabling Form (if applicable)**
- **No Show may use a "Pre-Entry Only" requirement, except for the MHSA Regional Finals, which are by invitation**

During The Show

- All officials are checked in prior to starting
- Courses are posted at each ring, at least 30 minutes prior to ring start time
- Ring(s) drug and watered as needed
- FEI approved safety cups are on oxer standards and schooling ring standards
- If stabling is offered, there is at least one sharps container for every 50 occupied stalls
- Water is accessible for horses shipping in and stabled on the property
- Restrooms are provided, at least one (1) for every 50 horses entered
- Management ensures that all MHSA Medal classes are conducted as they are written
- Management evaluates the need for combining any divisions and verifies the options per the rulebook (NOTE: combing means that two separate divisions are joined and judged as one single division (I.E. Short and Long Stirrup Equitation, Pleasure Pony and Pleasure Horse, etc.)
- Management has MHSA membership forms on hand or can direct exhibitors to join online
- Provide a location that is a hard surface for measuring
- Secure signatures of exhibitors and trainers on entry blanks
- Ensure that the Jumper ring has numbers and flags at each jump
- Calculating Champions- ALL champions are calculated using the same point scale- regardless of type of division or number in each class- 10, 6, 4, 2, 1, .5.

  HUNTER DIVISIONS- only the top 4 point earners over fences are eligible for champion- they are the only ones that have under saddle points added to their score.

  PLEASURE DIVISIONS- in the case of a tie, the horse/pony with the most points in the Over Fences class will win the championship.

  EQUITATION DIVISIONS- in the case of a tie, the show can choose to offer two champions or reserves, or they can flip a coin, or ride in a flat off.

  JUMPER DIVISIONS- in the case of a tie, the final class in the division will count as the tie breaker- the horse/pony scoring highest in that class will be declared the champion.

After The Show

- **Show results must be received to the MHSA office within fourteen (14) days of the competition date. The show will incur a $100 late fee for late results.**
- **Results must be sent electronically to the MHSA Secretary. They will only be accepted in a format that is "OrgPro" compatible**
- **If a show is canceled or rescheduled- the MHSA Office must be notified immediately**
- **All judges' cards and results must be kept on file with the show management for at least one (1) year after the completion date**
- **Fees must be paid to MHSA for every MHSA Medal round during the show- $5 per ride. Use the Medal Results Fee Report, found at mdhsa.org, to send in your medal fee payment**
- **Any memberships collected during the horse show must be immediately sent to the MHSA office**

Violations/ Penalties

A Recognized Show will be subject to penalty by the Board of Directors or Executive Committee for violation of the rules. Violations shall be, but are not limited to, the following:

Failure to:

- **Conduct a show in accordance with Association rules.**
- **Failure to obtain the required insurance.**
- **Omit standard specifications for classes.**
- **Secure signature of exhibitor or his/her representative and trainer on entry blank**
- **Provide qualified medical personnel with no other duties, and suitable medical equipment**
- **Have animals measured if required by rules.**
- **Pay its indebtedness to the Association.**
- **Pay premiums and other indebtedness within sixty (60) days**
- **Submit electronic results within ten (10) days**
- **Hold a show if a date has been requested and granted unless notice has been given to the Association, in writing, sixty (60) days prior to the date.**
- **Present correct Hunter and Jumper courses**
- **Honor valid contracts with judges, stewards, other show officials and employees**
- **Provide convenient and ample water facilities.**
- **Provide adequate and sanitary toilet facilities**
- **Provide proper schooling and exercise areas**
- **Furnish the Association with entry blanks, judge's card, class sheets and any other documents as requested**
- **Hold a show at the location stated on the date application unless a request to change the location is submitted to the Association at least 60 days prior to the show date, and permission is duly given**
- **The use of Non-Recognized Judges in those divisions covered by the rules**
- **The use of Non-Recognized Stewards.**
- **Permitting persons or horses not in good standing to participate in any manner**
- **Permitting acts which are improper, intemperate, dishonest, unsportsmanlike, or contrary to the rules of the Association**
- **Acting in a manner prejudicial to the best interests of the Association.**

.

.



Any Recognized Show that is found guilty of one of these violations through the Steward's Report, Official's Report, or Exhibitor Competition Evaluation, will follow these steps:

1. **Official letter from the MHSA Show Committee and MHSA Executive Committee citing the violation(s) and steps needed to rectify things for the future (Will include educational tools to make sure management understands how to move forward)**
2. **The MHSA Steward at the next show with said management will be asked to check on the specific items in question. This steward will report back to the MHSA Show Committee with their findings.**
3. **If show management has not worked to improve their show experience based on recommendations, they will receive an official letter citing a probationary period. This period will encompass at least one more show at this venue and with this show management.**
4. **If conditions are still not improved, and the MHSA Show Committee, in conjunction with the MHSA Executive Committee, feels that said management is not making an effort to rectify the violations, the show and its management will be put on a six (6) month suspension.**
5. **Following the six (6) month suspension period, show management may request, in writing, to have their horse show(s) reinstated. Photographic proof and a written statement about the improvements will be required. The Show Committee will then allow show management to license a horse show again, for a probationary period of one (1) year, if there is enough proof of change. If the Show and Executive Committees do not feel that reinstatement is warranted, a letter will be sent to show management with a list of requirements that would be needed to meet this standard.**
6. **If a show makes no effort to make changes per the violations listed, said show/show management will be asked to resign from hosting MHSA horse shows in the future.**