

## UMBHA SHOW MANAGER DUTIES

The UMBHA show manager is responsible for the running of the UMBHA Shows and making sure that they are run as efficiently as possible. The show manager must be on the grounds the evening that exhibitors are arriving at the grounds - which would be Thursday evening at 4pm. The manager must be on the grounds each show day from before the show through the end of the show.

### Before the show:

- ❖ Take stall/camping/shavings reservations. Put this information on a spreadsheet for easy reference and to provide to the show secretary prior to the start of the show.
- ❖ Mark stalls BEFORE Thursday at 4 pm so exhibitors arriving at the grounds on Thursday evening know where their assigned stalls are.
- ❖ Call the business providing the shavings on Wednesday before the show with the final shavings count so the truck can be delivered to the fairgrounds on Thursday before exhibitors start to arrive.
- ❖ Make sure shavings truck is unlocked so exhibitors can get their shavings. Truck should be locked after signup sheet is taken to the show office. After that be available to unlock the truck if there is a need for more shavings from an exhibitor and provide the update to the show secretary so they can be added to the exhibitor's tab.
- ❖ Secure all workers for each show
  - Ring Steward
  - Announcer
  - In Gate (ask for volunteers to help)
  - Out Gate (ask for volunteers to help)
  - Show Secretary
  - Show manager may have to fill in for workers if someone doesn't show up, for breaks, or to expedite the show. If staffing problems arise, they become the responsibility of the show manager. Show manager may also need to assist the office staff in some basic tasks, if needed.
- ❖ Send stall, camping, and shavings reservations information to the show secretary the Tuesday BEFORE the show and all updates made after that no later than first thing Saturday morning to ensure that the show secretary has ample time to add these items to exhibiter's tabs.
- ❖ Help Show Secretary unpack and set up office, if needed.

### During the show:

- ❖ Get ice and water for the cooler available to the show help and judges each day.
- ❖ Plan and provide lunch for show staff and judges each day, if food stand is not available that day or weekend, make alternate plans with outside restaurant(s) and request delivery or pick-up. Retain any receipts and turn in to Treasurer at the end of each day.
- ❖ Unlock the arena and turn on lights in mornings, shut off lights and close/lock arenas if necessary at night
- ❖ Have scribes and point double checkers lined up for longe line and other classes, if necessary. If none are found, this falls to the responsibility of the show manager.
- ❖ Have the American Flag ready each morning for the Pledge, Anthem, or presentation of the flag.

### **During the show (continued):**

- ❖ Arrange for someone to hand out halter and lead line ribbons—should be handed out at the gate for grand and reserve halter and lead line classes. If no one is found, the responsibility falls to the show manager.
- ❖ Get cones and chairs out of trailer and to arena(s) to be used each day by judges and ring steward.
- ❖ Make sure grounds stays free of excess debris or manure, pick up if needed.
- ❖ Handle all complaints at the show
  - If complaint cannot be resolved, bring the complaint to WBHA President and Board of Directors
  - The Board of Directors decision will be final
- ❖ Counts should be done each day for:
  - ANY used stalls, whether requested or not.
  - Camping spaces used need to be counted at night.
  - Number of bags of shavings used
  - Fairgrounds also counts daily, and our numbers need to be accurate and match their count for payment
- ❖ Get the correct counts to the Show Secretary and Treasurer each night at the end of the show.
- ❖ Get the trainer tab forms to the show secretary for addition to tabs, should be done by Saturday morning of each show. Included on the tab should be:
  - Stalls
  - Camping
  - Shavings
  - Extra nights for camping or stalls
  - Any splits and between who
- ❖ Verify counts for early arrivals and late departures
  - Make sure trainers note these on their trainer form, double check the information is accurate
  - Count both horses and camping- some horses come with the trainer and owner comes next day

### **After the show**

- ❖ Assist the show secretary in packing up the show office.
- ❖ Make sure all items from the show office area and all UMBHA equipment is loaded into the UMBHA Trailer
- ❖ The show manager must stay on the grounds until the show secretary is ready to leave.
- ❖ Make sure all name cards are off stalls.
- ❖ Remove any paperwork from stalls
- ❖ Check for any left or forgotten items, take with you and try to identify owner. Includes barns, wash racks, around arenas, and camping area.
- ❖ Pick up excess or loose garbage around arenas, bleachers, and barn aisles areas