

## **BREVARD COUNTY**



# **Management Guidelines**

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## **1 INTRODUCTION**

This document can be used as a guide for horse show committees, volunteers, county extension educators, parents and exhibitors involved in planning and organizing 4-H horse shows. The guidelines presented herein outline a planning and execution process that contribute to an organized and efficient show. Careful show preparation, organization and management will help ensure that the show is a positive experience for everyone.

When organizing a 4-H horse show, it is important to keep the following factors in mind:

- The show and show management represent and promote the 4-H program. Show personnel should promote 4-H objectives and help ensure a positive experience for all participants.
- Organizing a horse show is complex and requires significant time and effort. Effective show organizers are enthusiastic and take pride in their work.
- Planning makes the difference between a good show and a great show.
- The show should be conducted in a business-like manner, but safety, ethics, sportsmanship, education and fun should be integral components.

Always remember that what an exhibitor wants, expects, and deserves is:

- Good, fair, honest competition held in accordance with show rules.
- Safe facilities that do not create unnecessary inconvenience or risk.
- A comfortable atmosphere with friendly, cooperative, and helpful show officials and personnel.
- Printed and announced information that is adequate and correct.
- Prompt, timely, and reasonable operation of the show.
- Show management that is knowledgeable and enforces all rules.
- Show management that cares about participants' needs and promptly responds to reasonable requests.

## **2 4-H HORSE SHOW RULE BOOK AND COUNTY GUIDELINES**

Ethical behavior and sportsmanlike conduct are expected of all participants at 4-H shows. This includes the show committee, 4-H members, parents, family members, leaders, coaches, friends, and anyone else participating in or attending the show. Show management should strive to establish an atmosphere that encourages positive attitudes, ethical behavior and sportsmanship. Shows should be conducted in a manner that supports the mission and objectives of the 4-H horse program.

Rules regarding ethical behavior, sportsmanship and humane care of animals as well as specific rules for 4-H classes can be found in *Florida State 4-H Horse Show Official Rules* published by the University of Florida Cooperative Extension Service.

Additional information regarding Brevard County 4-H shows and 4-H policies is available in the current *Brevard County Horse Program Guidelines*. This document is available on the Brevard County Extension Website at: <http://brevard.ifas.ufl.edu/4-H/horse.shtml>.

### 3 PRELIMINARY PLANNING

The critical resource for managing a horse show is the show committee. The show committee is responsible for coordination of all show plans and the overall operation of the show.

The show committee is comprised of 3 to 6 resources with a named committee chairperson and co-chairperson. This committee has complete authority to make commitments and manage all resources and activities of the horse show. Show committee members should have a working knowledge of show rules and show management procedures. Members must be able to devote ample time to their positions prior to, during and after the show and should be available as needed.

Planning for a show begins at least 4 to 5 months in advance of the projected show date.

#### 3.1 Timeline: 4 to 5 Months Before the Show

##### 3.1.1 Set Show Date

In setting the show date, consider conflicts with other 4-H events, other local horse shows, and area breed shows. You want your show to be the only thing going on in a 50 mile radius.

##### 3.1.2 Select and Reserve Show Facility

Safety for participants and horses must be a priority in selecting show facilities. The show grounds should be clean and free of any dangerous obstacles, obstructions or other hazards. Seating and parking areas for spectators and the general public should be separate from the areas where horses are worked or where horse trailers are parked. A buffer space should be provided between the general public and the arenas where possible.

Ample parking space should be available for spectators and exhibitors. Traffic flow and parking areas must be planned to minimize hazards to both pedestrians and horses. Sufficient space should be available for horse trailers, campers, loading/unloading horses, equipment etc. as needed.

Two or more show arenas may be necessary for larger shows which run concurrent events. The show arena should be large enough to safely accommodate anticipated class size. A common, standard size for an outdoor horse show arena is 120 feet by 240 feet. The show committee must exercise good judgment to determine appropriate number of horses allowed in the show arena at any one time. The committee should consider class size, age and experience of exhibitors and horses, and other factors specific to the show to determine the safe number of horses to work in the arena. Classes with a large number of participants should be split and shown in multiple go-rounds as appropriate. Conversely, a large arena could be partitioned for small classes

The show arena surface should be level, uniform, and contain safe footing material. No holes, rocks or other hazards should be present in any arenas or designated exercise areas. The show arena should be safely and securely fenced with board fencing or other suitable material that is in good repair. Fences and gates must be sturdily constructed. Gates should be securely attached at the same height as the fence. Fencing should be constructed so that the rider's leg is unlikely to catch on rails, posts, gates or protruding objects.

Fence height should be a minimum of four to four and one half feet or higher.

Water should be available on the show grounds for exhibitor use.

A separate schooling or practice area that provides sufficient space for exercising horses should be provided. Riders schooling over fences, pleasure/novice riders, contest riders working at speed, and horses being driven should exercise in separate areas or at different times. If separate areas are not available, schedule specific exercise times or partition the schooling area as needed. Exhibitors working in hand or lungeing must be in a separate area from horses being ridden or driven. Both schooling and lungeing areas should be enclosed if possible and separated from the general public, vehicles, and other hazards. Exhibitors should be able to hear show announcements in the schooling area(s).

Once you have selected a suitable show facility, work with the facility manager to reserve the facility for your show date(s). Make preliminary arrangements for preparation of the facility at this time also. You will follow up later to confirm the preparation plans.

### **3.1.3 Develop Show Schedule**

The show schedule should be designed to include the classes that would draw the interest of the exhibitors you want to attract to your show. Therefore it is very important to understand the demographics of the population you are targeting.

Remember that no one under the age of eight may ride/handle a horse in a 4-H sponsored horse show.

The published show schedule should include the list of classes and, at a minimum, the following information:

- Show date
- Show location with driving directions
- Class entry fees and any other show fees
- Time that registration is open
- Time that show starts
- Rider age categories if applicable
- Horse age categories if applicable
- High point categories if applicable
- Judge(s)
- Show Manager name and contact information
- Availability of concession, photographer, commercial vendors
- Any special show rules not documented in existing rule/guideline books

Note that if the show schedule includes multiple arenas running simultaneously, show management should attempt to minimize anticipated class conflicts when designing the show schedule. However, show management must be prepared to work with exhibitors if conflicts arise. Procedures for handling class conflicts should be distributed to exhibitors at the show either as a written document or via PA system announcements.

The show committee should advertise the show as early as possible. The show committee should also have contingency plans in place in the event of bad weather. Alternate dates, alternate facilities, etc. should be prearranged if possible in the event that they are needed.



### **3.1.4 Contract Qualified Judge(s)**

*Note that a judges committee (working independently of any show committees) may be assigned to contract all show judges. If this is the case, then the show committee's responsibility is to supply all necessary information to the judges committee relative to the requirements for their show.*

If at all possible, judges should be selected from outside the county to minimize the chance of a conflict of interest. Although we do not require that judges be certified by any organization, potential judge should have a working knowledge of Florida 4-H horse show rules, should be capable of working with youth in a positive manner, and should be experienced in horse judging.

If possible, obtain evaluations and recommendations for judges from leaders, educators, or equine professionals in counties that have used the judge at a 4-H show. Evaluate each potential judge's suitability based on past performances and recommendations.

Our budget for a performance judge is \$350 and for a trail judge is \$100. We will also pay these judges travel expenses as follows: Mileage at \$.45 per mile roundtrip or one night hotel lodging with the total allotment for expenses per judge not to exceed \$150.

When contacting a potential judge the following items should be discussed:

- Show date, time, and location
- Show schedule (what classes the judge will be judging)
- Judges fees (including expenses)
- Who will provide what patterns
- Who will provide ring steward
- When, how and in what format patterns will be submitted
- Appropriate judge's attire

After receiving a verbal commitment from your choice of judge, follow-up with a written communication which includes the following:

- Letter confirming the verbal agreement
- Judges contract (show date(s) and timeframe, classes to be judged, fees to be paid, patterns to be provided (how and when), cell phone contact of judge and show manager); supply two signed copies of the contract, one for the judge to keep, and one he/she will sign and return to the show committee
- Show schedule
- *Florida State 4-H Horse Show Official Rules* rulebook
- Directions to show grounds
- A list of local hotels
- Additional information or guidelines for 4-H shows that are not included in the rule book
- Special requests or considerations for course designs
- Self addressed, stamped envelope to return the signed contract

## **3.2 Timeline: 3 Months Before the Show**

### **3.2.1 Develop Emergency Response Plans**

Safety must be a high priority and must be considered in every aspect of show planning. Thorough planning with careful consideration of safety will help minimize the risks of injury to show participants and horses.

Work with the county extension agent to ensure that insurance is adequate for the show. Obtain liability and accident insurance as appropriate for the show.

The show committee should develop plans to deal with potential emergency situations involving exhibitors, spectators, or horses. Consider potential emergency situations such as extreme weather, fallen rider with injuries, loose horse, etc.

Every attempt should be made to have an ambulance, paramedic, and trained personnel on the grounds the day of the show. This is the most desirable option for most horse events. Medical personnel on the grounds should be appropriately dressed and stationed in an obvious location so that they can be easily found in the event of an emergency. The location of medical personnel should be clearly indicated by signs, announcements, or other means if the show grounds are large and the medical station is not readily visible.

If an ambulance with a paramedic is not available, an Emergency Medical Technician (E.M.T.) or a qualified, first responder with emergency training should be designated and present throughout the show.

Show committees must consider that most emergency personnel are not familiar with horses and may not be aware of factors that may frighten horses and create additional hazards in an emergency. For example, emergency vehicles with flashing lights and sirens may create significant problems for horses and humans on a crowded show grounds.

Emergency phone numbers (ambulance, police department, fire department, veterinarian, etc.) and address and directions for the nearest emergency medical facilities should be posted at the show office. Each member of the show committee should be aware of the location of emergency personnel on the grounds, emergency phone numbers, and the location of local emergency medical facilities. Emergency personnel should be familiar with the show layout and have a map of the show grounds.

A first aid kit and fire extinguisher should be located in the show office.

A veterinarian should be contacted prior to the show and arrangements made for the veterinarian to be “on-call”.

Participants should be advised to report problems to the show office if an emergency arises.

Incident report forms must be completed and submitted to the Brevard County Extension Service for all incidents that may result in any injury to a person or a horse regardless of how minor.

Procedures should be in place to quickly respond to severe weather conditions. These procedures should be conveyed to show officials and all show participants.

Show committees are strongly encouraged to use the Area D 4-H Horse Show Severe Weather Policy (refer to Appendix C) for determining when to interrupt an event due to lightning and resume an event following an interruption.

### **3.2.2 Invite Vendors**

You may want to invite a photographer or other commercial or non-profit vendors to your show. Solicit a photographer who will agree to take both still photos and actions photos for the duration of the show.

Relative to all vendors who plan to set up at the show, be sure they have the appropriate insurance and/or vendor licenses required by 4-H, the state of Florida, or the show facilities.

Send detailed, show vendor policies and related show information to all vendors who have committed to setup at the show.

### **3.2.3 Solicit Course Designers**

Over Fences and Trail courses may be designed by the respective judges or designed by someone else. Because both of these events require a lot of equipment, it is best to have someone design the courses who is familiar with the equipment pool.

Course designers must be given a copy of the *Florida State 4-H Horse Show Official Rules* rulebook and urged to review the requirements for their respective events. They will also need the overall dimensions of arena/area that the course will be set up in with an indications of in and out gates. They must also be given the requirements for the format that the designs are to be submitted in and the deadline for receipt of the course designs.

Note that the Gainesville Extension Service office has a set of jump courses that can be used as a basis for over fences course designs.

### **3.2.4 Locate and Reserve Equipment**

Any special equipment required to execute the show that is not an allocated resource for the Brevard County 4-H Horse Program will have to be located and reserved for the show date(s). Such equipment may include but is not be limited to:

- Dressage arena
- PA system
- Jump equipment
- Trail equipment
- Electronic game timer

### **3.2.5 Procure/Solicit Special Show Awards**

If the show is awarding any high point awards or other special awards, these awards will take longer to select and purchase than the typical class awards. You may even want to solicit donations for these types of awards to reduce the cost of the show.

If there is a show awards committee that works independently of any show committees, this awards committee may be willing to procure these awards with some input from the show committee.

Also determine who will be responsible for delivering these awards to the show facility and when they will be delivered.

### **3.2.6 Plan and Produce Publicity**

Select the media (local newspapers, horse publications, 4-H newsletter, radio, TV) for show publicity.

Determine the contact and timeline for each media.

Develop the materials for each media and submit the materials for timely publishing.

## 4 FINAL PREPARATION

### 4.1 Timeline: 6 Weeks Before The Show

#### 4.1.1 Procure Exhibitor Numbers/Pins

*Check existing supplies before purchasing these items.*

The following accouterments should be procured for the show:

- Entry Numbers: Get a double set of at least 100 consecutive numbers
- Safety Pins: 400 pins at least 2" in length

Local feed stores are usually willing to donate entry numbers.

#### 4.1.2 Procure Class Awards

*Note that an awards committee (working independently of any show committees) may be assigned to procure all show awards. If this is the case, then the show committee's responsibility is to supply all necessary information to the awards committee relative to the requirements for their show.*

The following class awards are recommended for all shows:

- Ribbons for 2<sup>nd</sup> through 6<sup>th</sup> place
- Either a ribbon or other prize (or both) for 1<sup>st</sup> place, the other prize may be any item selected by either the awards committee or the show committee
- Grand Champion Halter ribbon if applicable
- Reserve Champion Halter ribbon if applicable

Printing on ribbons should be generic so that leftover ribbons can be re-used for other shows.

Find out if there are any left over class awards that can be used for your show before determining order quantities.

Determine who will be responsible for delivering the class awards to the show facility and when they will be delivered.

#### 4.1.3 Solicit Show Staff

Executing a horse show requires a large pool of labor resources. Use a responsibility matrix (refer to Appendix A) to list all the activities that are required during the show and who is going to do them.

The following staff positions must be filled by an adult (18 years of age or older):

- Grievance Committee
- Show Manager
- Announcer
- Entry Gate
- Stop Watch Timer
- Dressage Scorer
- Dressage Scribe

- Course Design

At least one adult must be assigned to Registration.

Refer to Appendix B for a description of the major staff responsibilities.

## **4.2 Timeline: 4 Weeks Before The Show**

### **4.2.1 Verify Course Patterns**

Course patterns must be reviewed for clarity, legibility, and compliance with show rules. If any pattern does not pass all of these inspections, the pattern must be returned to the course designer for modification. Avoid redrawing the patterns for the course designer. You are liable to misrepresent something, which will only lead to confusion on everyone's part.

When someone other than a judge designs any course (such as trail or hunter courses), the judge must also review and approve the course.

### **4.2.2 Consult Materials/Equipment List**

A minimum list of materials and equipment that is required to support a horse show is supplied in Appendix A. The Brevard County 4-H Horse Program maintains and stores most of the equipment and materials on this list either at the Merritt Island Equestrian Center or one of the Brevard County Extension Service offices (Cocoa or Palm Bay).

The show committee should review the list and verify the location of all items on the list. Consumable materials may have to be replenished as a show expense prior to the show.

Resources must be assigned to deliver all of the show materials/equipment to the show facility at least 2 hours prior to the scheduled opening of registration.

### **4.2.3 Confirm Facility Preparation**

At the time that the facility was reserved, initial plans were made with the facility management to prepare the facility for the show.

At 4 weeks prior to the show, contact the facility management to review the preparation tasks and timeline.

## **4.3 Timeline: 1 Week Before The Show**

### **4.3.1 Re-Confirm Facility Preparation**

At 1 week prior to the show, contact the facility management to re-confirm the preparation tasks and timeline.

### **4.3.2 Perform Final Resource Confirmation**

At seven days prior to the show make reminder phone calls to: judge(s), announcer, show manager, registration staff, ring steward(s), gate (in and out) staff, emergency personnel, and photographer and vendors if applicable. When making reminder calls, keep the following in mind:

- The show manager should arrive at the show at least 2 hours prior to the start of the 1<sup>st</sup> scheduled event to help setup for the show and coordinate details with the show staff.
- The registration staff scheduled to work the first shift in the morning should arrive at the show at least 2 hours prior to the start of the 1<sup>st</sup> scheduled event to setup the show office.

- The judge(s) should arrive approximately 30 minutes prior to the start of the 1<sup>st</sup> event they will be judging.
- The announcer should arrive 30 minutes prior to the start of the earliest scheduled event.
- Other show staff should arrive at the show grounds in sufficient time to prepare for and receive instruction for the position and timeslot they are responsible for.
- Emergency personnel should be on the grounds at all times when exhibitors are mounted and remain until the show is completed.
- Detailed directions should be provided to all show officials and workers.

Contact anyone who is responsible for delivering material/equipment to the show facility to verify the delivery timeline.

#### **4.3.3 Prepare Show Paperwork**

Prepare judge's cards with class names printed on each card.

Prepare score sheets as appropriate for classes that are scored. If dressage classes are included in the show schedule, the appropriate score sheets should be pre-prepared for each entrant in each class.

Produce copies of all required paperwork that exhibitors will need to register. This paperwork will include at a minimum:

- Entry Forms (not required for 4-H point shows)
- Add/Scratch Forms

Produce copies of the show schedule.

Produce copies of patterns appropriate for posting. Produce copies of patterns for distribution to exhibitors if appropriate.

#### **4.3.4 Develop and Execute a Plan to Stock Concession**

Concession resources are responsible for developing the menu for the concession and ensuring that the concession is stocked with the supplies and equipment required to support that menu.

Supplies which will be required include:

- Consumable food, drinks, and condiments
- Ice (may be obtained from the Cocoa Ag Center Monday-Friday, 8:00 am-5:00 pm)
- Paper goods (such as paper towels, napkins, plates, cold cups, hot cups, hot dog holders, nacho chip baskets, popcorn bags)
- Plastic goods (such as eating utensils, large garbage bags)

Equipment which may be required includes:

- Ice chests (
- Gas Grill and gas
- Crock pots
- Coffee pots

All equipment is available either at the show facility or can be obtained from the Cocoa Ag Center Monday-Friday, 8:00 am-5:00 pm.

#### **4.4 Timeline: The Day Before The Show**

Inspect the show facility to ensure the environment is safe for horses and people.

Optional: Setup the hunter over fences course. It should be setup for whatever over fences class is scheduled first or for schooling if schooling is scheduled before the classes start. Remember that at least one practice jump must be available for schooling over fences for the duration of the over fence classes.

Optional: Setup the trail course. It should be setup for the 1<sup>st</sup> scheduled trail class. Be sure to measure distances between and within obstacles, so that if the course has to be reset, it will be the same for subsequent riders.

Optional: Deliver all materials and equipment to the show facility. If the facility can be secured, doing this the day before the show is preferred.



## 5 EVENT EXECUTION

### 5.1 Prior to the Start of the Show

Start organizing the show office at least 2 hours prior to the start of the earliest scheduled event, This gives the show staff plenty of time to get organized so that they can process entries in a calm, collected, professional manner when the show office opens.

Post appropriate informational signs.

Post all patterns relative to over fence, trail, showmanship, horsemanship, and equitation classes.

Set out trash barrels.

Set up awards table.

Set up a table for registration materials and show schedule.

Open the show office one hour prior to the start time of the earliest scheduled event.

The show manager should brief the judge(s), ring steward(s), announcer, and gate check-in personnel before the show and clarify rules and procedures as needed.

### 5.2 During the Show

#### 5.2.1 Process Show Entries

Brevard County 4-H uses Bar N Software Productions Horse Show Management (HSM) software to completely manage a single horse show or series of horse shows from the time the show or series is defined through presentation of the final awards. The application can manage any combination of show and series high point awards. Complete instructions for using HSM are provided in *Bar N Software Productions Horse Show Management Users Guide*.

Processing a show entry involves the following steps:

- If this is a 4-H closed horse show, verify the exhibitor and horse are enrolled in the Brevard County 4-H Horse Program.
- Verify the coggins test is current (pulled within the last year) and is for the horse being entered. Verify that the coggins test date and ascension number are documented on the Entry Form.
- Verify that the helmet (if required) meets SEI/ASTM standards (certificate must be attached and readable).
- Verify that all information is complete on the Entry Form.
- Allocate an entry number to the exhibitor and record the number on the Entry Form. Each horse/exhibitor combination must receive a unique entry number.
- Collect the entry fees. Record the payment information on the Entry Form. Closed checks and cash should be stored in the cash box. Open checks should be attached to the Entry Form.
- Enter entry information into HSM.

## **5.2.2 Generate Show Paperwork**

Show paperwork includes:

- Gate Check-in Sheets (HSM “Print Class/Checkin Sheets” function)
- Announcer Class and Order-of-Go Sheets (HSM “Print Class/Checkin Sheets” function)

The Gate Check-in sheets and the Announcer Class and Order-of-Go sheets should be printed as late as possible because these sheets can be impacted by class adds and scratches.

If the announcer will be utilizing the computer interface for class calls and placings, it may not be necessary to print the Announcer Class and Order-of-Go sheets.

### **5.2.2.1 Gate Check-in Sheets**

The gate check-in people need to have class lists in the order of go for classes that have an order of go and numerical for all others.

### **5.2.2.2 Announcer Class Sheets and Order-of-Go Sheets**

As previously noted, if the announcer will be utilizing the computer interface for class calls and placings, it will not be necessary to print the Announcer Class and Order-of-Go sheets. Or there may be selected classes that the announcer will want paperwork for if multiple rings are running simultaneously.

If these sheets are printed, the following logic applies for the printing.

- Classes with an order of go: Print class sheets sorted numerically and also print a separate order-of-go. The announcer will use the Order-of-Go sheets to do gate calls and track progress of the class. This sheet can also be used to verify call backs. He/she will use the numerical listing to record and announce class placing.
- Classes with no order of go: Print class sheets sorted numerically.

## **5.2.3 Process Class Changes**

During the show you may need to process class scratches or adds. Both types of class changes must be documented on the Add/Scratch Form.

Processing class changes involves the following steps:

- Attach the Add/Scratch Form to the relevant Entry Form.
- If this is a class “add” and the exhibitor does not have an open check, collect the entry fee.
- If this is a class “scratch” and the exhibitor paid either in cash or closed their check, refund the entry fee in cash.
- Update HSM.
- Update any pre-printed class lists for the announcer and gate check-in crew.

## **5.2.4 Manage Show Staff**

Managing the show staff is the responsibility of the show manager and is critical to running a smooth show.

If you have been diligent about filling in the Responsibility Matrix, much of what the show manager is doing is seeing that everyone is where they are supposed to be and doing what they are supposed to be doing.

### 5.2.5 Manage Real-Time Issues

The show manager is also the major resource that will manage real-time issues.

Issues you can expect to happen, their effect, and potential solutions:

- Something (like the class awards) or someone (like a judge) does not arrive on time - Your schedule may have to slip. Just go with the flow and try not to get too stressed. Use the PA to keep everyone informed. They will appreciate it. It helps to have the cell phone numbers of some of the major players in your show (like the judges and anyone bringing major equipment). Also give them the cell phone number of their contact at the show. This is one case where ignorance is not bliss!
- A staff volunteer cannot meet their commitment - Ok, go back to the responsibility matrix and call on the club leader of the original volunteer to find another volunteer. If that fails, reach for someone you know will come through in a pinch. In fact, it is a good idea to have a few of these backups on alert just in case. About 4 people should be on stand-by to jump in whenever and wherever needed.
- Someone's helmet does not have the SEI/ASTM "seal of approval" - You have to be firm. Suggest they borrow one from someone else.
- Someone on the show grounds has exhibited unsportsmanship conduct either verbally or physically – Discuss the incident with the parties involved, giving them a warning that any further incidents (no matter how small) will result in them being escorted from the show facility immediately.

### 5.2.6 Enter and Verify Placing Data

Registration staff should keep up with inputting the class placings into HSM particularly if you will be awarding any high point category winners at the end of the show.

If you are awarding show high points, placing and point data should be verified as follows.

At least twice during the day and at the end of the day, use the HSM “Review Points” function to print the “Class Details” report. For the classes that have executed since the last time this verification step occurred, verify:

- The place entered in HSM matches the place recorded on the judge’s card
- The points awarded match the place awarded based on number of exhibitors showing in the class as recorded on the judge’s card.

If any errors are found, correct the error immediately, reprint the HSM report, and re-verify.

### 5.3 At the End of the Show

At completion of the last class of the day, the following things need to be done:

- Verify and announce high point winners if applicable
- Close out all open checks
- Reconcile cash boxes (entry and concession)

- Pay the Judge(s)
- Pay out any expenditures that are submitted with the correct documentation
- Cleanup the show grounds
- Put away all equipment that is stored on the show facility grounds
- Pack up all materials/equipment that is not stored on the show facility grounds; arrange for this material/equipment to be returned to its original storing location
- Collect trash and carry to designated pickup location
- Turn off all lights and secure the buildings and facility

## 6 EVENT CLOSURE

Following the show, several activities will have to be performed to close out the event.

### 6.1 Return Materials/Equipment

Any materials/equipment that is not stored on the show facility grounds must be returned to its original storing location.

Turn cash boxes and money over to organization Treasurer. Accounting report for each cash box should be in the box.

Turn entry forms, class sheets (if used), and judge's cards/score sheets in to the Show Chairman or whoever is tallying points.

### 6.2 Payout Show Expenses

Show expenses that are properly documented that were not payed out either before or at the show will be paid promptly on being submitted to the organization Treasurer.

### 6.3 Deposit Income Received at Show

The show income must be deposited as soon as possible after the show.

### 6.4 Prepare Financial Statement

A financial statement should be prepared by the organization Treasurer as soon as possible after the show which reconciles all funds.

The report should include the following.

#### Income Report:

- Income from entry booth
- Income from concession

#### Expense Report

- Judges fees
- Cost of show awards
- Show supplies purchases(itemized)
- Concession purchases
- Miscellaneous costs (itemized)

#### Profit/Loss Report

- Indicate total profit or loss for the show

## **6.5 Verify Placing and Point Data**

In the event that you are running a show series for which you will be awarding series high points, it is important to verify the placing data input into HSM and the points calculated by HSM.

Use the HSM “Review Points” function to print the “Class Details” report. For all class for the entire show:

- Verify the place entered in HSM matches the place recorded on the judge’s card
- Verify the points awarded match the place awarded based on number of exhibitors showing in the class as recorded on the judge’s card.

If any errors are found, correct the error immediately, reprint the HSM report, and re-verify.

## 7 SUMMARIZED TIMELINE

### 4 TO 5 MONTHS BEFORE THE SHOW

- Set Show Date
- Select and Reserve Show Facility
- Develop Show Schedule
- Contract Qualified Judge(s)

### 3 MONTHS BEFORE THE SHOW

- Develop Emergency Response Plans
- Invite Vendors
- Solicit Course Designers
- Locate and Reserve Equipment
- Procure/Solicit Special Show Awards
- Plan and Produce Publicity

### 6 WEEKS BEFORE THE SHOW

- Procure Exhibitor Numbers/Pins
- Procure Class Awards
- Solicit Show Staff

### 4 WEEKS BEFORE THE SHOW

- Verify Course Patterns
- Consult Materials/Equipment List
- Confirm Facility Preparation

### 1 WEEK BEFORE THE SHOW

- Re-Confirm Facility Preparation
- Perform Final Resource Confirmation
- Prepare Show Paperwork
- Develop and Execute a Plan to Stock Concession

### THE DAY BEFORE THE SHOW

- Inspect show facility
- Optional: Setup the Hunter Over Fences Course
- Optional: Setup the Trail Course
- Optional: Deliver all Materials and Equipment to Show Facility

### PRIOR TO THE START OF THE SHOW

- Organize Show Office
- Post Appropriate Informational Signs.
- Post Patterns
- Set Out Trash Barrels.
- Set Up Tables (Awards and Registration).
- Open Show Office (1 hour before scheduled show start time)
- Brief Judge(s), Announcer, Ring Steward(s), Gate Check-in

**DURING THE SHOW**

- Process Show Entries
- Generate Show Paperwork
- Process Class Changes
- Manage Show Staff
- Manage Real-Time Issues
- Enter and Verify Placing Data

**AT THE END OF THE SHOW**

- Verify and Announce High Point Winners if Applicable
- Close Ot all Open Checks
- Reconcile Cash Boxes (entry and concession)
- Pay the Judge(s)
- Pay Out Other Expenditures Submitted with Appropriate Documentation
- Cleanup Show Grounds
- Put Away all Equipment Stored on Show Facility Grounds
- Pack-up all Other Equipment and Hand Off to a Delivery Resource
- Collect Trash and Carry to Designated Pickup Location
- Turn Off Lights, Secure Buildings and Facility

**FOLLOWING THE SHOW**

- Return Materials/Equipment as Required
- Payout Show Expenses as Required
- Deposit Income Received at Show
- Prepare Financial Statement
- Verify Placing and Point Data



<b>APPENDIX A. HORSE SHOW RESPONSIBILITY/EQUIPMENT MATRIX</b>
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SHOW JOB	ASSIGNED RESOURCES
Grievance Committee (at least 4 people)	
Announcer	AM (Judged Performance): PM (Judged Performance): Games:
Registration (2 people at window, 1 person on computer)	AM (Judged Performance): PM (Judged Performance): Games:
Helmet Check	AM:
Entry Gate	AM (Judged Performance): PM (Judged Performance): Games:
Exit Gate	AM (Judged Performance): PM (Judged Performance): Games:
Hand out Awards	AM (Judged Performance): PM (Judged Performance): Games:
Ring Steward	AM (Judged Performance): PM (Judged Performance):
Concession	AM (Judged Performance): PM (Judged Performance): Games:

<b>SHOW JOB</b>	<b>ASSIGNED RESOURCES</b>
WR, Reining and Ranch Riding Scribe	
Trail Scribe	
WR and Reining setup	
Trail crew (set up and put away and reset course during trail class execution)	
Jump Crew (set up and put away jumps and set heights and reset dropped poles)	
Games Technician	
Games Setup and Reset	
Game stopwatch timers for Stake Race	
Grounds Cleanup	

<b>SHOW JOB</b>	<b>ASSIGNED RESOURCES</b>
Trail course design	
Jump course design	

**EQUIPMENT:**

<b>Responsible Party</b>	<b>Item</b>
	Computers (registration and announcer) and Printer
	Show Programs
	Exhibitor Entry Forms
	Judges Cards
	PA System
	Clipboards (3)
	Back Numbers
	Safety Pins
	Pencils (sharpened) and Pens
	Masking Tape
	Duct Tape
	Staple Gun and Staples
	Scissors
	Paper Clips
	Walkie Talkies and Lots of Extra AA Batteries
	Trash Bags (large for trash barrels)
	Informational Signs
	Money Boxes with starter money (one for entry booth and one for concession)
	Checkbook
	Cones (11) and pole for WR
	Trail Obstacles
	300' tape measure
	25' tape measure
	10 lbs of flour for keyhole
	Keyhole drawing device
	Electronic Game Timer
	4 Stopwatches

**APPENDIX B. HORSE SHOW RESPONSIBILITY DESCRIPTIONS****Grievance Committee Responsibilities**

This committee is designated by the Show Committee before the show begins and is to be on the grounds for the duration of the show. The committee is comprised of the Show Manager, the 4-H Agent or their designee, and at least one 4-H Horse Club Leader/Co-Leader. The committee will function as specified for the Appeals Committed defined in *Florida State 4-H Horse Show Official Rules*.

**Show Manager Responsibilities**

The show manager will be physically present on the show grounds for the duration of the show and will provide the following services:

1. Communicate and coordinate with officials.
2. Supervise and monitor show operations and delegate responsibilities as appropriate.
3. Follow up on delegated tasks to ensure that all show details and jobs are done as planned.
4. Communicate any problems or concerns related to show facilities to the appropriate facility personnel.
5. Have a thorough knowledge of the emergency response plan and work with emergency personnel to coordinate an emergency response.
6. Monitor threatening weather and make the decision to suspend and/or resume an event.
7. Answer any questions about rules or show procedure that they feel qualified to answer. Requests for information beyond their ability to answer should be referred to the host county extension agent.
8. Resolve any minor disputes (that are not a formal protest) that may arise in a timely and equitable manner. All disputes should be brought to the attention of the 4-H extension agent.

## **Registration Responsibilities**

1. Organize and coordinate show office operations.
2. Accept show entries, verify coggins, verify helmet certification
3. Distribute exhibitors' numbers and other special instructions or show materials
4. If show is a closed 4-H Horse Show, verify exhibitor and horse enrollment.
5. Input entry data into HSM.
6. Process class changes (adds/scratches); update HSM; update pre-printed class and gate check-in sheets.
7. Input placing data into HSM (if announcer is online, the task will be performed by the announcer)
8. Ensure that all checks are closed out at the end of the day.
9. Pay show judge(s) at the end of the day.
10. Reconcile cash box by documenting receipts and debits on provided form.

## Ring Steward Responsibilities

### General

1. Attire should be appropriate for the ring (clean and neat.) Boots or hard-soled shoes are preferred. Sandals or any open toed footwear are not acceptable.
2. Be familiar with show procedures and etiquette.
3. Work with gate people to assemble the class promptly.
4. The ring steward shall place himself in such a position so as not to interfere with the judging.
5. Be available at all times for the judge's instructions.
6. Acts as liaison between judge and exhibitors. No exhibitor should be allowed to approach the judge while in the ring.
7. **Do not discuss or comment on any horse or exhibitor with the judge.** Say nothing that might influence the judge. Limited conversation is preferred while in the ring. The ring steward must keep in mind that he/she has been selected to assist the judge--**not advise him/her** and shall carefully refrain from discussing or seeming to discuss the horses or the exhibitors with the judge in any way.
8. Do not repeat any comments made by the judge. Leave what you see and hear in the ring.
9. Limit conversation with exhibitors in the ring to instructions only. Give no instructions to any exhibitor unless given to the entire class or unless directed to do so by the judge.
10. Encourage exhibitors to keep their horses spaced. When lining up exhibitors, watch spacing.
11. Watch for potential problems in the ring. Your primary goal is to keep horses, exhibitors and ground personnel safe at all times.
12. Work with ring crew for each class set up.
13. Communicate judge's instructions to announcer/exhibitors clearly and concisely.

### Specific

1. Relay prearranged signals or calls for gait changes and lining up to the announcer.
2. The judge will complete the call back and placing cards. Ring Steward will call them to the tower. Ring Steward will pay close attention as the tower announces the numbers. If there is any discrepancy they must stop the announcer immediately and correct the problem.
3. Verify the exact number of exhibitors that enter the class and record it on the placing card. This number should be verified with the gate person and the tower. This number is extremely important in cases where there are fewer than 6 entries in the class. For classes with more than 6, this number is not so critical. DQ's are counted as entries.
4. Maintain control of call back and placing cards. These cards should be turned in to the tower at each break and at the end of the day.

## **Gate Check-in Responsibilities**

### **General**

1. Boots or hard-soled shoes are preferred. Sandals or any open toed footwear are not acceptable.
2. Open and close gates at the beginning and end of a class and at other times as needed.
3. Work with announcer to keep the show running smoothly in a timely fashion.
4. Keep the gate area safe for mounted and unmounted people. Recognize potential dangerous situations and take positive action to resolve these situations.
5. Keep spectators clear of gates.
6. Set a helpful and relaxing tone for exhibitors waiting to enter the ring.
7. Communicate accurately and in a cordial manner with announcer and exhibitors.

**Note: The P.A. system is used to help the show move as smoothly as possible, but is only a courtesy. It is the responsibility of the contestants to know when they are required to be in the make-up area or arena. Not hearing or understanding gate calls, etc. is NOT an excuse for missing one's order of work, heat, or class.**

### **Specific**

1. The primary responsibility of the gate check-in person is to verify that class entries are present and ready to enter the arena when their class is called to enter the arena.
2. Check-in for the first class of the day, or for the first class after a break should begin 10 to 15 minutes before the class is scheduled to start. When the gate is closed on the final round of a rail class or the last 5 exhibitors are in line for an individual work class, the gate check-in will begin verifying that the exhibitors for the next class are present and ready.
3. Rail classes have no order of go and may be checked-in in any order. All exhibitors for a rail class should be checked in when the judging for the class in the arena is 50% to 75% complete depending on the size of that class.
4. Order-of-go classes should be checked-in in blocks of 10. That is, there should always be 10 exhibitors checked in and it is recommended that 5 exhibitors should always be lined up in order-of-go order and ready to enter the ring.
5. For Order-of-Go classes, the exhibitor **MUST** enter the arena in their scheduled order. The only exception is class conflicts. In the event of a class conflict, notify the Show Manager immediately as the Show Manager will determine the resolution.
6. Communicate to the announcer any exhibitor number who you are looking for to check-in. Every attempt should be made to give at least 3 gate calls for a missing exhibitor over the PA system.
7. If an exhibitor is a scratch or no show, annotate the gate list appropriately and inform the announcer.

**Gate Check-in Responsibilities (continued)**

8. Annotate the gate list with the number of exhibitors actually entering the ring and verify with the ring steward and announcer.
9. Check the left side of the exhibitor's helmet for the correct color zip tie to verify the helmet was validated.



## **Announcer Responsibilities**

### **General**

The announcer will set the tone and the pace for the show. So there are really only two rules: (1) communicate, communicate, communicate, and (2) do it with a smile.

**Note: The P.A. system is used to help the show move as smoothly as possible, but is only a courtesy. It is the responsibility of the contestants to know when they are required to be in the make-up area or arena. Not hearing or understanding gate calls, etc. is NOT an excuse for missing one's order of work, heat, or class.**

1. Keep the public and exhibitors informed of the progress of the show as much as possible.
2. Maintain focus on important items and screen out background distractions.
3. If you are announcing multiple rings and need help, ask for it and expect it.
4. Be prepared to give appropriate instructions in an emergency.
5. Make announcements to barn area as appropriate (including pre calls prior to start of show).
6. With gate check-in's help, get exhibitors to the ring.
7. Relay judge's instructions to exhibitors in the ring.
8. Let the judge know how many exhibitors to expect in the class.

### **Specific**

1. You will start work promptly 30 minutes before the first class of the day is scheduled to start.
2. Before you start announcing, test the PA system and your walkie-talkie.
3. Begin announcing by:
  - Welcoming everyone
  - Announcing the judges for the day
  - Announcing the photographer, vet and farrier providing services for the day if applicable
  - Thanking the many volunteers
  - Promoting the vendors and concession
  - Telling the public exactly what time the show will start
4. Begin calling for the first class of the day or the first class after a break, 10 minutes before the class is scheduled to start, this is the first gate call. Give the second gate call 5 minutes before the class is scheduled to start.
5. Give the first gate call for subsequent classes or heats, when the judging for the class or heat in the arena is 50% to 75% complete depending on the size of that class/heat. Give the second gate call for subsequent classes or heats, just before you anticipate announcing placings or call backs for the current class or heat.
6. All gate calls should include the number of the class, the name of the class and the number of exhibitors entered in the class.

**Announcer Responsibilities (continued)**

7. All gate calls should call by exhibitor number:
  - All entries for a rail class of 25 or less
  - All entries for the first or next heat of a rail class of more than 25
  - All entries for an order of go class of 15 or less
  - The first 15 entries or the next 15 entries for an order of go class of more than 15
8. When giving gate calls for the next block of exhibitors for large order-of-go individual work classes, announce the current exhibitor on course or pattern so that the public is aware of progress through the order.
9. After receiving the call back numbers from the ring steward, verify the numbers are in fact in the class before announcing the call backs. If you find an error, notify the ring steward and wait for the correction. Determine if there is an order for the call backs or if there is no specified order and announce that fact.
10. Announce class placings 1 through 6 in reverse order starting with 6<sup>th</sup> place. Announce exhibitor number, exhibitor horse, and exhibitor name.
11. If you are announcing a timed speed event, you will announce the exhibitor's time at the completion of their run.
12. If you are announcing a timed speed event and there is an electronic timer malfunction, DO NOT announce the exhibitor's time. You must tell the exhibitor that there has been a timer malfunction and they have the choice of a rerun or taking the stop watch time.
13. If you are announcing for more than one arena, preface all announcements with the ring name. For example: Western Arena, this is the first gate call for Class 2, Grade Mares, over 13.2 hands. We are looking for 10 exhibitors. Exhibitor numbers .... should be checking in with gate check-in.
14. In the event, the show is being halted due to severe weather, take the following action:
  - Announce that the show is being suspended due to local severe weather
  - Announce that everyone should seek safe shelter immediately for themselves and their animals
  - Avoid contact with any electrical equipment during the severe weather
15. When management determines it is safe to resume the show following a suspension, take the following action:
  - Announce the procedure and timeline for resuming the show as determined by show management

## APPENDIX C. SEVERE WEATHER POLICY

### BACKGROUND

Lightning is the most consistent and significant weather hazard that may affect youth athletics. Within the United States, the National Severe Storms Laboratory (NSSL) estimates that 100 fatalities and 400-500 injuries requiring medical treatment occur from lightning strikes every year. While the probability of being struck by lightning is extremely low, the odds are significantly greater when a storm is in the area and the proper safety precautions are not followed.

### RESPONSIBILITY OF SHOW MANAGEMENT

1. Designate a chain of command who monitors threatening weather and who makes the decision to suspend and/or resume an event. At a minimum that chain of command will include: 1<sup>st</sup> authority – Show Manager; 2<sup>nd</sup> authority – county Extension Agent; 3<sup>rd</sup> authority – Grievance Committee members.
2. Obtain a weather report each day before an event.
3. During a scheduled event be aware of National Weather Service-issued (NWS) thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby. A “watch” means conditions are favorable for severe weather to develop in an area – be alert. A “warning” means that severe weather has been reported or indicated by radar in an area with possible hail, high winds, lightning and heavy rain – take necessary precautions at once.

### RESPONSIBILITY OF EXHIBITOR'S PARENT/GUARDIAN

An exhibitor's parent/guardian has the primary decision-making responsibility regarding the safety of their child from severe weather. In general if you can see lightning or hear thunder you are already at risk and should seek shelter immediately if you are outdoors.

1. Be aware of National Weather Service-issued (NWS) thunderstorm “watches” and “warnings” as well as the signs of thunderstorms developing nearby.
2. Be aware of how close lightning is occurring. The flash-to bang method is the easiest and most convenient way to estimate how far away lightning is occurring. Thunder always accompanies lightning, even though its audible range can be diminished due to background noise in the immediate environment, and its distance from the observer. To use the flash-to-bang method, count the seconds from the time the lightning is sighted to when the clap of thunder is heard. Divide this number by five (every 5 seconds equals 1 mile) to obtain how far away (in miles) the lightning is occurring. If the count between flash and bang is 30 or less (lightning strike was 6 miles away or less), you are in danger and should go to safe shelter. If the count between flash and bang is 15 or less (lightning strike was 3 miles away or less), a lightning strike could occur where you are.
3. Know where the closest “safe structure or location” is to the event area, and know how long it takes to get to that safe structure or location.

Safe structure or location is defined as:

- a. Any sturdy, enclosed building normally occupied or frequently used by people, i.e., a building with plumbing and/or electrical wiring that acts to electrically ground the structure. Avoid using shower facilities for safe shelter and **do not use** the showers or plumbing facilities during a thunderstorm. Avoid places such as pavilions, gazebos or carports.
  - b. In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (not a convertible or golf cart) and rolled-up windows can provide a measure of safety. A vehicle is certainly better than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof which dissipates the lightning strike around the vehicle. **DO NOT TOUCH THE SIDES OF THE VEHICLE!**
4. If caught outdoors and no shelter is nearby:
- **Stay away from tall trees.** If there is no shelter crouch in the open, keeping twice as far away from a tree as it is tall.
  - **Avoid being the tallest object around.** Get as low as you can but do not lie prone on the ground. Squat on the balls of your feet to have minimum contact with the ground. Place your hands over your ears and your head between your knees.
  - **Get below tree line** and into a grove of SMALL trees.
  - **Toss metal** golf clubs, fishing rods, tennis rackets, tools, walking sticks, and backpacks with metal or any other metal objects **away from you**. You can be burned by them.
  - **Get out of the water.** If caught in a boat, crouch down in the center of the boat away from metal hardware. Swimming, wading, snorkeling and scuba diving are NOT safe. Don't stand in puddles, even if wearing rubber boots.
  - **Move away from a group of people.** Stay several yards away from each other. Don't share a bleacher bench or huddle in a group.
  - **Avoid** open fields, high places, trees (especially isolated trees), water, unprotected gazebos or picnic shelters, baseball dugouts, communications towers, flag poles and light poles, metal or wood bleachers, metal fences, convertibles, golf carts, bicycles, and motorcycles.

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## PROCEDURE FOR EVENT SUSPENSION

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Decisions to cancel or suspend an event may be based on any of the following:

- National Weather Service's issuance of either a severe thunderstorm warning or tornado warning in effect for Brevard County, FL.
- Any lightning seen or thunder heard in the area.

During a scheduled event, if lightning is seen or thunder heard, a show management official will inform all show personnel that the show is being suspended. The announcer will announce that the event is being stopped due to lightning and/or severe weather and will instruct everyone to seek shelter. *The parent or guardian is primarily responsible for the safety of their children and animals.*

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## PROCEDURE FOR EVENT RESUMPTION

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A 30-minute waiting period is required before the event may be resumed. If lightning or thunder is observed during the 30-minute waiting period, the waiting period is re-started from the time of the most current observation.

When it is determined that it is safe to resume the event, Show Management will refer to the "Florida 4-H Area & State Horse Shows Official Rules" for the correct procedure.

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## REFERENCES

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NOAA National Severe Storms Laboratory (NSSL),  
<http://www.nssl.noaa.gov/edu/safety/lightning.html>

NCAA Guideline 1d, Lightning Safety, Revised June 2003,  
[http://www.ncaa.org/library/sports\\_sciences/sports\\_med\\_handbook/2003-04/1d.pdf](http://www.ncaa.org/library/sports_sciences/sports_med_handbook/2003-04/1d.pdf)

National Lightning Safety Institute (NLSI), Lightning Safety for Organized Outdoor Athletic Events, [http://www.lightningsafety.com/nlsi\\_pls/ncaa.html](http://www.lightningsafety.com/nlsi_pls/ncaa.html)